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PROCUREMENT PROCEDURES

Project:

CREDIT SCORING DEVELOPMENT,
MICROFINANCE INSTITUTION, BOSNIA & HERZEGOVINA

October 2021

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1 Contracting authority

EFSE Development Facility

<https://www.efse.lu/about-the-development-facility/tenders/>

Description of Contracting Authority

The European Fund for Southeast Europe (EFSE) has been initiated with the aim to foster economic development and prosperity in the Southeast Europe region and in the European Eastern Neighbourhood region through the sustainable provision of additional development finance, notably to micro and small enterprises (MSEs) and to private households, via qualified financial institutions.

The EFSE Development Facility (EFSE DF) was established in 2006 to support the EFSE's development finance mandate to enhance the long-term development impact of the EFSE's investments. The EFSE DF deploys effective, targeted and innovative technical assistance to maximise the impact and outreach of the Fund's development finance mandate to final target groups, i.e. micro, small and medium enterprises and low-income private households, in its target countries. The EFSE DF not only responds to specific requests for support from the EFSE's partner lending institutions, but also proactively identifies their technical assistance or capacity building needs. In this way, the EFSE and the EFSE DF work hand in hand to build and reinforce long-term partnerships that maximise development finance impact and outreach.

Contact

Zana Maloku (z.maloku@finance-in-motion.com)

Finance in Motion GmbH (EFSE DF Project Manager)

Carl-von-Noorden-Platz 5, 60596 Frankfurt/Main, Germany

Type of contract

Consulting services

Location of work

Home country, on site in Bosnia & Herzegovina

Duration of the contract

The project is expected to begin in December 2021, and it will last approx. 6 months

Estimated budget in days

20 senior expert days, 40 junior expert days

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2 Tender procedure

2.1 Presentation of the tender

The tender process will be handled by the EFSE Development Facility (DF) Manager, Finance in Motion GmbH.

The **tender** should be submitted **by e-mail only**, in two comprehensive but separate pdf files:

- **the counterparty information sheet and the technical proposal together in one e-mail**, and
- **the financial proposal in another e-mail**.

Both packages are to be submitted together to the Project Manager of the EFSE DF Manager, Zana Maloku, z.maloku@finance-in-motion.com.

E-mails containing the technical and financial proposal should be clearly labelled "Credit Scoring Development, Microfinance Institution, Bosnia & Herzegovina. Technical Proposal" and "Credit Scoring Development, Microfinance Institution, Bosnia & Herzegovina. Financial Proposal".

No financial information shall be contained in the technical proposal. **The financial proposal must be password-protected. The submission of a financial proposals that is not password-protected will lead to the automatic rejection of the bidder's tender offer.** The EFSE DF Manager will only request the password for the financial proposal if the respective technical proposal obtains the required minimum of evaluation points (see sections 5 and 6).

The deadline for the notification of intention to submit is **25.10.2021 at 12:00pm CET**. The confirmation has to be sent by email to the email address indicated in section 2.1 above.

The deadline for the return of tenders is **08.11.2021 at 12:00pm CET** ("Tender Deadline"). Any tenders received after the tender deadline will be rejected automatically and will not be evaluated.

2.2 Language of the tender

The counterparty information sheet, the technical and the financial proposal as well as all communication related to the tender shall be in English language.

2.3 Contracting authority

The contracting authority is the EFSE DF. A specific contract will be concluded between the EFSE DF and the Consultant for the performance of the assignment.

2.4 Validity period of tenders

The period of validity of tender is **120 days** from the deadline for receipt of the tender indicated in the invitation letter.

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2.5 Request for additional information

Any question, communication or request for additional information concerning this Procurement Procedures is only permitted in writing to the EFSE DF Manager. Such requests should be sent no later than **01.11.2021 at 12:00pm CET** before the deadline for the submission of proposals. If any clarification is necessary, the answers will be communicated simultaneously in writing to all short-listed candidates.

2.6 Confidentiality

All documents shared with the bidders in the framework of this tender process are to be treated as strictly confidential and may not be shared with third parties without prior approval of the EFSE DF.

2.7 Cancellation

The EFSE DF reserves the right to cancel the tender process without notice at any time if it deems so appropriate. Bidders should only participate to the tendering process with the understanding that they would not be entitled to any form of compensation should the EFSE DF decide to interrupt the tender process before the contract is signed.

3 Content of the tender

3.1 Counterparty information sheet

The bidder is requested to provide in writing all the information necessary for its identification, according to the counterparty information sheet template provided [here](#). The filled in sheet needs to be signed and provided in excel and signed pdf.

