

Call for interest

Consultant to support the 6th European Microfinance Award

“Microfinance in post-disaster/post-conflict areas (fragile states)”

1. Background

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

The subject of the 6th European Microfinance Award is “Microfinance in post-disaster/post-conflict areas (fragile states)”, which is intended to recognise microfinance institutions that operate in exceptionally difficult environments and circumstances, helping increase the resilience of the affected communities. The Award will be presented in November 2015, during the [European Microfinance Week](#) in Luxembourg.

Previous editions were devoted to the following subjects:

2006, Innovation for Outreach

Microfinance breakthrough initiatives deepening or broadening rural outreach
Winner: The Zakoura Foundation (Morocco), for its programme on rural tourism

2008, Socially Responsible Microfinance

Microfinance innovative initiatives to promote social performance
Winner: Buusaa Gonofaa (Ethiopia), for the development of its client assessment system

2010, Value Chain Finance

Outstanding microfinance initiatives in productive value chain schemes
Winner: Harbu (Ethiopia), for an initiative financing a soybean value chain

2012, Microfinance for Food Security

Microfinance initiatives contributing to improve food production and distribution conditions in developing countries
Winner: ASKI (Philippines), for serving smallholder farmers and fostering effective market linkages

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.
Winner: Kompanion (Kyrgyzstan), for its Pasture Land Management Training Initiative

2. Selection process

The European Microfinance Award will be granted to a microfinance organisation based in a developing country. Various types of organisations offering a diverse range of financial services and technical assistance can be considered: MFIs (NGO, NBFi, cooperatives, banks, or other), savings banks, MFI networks, local investment funds, etc.

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

1. Preselection: applications are screened based on eligibility, sound financial and social performance and minimum standards of relevance and quality of the application. The screening is done jointly by the e-MFP and InFiNe.lu Secretariats, with input from the consultant supporting the Award process.
2. Selection of Finalists: 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 additional applications selected for honourable mention.
3. High Jury: will choose the winner from the 3 finalists. The previous High Jury included among others, the President of the European Investment Bank, the European Commissioner for Development, and several high-profile persons from Europe and the South.

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

ASSIGNMENT A

In consultation with the e-MFP Secretariat and experts from among the e-MFP members, the consultant is required to:

1. **Produce a methodology and define an evaluation model** for the Award selection process.
2. Based on the methodology and evaluation model, produce the 6th European Microfinance Award **application form** and **explanatory note** addressing the role of microfinance institutions in the field of microfinance and environment.

Deadline: 19th March 2015

ASSIGNMENT B

Following the successful delivery of ASSIGNMENT A, a second assignment (ASSIGNMENT B) will be given. It consists of the following:

1. **Preselection Phase** (June - July 2015)

In collaboration with e-MFP & InFiNe.lu Secretariats:

- a. **Check the eligibility** of all applicants
- b. **Evaluate the financial and social performance** of all applicants
- c. **Evaluate the relevance and quality** of the application
- d. **Preselect the applications** qualifying for the Award
- e. **Identify clarifications and additional information needed** from applicants

2. **Award Selection process** (July – November 2015)

- a. **Prepare a report** with an overview and analysis of the received applications and detailed summaries of the preselected applications (including the additional information received) – Mid-August 2015
- b. **Support the Selection Committee** evaluations of the preselected applications
- c. **Draft a document synthesizing the Selection Committee members' evaluation scores** to be distributed at the Selection Committee meeting – planned for the 3rd week of September 2015
- d. **Moderate the Selection Committee meeting** – planned for the 3rd week of September 2015
- e. In collaboration with e-MFP, **prepare the information** on the three finalists' initiatives **to be delivered to the High Jury** by mid-October 2015
- f. Prepare a separate **evaluation methodology appropriate for the High Jury**
- g. If requested, **attend the High Jury meeting** scheduled during the European Microfinance Week, 18-20th November 2015

3. **Communication tasks**

- a. Support e-MFP in the **preparation of a brief and communicative summary** of the three finalists' initiatives (October 2015)
- b. After the European Microfinance Award selection process, the following will be required:
 - a. Assist e-MFP Secretariat in the **preparation of the e-MFP Brochure** on the three finalists which includes summaries of the initiatives, basic data, logos, an introduction

and background of the Award, and a brief explanation of the Award topic (to be delivered by the end of 2015)

- b. **Prepare the text for a publication** (European Dialogue) summarizing the 7-10 finalist and honourable mention initiatives (by February 2016)

4. Profile of Consultant

- Minimum of 3-5 years relevant experience within the microfinance field with a proven familiarity with microfinance in post-disaster/post-conflict areas (fragile states) issues and initiatives in developing countries.
- Strong analytical, organisation and moderating skills.
- Experience in producing reports and other material relevant to a selection process.
- Excellent written English language proficiency; working proficiency of French and Spanish a plus.
- The consultant will be required to sign a confidentiality clause and neutrality agreement.

5. Available resources

The ToR are published together with the explanatory note and the application form used for the European Microfinance Award 2014. The evaluation model can be provided by the e-MFP Secretariat upon request.

Previous e-MFP finalist brochures and European Dialogue technical summary of the ten best initiatives are available on [e-MFP website](#).

6. Contact and deadline

If you are interested, please send your CV with a proposal for Assignment A together with the required budget. For Assignment B, please provide the estimated work time and required budget assuming 20 applications are received. Proposals from e-MFP members are encouraged.

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

Deadline: Wednesday 18th February, 16.00