



Call for consultant

Consultant to support the 8th European Microfinance Award

“Microfinance for Housing”

[The European Microfinance Platform \(e-MFP\)](#) is looking for a consultant to support the 8th European Microfinance Award with the theme of “Microfinance for Housing”, which is intended to recognise the role of microfinance in supporting adequate, safe and affordable housing for vulnerable populations, through home purchase, rental and incremental building/improvement.

1. Background

The [European Microfinance Award](#) was launched in October 2005 by the Luxembourg Ministry of Foreign and European Affairs - Directorate for Development Cooperation and Humanitarian Affairs, to support innovative thinking in the microfinance sector. Awarded for the first time in 2006, it is jointly organised by the Luxembourg Ministry of Foreign and European Affairs, the European Microfinance Platform (e-MFP) and the Inclusive Finance Network Luxembourg (InFiNe.lu).

The Award will be presented in November 2017, during the [European Microfinance Week](#) in Luxembourg.

Previous editions of the Award were devoted to the following subjects:

2006, Innovation for Outreach

Microfinance breakthrough initiatives deepening or broadening rural outreach

2008, Socially Responsible Microfinance

Microfinance innovative initiatives to promote social performance

2010, Value Chain Finance

Outstanding microfinance initiatives in productive value chain schemes

2012, Microfinance for Food Security

Microfinance initiatives contributing to improve food production and distribution conditions in developing countries

2014, Microfinance and the Environment

For institutions that integrate environmental governance into the DNA of their business and that promote initiatives to improve environmental sustainability.

2015, Microfinance in Post-disaster, Post-conflict Areas & Fragile States

To recognise institutions that operate in exceptionally difficult environments and circumstances, helping increase the resilience of the affected communities.

2016, Microfinance and Access to Education

To recognise institutions that enable access to education for children and/or skill-training for youth and adults to enhance their employment and self-employment opportunities.

The European Microfinance Award is organised by:



THE GOVERNMENT
OF THE GRAND DUCHY OF LUXEMBOURG
Ministry of Foreign and European Affairs

Directorate for Development Cooperation
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2. Selection process

The European Microfinance Award will be granted to a financial institution in the financial inclusion sector based in a developing country. Various types of microfinance institutions are eligible including NGOs, cooperatives, commercial banks, local development banks, leasing firms, insurance companies, and other institutions that directly serve retail clients.

For the sake of transparency and accountability, the Award selection process is organised in three stages:

1. Preselection phase: applications are assessed based on eligibility, minimum standards of relevance and quality of the application and sound financial and social performance. The assessment is done jointly by the e-MFP and InFiNe.lu Secretariats and the consultant.
2. Selection phase: a committee composed of e-MFP & InFiNe.lu members and microfinance experts nominates 3 finalists for consideration for the prize, along with up to 7 semi-finalists.
3. High Jury phase: a High Jury chooses the winner from the 3 finalists.

The Award is presented in a ceremony which in the past has been in the presence of Her Royal Highness the Grand-Duchess of Luxembourg. The ceremony takes place during the European Microfinance Week.

3. Consultant's assignments and deliverables

In all of the below activities, the consultant is expected to work closely with the e-MFP team in a collaborative relationship. Except for in-person meetings specified below, all work can be conducted off-site, but with regular communication via skype/email/etc. The responsibilities will be allocated as follows:

ASSIGNMENT A (8 days)

The consultant will work in close collaboration with the e-MFP team, as this assignment is largely done through teamwork and requires significant brainstorming and methodological work, even if the output itself (as measured in number of words) is modest. Specifically, the assignment involves:

1. **Producing a methodology** and **define an evaluation model** for the Award selection process.
2. Based on the methodology and evaluation model, producing the 8th European Microfinance Award **application form** and **explanatory note** addressing the role of microfinance institutions in supporting adequate, safe and affordable housing for vulnerable populations, through home purchase, rental and incremental building/improvement.

Deadline: 17th February 2017

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ASSIGNMENT B

Assignment B entails largely individual work, but in coordination with other members of the team. Some part of the work will also include teamwork.

1. **Preselection Phase** (June 2017) – 13 days
 - a. **Review applications for eligibility, relevance and quality** (expect to review 15-20 applications, based on estimated 30 applications submitted)
 - b. **Evaluate the financial and social performance** of initially preselected applications (following review in step a)
 - c. **Identify clarifications and additional information needed** from preselected applicants

A meeting of the Preselection Committee (e-MFP & InFiNe.lu Secretariats and the consultant) is planned to take place during the second half of June.

2. **Award Selection process** (July – November 2017) – 12 days
 - a. **Prepare a report** with an overview and analysis of the received applications, the proceedings of the Preselection Phase, and one-page summaries of half of the preselected applications (the e-MFP team will be in charge of the other half). The bulk of the report is typically the application summaries, thus the consultant will be responsible for half of the report. **Due date Mid-August 2017;**
 - b. **Participate in the preparatory meeting** prior to the Selection Committee – half-day meeting that usually takes place the day before of the Selection Committee meeting
 - c. **Support the Selection Committee meeting** – full-day meeting planned for the 3rd or 4th week of September 2017
 - d. **Prepare detailed summaries** (approx. 3 pages) on the three finalists' initiatives **to be delivered to the High Jury** by mid-October 2017
 - e. **Attend the High Jury meeting** scheduled during the European Microfinance Week, late November 2017

COMMUNICATION TASKS

In addition to the above assignments, the consultant might be asked to support e-MFP in preparation of communication materials throughout the selection process and afterwards.

Should the required support be meaningful, additional days will be negotiated for the contract.

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4. Profile of Consultant

- Minimum of 5-7 years relevant experience within the microfinance field. Experience in housing finance is a must.
- Strong analytical and organisation skills.
- Experience in producing reports and other material relevant to a selection process.
- Excellent written English language proficiency; working reading proficiency in Spanish is required; French is a plus (in order to assess the Award applications submitted in those languages).
- The consultant will be required to sign a confidentiality clause and neutrality agreement.

5. Available resources

This call is published together with the explanatory note and the application form used for the European Microfinance Award 2016. The evaluation model can be provided by the e-MFP Secretariat upon request.

Communication materials on previous Awards are available on [e-MFP website](#).

6. Contact and deadline

If you are interested, please send your CV and required daily rate, along with a 1-2 page memo outlining proposed methodology for assessing applicants for this award. Proposals from e-MFP members are encouraged.

Contact person: Gabriela Erice, gerice@e-mfp.eu

Deadline: **December 14th 2016**

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