

# **REQUEST FOR PROPOSAL**

## **SUBJECT:**

**THE ESTABLISHMENT OF A LOCALISED DATABASE OF CONSULTANTS  
TO PROVIDE CAPACITY DEVELOPMENT SERVICES TO PARTNERS IN  
ZAMBIA, KENYA AND COTE D'IVOIRE  
FOR  
FINANCIAL RESILIENCE THROUGH INSTITUTIONAL STRENGTHENING  
AND EXPANSION (FinRISE) PROGRAMME**

**REF: AGF/RFP/CD/2025/002**

**Launching Date: 17<sup>th</sup> February, 2025**

**Closing Date: 28<sup>th</sup> February, 2025**

**1700 Hrs EAT**

## TERMS OF REFERENCE (TOR) FOR THE SELECTION OF A LOCALISED CONSULTANTS TO PROVIDE CAPACITY DEVELOPMENT SERVICES TO PARTNERS IN ZAMBIA, KENYA, AND COTE D'IVOIRE

### 1. Introduction

#### 1.1 About the Mastercard Foundation

Created by Mastercard International in 2006, the Mastercard Foundation is a Canadian-registered entity with charitable status regulated by the Canada Revenue Agency (CRA). As one of the largest private foundations globally, it operates independently with a two-fold charitable mandate:

- Providing programs and services to help children and youth access education, understand and utilize technology, and develop workforce-ready skills.
- Supporting microfinance programs and services that promote financial inclusion for disadvantaged communities.

#### 1.2 About the African Guarantee Fund (AGF)

The African Guarantee Fund (AGF) is a Pan-African non-bank financial institution dedicated to assisting financial institutions (FIs) in Africa in scaling up SME financing through partial loan guarantees and capacity development. Founded in 2011 by DANIDA, AECID, and AfDB, AGF has expanded to include shareholders such as AFD, NDF, IFU, and KfW Development Bank. AGF operates in Kenya, Mauritius, and Togo.

#### 1.3 About the FinRISE Programme

The **Financial Resilience through Institutional Strengthening and Expansion (FinRISE) Programme** is a **three-year, USD 47.7 million pilot program** implemented by AGF. It aims to demonstrate that increasing financial inclusion for women- and young female-owned agrifood micro and small enterprises (MSEs) can drive sustainable and inclusive growth. The program focuses on:

- **Countries:** Kenya, Zambia, and Cote d'Ivoire.
- **Key Financial Intermediaries:** Fintechs, Microfinance Institutions (MFIs), and SACCOs (FMSs).
- **Target Beneficiaries:** Women-owned and young female-owned agrifood MSEs.

This assignment seeks the services of a group of consultants to ensure that the FMSs and other partners such as Associations and MSEs are inclusive and integrate GDSI into their policies, practices, and products.

Below are some of the capacity development activities that have been identified for support to ensure that FMSs, Associations and MSEs are ready to effectively build a stronger ecosystem:

| Fintechs, MFIs & SACCOs (FMSs)  | Associations/NGOs/CBOs                                   |
|---|--|
| MIS/Automation/Digital Technology   | Governance   |
| Market Research & Product Development   | Data collection/Reporting on MSEs members                |
| Training programme: <ul style="list-style-type: none"> <li>• Credit Cycle</li> <li>• Customer Acquisition and Customer Relationship Management</li> <li>• Agri-food Value Chain identification</li> </ul> | Automation   |
| Strategy drafting   | Capacity to support the targeted MSEs to be credit-ready |
| Policies and Procedures drafting  |  |
| Financial & Liquidity Management  |  |
| Governance etc  |  |

## 2. Objectives of the Assignment

The FinRISE program seeks to promote gender-inclusive financial services by strengthening FMSs, associations, and MSEs. The objectives of this assignment are:

- To **assess the capacity** of FMSs and associations in providing financial services to young female entrepreneurs.
- To **develop a structured capacity development (CD) program** for these institutions.
- To **establish a monitoring and evaluation system** to track the effectiveness of the intervention.

## 3. Scope of Work

The selected consultants will be responsible for:

### Phase 1: Institutional Assessment

- Conducting a comprehensive review of the **organizational structure, staff capacity, operational processes, financial products, and customer engagement strategies** of FMSs and associations.
- Identifying key **gaps, constraints, and opportunities** in their ability to serve young female entrepreneurs in the agrifood sector.

### Phase 2: Capacity Development Strategy Design

- Developing a **customized CD program** tailored to the identified gaps, ensuring inclusivity and gender integration.
- Creating **training modules and toolkits** on key areas such as:
  - Digital transformation and automation
  - Credit risk management and financial literacy

- Market research and product development
- Governance, policies, and procedures
- Agri-food value chain financing
- Designing a **sustainability plan** to ensure continued implementation beyond the consultancy period.

### Phase 3: Implementation Support and Monitoring

- Establishing a robust **Monitoring & Evaluation (M&E) framework** to measure progress and impact.
- Providing **technical assistance and advisory support** to ensure the successful adoption of CD activities.
- Documenting case studies and best practices to inform future upscaling efforts.

### 4. Deliverables/Outputs

The consultants will be expected to deliver:

1. **Comprehensive Capacity Assessment Report** detailing the strengths, weaknesses, and opportunities for improvement within FMSs and associations.
2. **Customized Capacity Development (CD) Program** with clear objectives, timelines, expected outcomes, and budget considerations.
3. **Training Toolkits and Guidelines** tailored to the local context, ensuring practical applicability.
4. **M&E Framework** with key performance indicators (KPIs) to track progress.
5. **Quarterly Progress Reports** summarizing implementation challenges, successes, and recommendations.
6. **Final Project Report** highlighting key lessons, best practices, and future sustainability strategies.

### 5. Consultant/Team Qualifications

The ideal consultants should possess:

- **Proven experience** in working with **Associations, NGOs, CBOs, Fintechs, MFIs, and SACCOs**.
- **Expertise in Capacity Development**, with experience in governance, financial inclusion, and gender-responsive financial services.
- **Strong background in Women and Youth Financing**, including experience in developing gender-specific financial strategies.
- **Technical expertise** in agriculture value chains, sustainability financing, and financial literacy.
- **Stakeholder engagement experience**, particularly in working with financial institutions and development partners.
- **Monitoring and Evaluation (M&E) proficiency**, with experience in impact assessment and tracking capacity-building initiatives.

## 6. Reporting & Coordination

The selected consultants will report to AGF's project team and will be assigned based on their expertise and geographical relevance. Regular reporting and check-ins will be required to ensure alignment with project timelines and objectives.

## 7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Relevant Experience & Qualifications**
  - Understanding of inclusivity issues in financial services.
  - Expertise in capacity development for financial institutions.
  - Proven track record in women and youth financial inclusion initiatives.
2. **Proposed Methodology & Work Plan**
  - Clear approach to achieving the TOR objectives.
  - Feasibility of the implementation strategy.
3. **Financial Proposal**
  - Cost-effectiveness and value for money.
4. **CVs/Resumes**
  - Experience of key team members.
  - References from similar past assignments.

## 8. Submission of Proposals

Interested applicants Interested firms with the required qualification and experience may submit their Technical & Financial Proposals to the following address: [procurement@africanguaranteefund.com](mailto:procurement@africanguaranteefund.com) on before **28th February 2025 at 1700hrs EAT**

Successful bidders shall be contacted directly via email.

### NOTE: -

AGF reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this RFP/TOR. Any such decisions made will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process.