3.2 Technical proposal

The technical proposal shall address the requirements of the Terms of Reference ([here](#)) and comprise the following:

- I. Short company profile giving an overview of the company's relevant experience aligned with the objectives of the proposed assignment, notably with relevant, ongoing and up to date experience in the sector and the region
- II. Critical analysis of the TOR
- III. Proposed concept
 - a. Methodological approach¹
 - b. Overview of implementation concept and project organisation

¹ Bidders should not simply quote the TOR but should demonstrate how their approach will address the requirements of the TOR and the critical analysis made on the TOR.

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- c. Work plan including staffing schedule²
- IV. Team composition
 - a. Description of the team members
 - b. Detailed description of the tasks to be performed by each team member (including backstopping staff in the home office)
 - c. CVs of the proposed key staff according to the CV template provided [here](#).

The technical proposal shall not exceed **10 pages** in total. CVs shall not exceed **4 pages** each in the format provided.

3.3 Financial proposal

The financial proposal shall be structured using the Budget template provided [here](#). The bidder shall prepare the offer under the assumption that no taxes apply. However, the bidder will verify the applicability of taxes on its own account and in the event taxes are applicable, the bidder should list them separately and include them in the financial proposal (as per Budget template).

All costs for procurement and negotiations are to be borne by the Consultant.

All expenses shall be expressed in Euro (EUR).

4 Organisation of services and reporting

The services will meet the requirements laid out in the Terms of Reference provided [here](#). The Consultant will coordinate all of its activities with the EFSE DF Manager.

The bidders shall suggest the composition of a team considered most suitable for a successful undertaking of the assignment. The Consultant will nominate one person (lead consultant) to be the main counterpart to the EFSE DF Manager. He or she will be the first point of contact for all exchange of information.

Any change in the composition of the team after the submission of the bidder's proposal shall be subject to prior written approval by the EFSE DF Manager. Any replacement shall have comparable skills, background and experience.

The Consultant will provide the EFSE DF Manager with a draft of the outlined deliverable(s) (i.e. study, questionnaires, etc.) in line with the project's schedule and the requirements of the assignment. The EFSE DF Manager will comment on the documents within an agreed time frame following the submission of the deliverables. The final deliverables will incorporate the comments that were given. The Consultant will have to be capable of collecting all the necessary data for the preparation of the deliverables.

The Consultant will be available to the EFSE DF Manager for ad-hoc reporting via e-mail and telephone.

² This will include a quantitative appreciation of the workload required (in man-days) for each of the specified subtasks for each of the team members.

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5 Tender evaluation

The evaluation of the tenders received will follow a four-step approach:

Step 1: Evaluation of the technical proposal

Only the technical proposal will be opened on the submission date. The quality of each technical proposal will be evaluated according to the award criteria listed under chapter 6 of this document.

Step 2: If applicable, interviews with the lead consultant

After the evaluation of the technical proposals and completion of the first step of the evaluation process, the EFSE DF Manager will conduct telephone interviews with the lead consultant(s) of highly ranked bidders. The financial proposal will not be discussed during the interview(s). The outcome of the telephone interview(s) will be included in the evaluation.

Step 3: If technical proposal achieves minimum required score, evaluation of the financial proposal

For bidders obtaining a minimum of 55 points (of a maximum of 80 points) on their technical proposal and proposed staff (including interviews), the financial proposal will be opened.

The financial proposal with the lowest budget will receive the maximum points of 20. The points of higher proposed budgets will be calculated by dividing the lowest proposed budget by the budget under consideration and multiplying the result by the maximum number of points.

The bidder of the winning tender will then be invited for contract negotiations by the EFSE DF.

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6 Award criteria

The EFSE DF Manager will, in consultation with (if applicable) the beneficiary of the project, select the most favourable offer, applying the following award criteria:

	Criterion	Max. points
A	Quality of technical proposal	35
A-1	Analysis of Terms of Reference	10
A-2	Proposed approach	25
B	Qualification and composition of team	45
B-1	Specific professional skills and expertise of suggested experts that are relevant for the implementation of the Terms of Reference	20
B-2	Appropriate team composition to enhance the delivery of consultancy services	15
B-3	Regional expertise that can ensure in-depth knowledge of the local environment	10
C	Financial proposal	20
C-1	Financial proposal (as set out in section 4)	20
TOTAL		100

7 Monitoring and evaluation

The EFSE DF Manager will be required to prepare a brief internal evaluation report on the Consultant’s performance. Information which is tracking the performance will be maintained at the EFSE DF Manager. Any specific problems with acceptance of deliverables will have to be resolved by the Consultant before invoices are approved and payments are made.