

## Call for consultant

[The European Microfinance Platform \(e-MFP\)](#) is looking for a consultant to support the European Microfinance Award 2020.

### 1. Background

The [European Microfinance Award](#) is a prestigious annual award with €100,000 for the winner, which attracts applications from organisations working in the financial inclusion sector around the world that are innovating in a particular area of financial inclusion.



The Award was launched in 2005 by the Luxembourg Ministry of Foreign and European Affairs – Directorate for Development Cooperation and Humanitarian Affairs, and it serves two parallel goals: rewarding excellence, and collecting and disseminating the most relevant practices for replication by others. Previous editions were devoted to the following subjects:

- 2019, Strengthening Resilience to Climate Change
- 2018, Financial Inclusion through Technology
- 2017, Microfinance for Housing
- 2016, Microfinance and Access to Education
- 2015, Microfinance in Post-disaster, Post-conflict Areas & Fragile States
- 2014, Microfinance and the Environment
- 2012, Microfinance for Food Security
- 2010, Value Chain Finance
- 2008, Socially Responsible Microfinance
- 2006, Innovation for Outreach

The Award is jointly organised by the European Microfinance Platform (e-MFP), the Luxembourg Ministry of Foreign and European Affairs, and the Inclusive Finance Network Luxembourg (InFiNe.lu).

### 2. European Microfinance Award 2020

In 2020, the Award will focus on savings and its aim is to highlight initiatives that broaden savings outreach and usage.

The Award will be presented in November 2020, 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](#) in Luxembourg.

### 3. Award Selection process

The European Microfinance Award receives applications from organisations active in the financial inclusion sector that play an integral role in the provision of financial and non-financial products and services. Organisations have to be based in developing and emerging countries. Various types of institutions are eligible including NGOs, cooperatives, commercial banks, local development banks, leasing firms, insurance companies, as well as non-financial institutions providing financial services to 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 and minimum standards of relevance and quality of the application, including a sound financial performance. The assessment is done jointly by the e-MFP and InFiNe.lu Secretariats and the consultant. This phase takes place in two steps:
  - a. Round I: Based on a short application form, applicants are assessed based on eligibility and relevance of the project/initiative presented to the Award. Those who pass the assessment are invited to submit the full application form.
  - b. Round II: the full application is assessed based on minimum standards of relevance and quality.
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.

### 4. 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/e-mail/etc. The responsibilities will be allocated as follows:

#### ASSIGNMENT A (3 days)

The e-MFP team will lead the preparation of the Award methodology and the evaluation model, as well as all Award documents: Round I and Round II Application Forms and the Award Explanatory Note. The consultant is expected to:

1. **Review and provide feedback** on the methodology, evaluation model, application forms and explanatory note.
2. **Review thoroughly the financial performance section** of the application form and evaluation grid.

**Deadline: First half of February 2020**

## 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** (April - July 2020) – 21 days

#### a. **Round I** – based on the short application form (2-3 pages) (April - May)

**Review applications for eligibility and relevance** (expect to review around 60 applications, to be confirmed based on actual number of applications received)

**Identify clarifications and additional information needed** from applicants invited to Round II

#### b. **Round II** – based on the full application form (June – beginning of July)

**Review applications for relevance and quality** (expect to review around 30 applications, to be confirmed based on actual number of applications received)

**Evaluate the financial performance** of the initially preselected applications (expect to review around 20 applications)

**Two full-day meetings and one half-day meeting** (in-person or on-line) will take place during the preselection phase:

- Second half of April, to decide which applicants should be invited to Round II (1 day)
- Second half of June, to decide on the initially preselected applications (1 day)
- End of June-beginning of July, to discuss the financial performance evaluations and decide on the preselected applications (0.5 day)

### 2. **Award Selection process** (July – November 2020) – 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 the preselected applications. Due date Mid-August 2020;

b. **Participate in the preparatory meeting** prior to the Selection Committee – half-day in-person meeting that usually takes place the day before of the Selection Committee meeting

c. **Support the Selection Committee meeting** – full-day in-person meeting planned for the 3<sup>rd</sup> or 4<sup>th</sup> week of September 2020

d. **Prepare detailed summaries** (approx. 3 pages) on the three finalists' initiatives to be delivered to the High Jury by beginning of October 2020

## 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.

### **5. Profile of Consultant**

- Consultants are encouraged to apply in teams (2-3 people).
- Minimum of 5-7 years relevant experience within the microfinance field, including demonstrated expertise in financial analysis. Familiarity with social performance and savings is required.
- 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 and French is required (in order to assess the applications submitted in those languages).
- The consultant will be required to sign a confidentiality clause and neutrality agreement.

### **6. Available resources**

For reference, the Explanatory Note and Application Forms of the European Microfinance Award 2019 can be found [here](#).

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

### **7. Contact and deadline**

If you are interested, please send your CV and required daily rate together with a 1 page expression of interest presenting how you see yourself contributing to this project and how your background fits with the project needs. Proposals from e-MFP members are encouraged.

**Contact:** [contact@e-mfp.eu](mailto:contact@e-mfp.eu)

**Deadline:** 10<sup>th</sup> January 2020