REQUEST FOR EXPRESSIONS OF INTEREST

REPUBLIC OF THE GAMBIA

INCLUSIVE GROWTH PROMOTION INSTITUTIONAL SUPPORT PROJECT (IGPISP)

PROJECT PROJECTS COORDINATION UNIT

MINISTRY OF FINANCE AND ECONOMIC AFFAIRS

THE QUADRANGLE, BANJUL, THE GAMBIA

RECRUITMENT OF A CONSULTANCY FIRM TO SUPPORT THE GAMBIA WOMEN FINANCE ASSOCIATION TO REVIEW AND DEVELOP A CREDIT POLICY, PROCEDURES MANUAL AND BOARD MANUAL

Country: THE GAMBIA
Project Name: Inclusive Growth Promotion Institutional Support Project (IGPISP)
Sector: Economic and Financial Governance Sector
Financing Agreement reference: 2100150037298
Project ID No.: P-GM-KF0-002

Background

The Government of the Gambia has received financing from the African Development Bank toward the cost of the Inclusive Growth Promotion Institutional Support Project (IGPISP) and intends to apply part of the agreed amount for this grant to payments under the contract for the Recruitment of a Consultancy Firm to support the Gambia Women Finance Association to Review and Develop a Credit Policy, Procedures Manual and Board Manual.

The service under this assignment is to bring the current Credit Policy, Procedures Manual and Board Manual up to date to suit the current micro finance realities prevailing in the sector.

The Consultant Firm will be required to complete this assignment in six (6) months

Scope of Assignment

The consultant is expected to perform the following duties; the specific tasks include:

1. To review and rewrite GAWFA’s current Credit Policy and Procedures Manual which will serve as a reference tool for Board of Directors, Credit Committee, Management and credit staff for efficient credit dispensation.

2. To develop a Board Manual that will guide Board of Directors on governance and improve their ability in providing expert advice on the Association’s financial operation.

3. Conduct validation workshops and capacity building workshops for stakeholders.
The Project Coordination Unit of the Ministry of Finance and Economic Affairs now invites eligible Consultancy Firms to indicate their interest in providing this service. Interested Consultancy Firms must provide information indicating that they are qualified to perform the services (description of similar assignments, experiences in similar conditions and availability of appropriate professional skills, etc.). The Shortlist criteria will be as follows:

- a) Information about firm’s core business and number of years in business in this field - 10 points
- b) Technical and managerial organization of the firm - 15 points
- c) General qualifications and specific experience in the field of this assignment - 30 points
- d) Qualification and Experience of the key staff (the Expert identified to lead on this project should hold relevant qualifications with in-depth experience in conducting similar assignment) – 45 points

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s Procurement of goods (including non-consultancy services), works and the acquisition of consulting services, financed by the Bank for the project, and will be carried out in accordance with the “Procurement Policy and Methodology for Bank Group Funded Operations” (BPM), dated October 2015 and following the provisions stated in the Financing Agreement. Selection Method will be “Quality and Cost Based Selection” (QCBS) which is available on the Bank’s website at http://www.afdb.org.

Interested consultants may obtain further information at the address below during office hours Monday to Thursday 8.00 am to 4.00 pm and Friday 8:00am - 12:30pm.

Expressions of interest must be delivered to the address below by Monday 12th February 2018 at 16:00hrs Gambian Time and mention “Recruitment of a Consultancy Firm to Support the Gambia Women Finance Association to Review and Develop a Credit Policy, Procedures Manual and Board Manual.

Attn: Project Coordinator
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