



## Call for consultant

### Consultant to support the European Microfinance Award 2018

#### “Financial Inclusion through Technology”

[The European Microfinance Platform \(e-MFP\)](#) is looking for a consultant to support the European Microfinance Award on “Financial Inclusion through Technology”, which is intended to highlight how MFIs can use technology innovations to expand outreach, broaden product offerings, improve the client experience, and increase operating efficiency, all guided by an unwavering focus on socially responsible finance.

#### 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) in collaboration with the European Investment Bank.

The Award will be presented in November 2018, during the [European Microfinance Week](#) in Luxembourg.

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

- **2017, Microfinance for Housing**  
Winner: Cooperativa Tosepantomin, for its holistic housing programme serving rural communities and promoting environmental responsibility.
- **2016, Microfinance and Access to Education**  
Winner: Kashf Foundation (Pakistan), for its programme to serve low-cost private schools.
- **2015, Microfinance in Post-disaster, Post-conflict Areas & Fragile States**  
Winner: Crédit Rural de Guinée S.A (Guinea), for its innovative response to the Ebola outbreak in Guinea
- **2014, Microfinance and the Environment**  
Winner: Kompanion (Kyrgyzstan), for its Pasture Land Management Training Initiative.
- **2012, Microfinance for Food Security**  
Winner: ASKI (The Philippines), for its micro agriculture loans for smallholder farmers and agribusiness and support to market linkages to private sector enterprises.
- **2010, Value Chain Finance**  
Winner: Harbu (Ethiopia), for an initiative financing a soybean value chain.
- **2008, Socially Responsible Microfinance**  
Winner: Buusaa Gonofaa (Ethiopia), for the development of its client assessment system.
- **2006, Innovation for Outreach**  
Winner: The Zakoura Foundation (Morocco), for its programme on rural tourism.

The European Microfinance Award is organised by:



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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 service provider in the financial inclusion sector based in a developing country. Various types of institutions are eligible including NGOs, cooperatives, commercial banks, local development banks, leasing firms, insurance companies, as well as non-financial institutions (such as mobile wallet operators and other fintech providers) that provide 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 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 (12 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 European Microfinance Award 2018 **application form** and **explanatory note** addressing how MFIs use innovative technology to expand outreach, broaden product offerings, improve the client experience, and increase operating efficiency, all guided by an unwavering focus on socially responsible finance.

**Deadline: 28<sup>th</sup> February 2018**

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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 - July 2018) – 18 days
  - a. **Review applications for eligibility, relevance and quality** (expect to review around 30 applications)
  - 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 3<sup>rd</sup> or 4<sup>th</sup> week of June.

2. **Award Selection process** (July – November 2018) – 15 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 2018;
  - 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 3<sup>rd</sup> or 4<sup>th</sup> week of September 2018
  - d. **Prepare detailed summaries** (approx. 3 pages) on the three finalists' initiatives **to be delivered to the High Jury** by beginning of October 2018
  - e. **Attend the High Jury meeting** scheduled during the European Microfinance Week, mid-November 2018

## 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

- Consultants are encouraged to apply in teams (2-3 people).
- Minimum of 5-7 years relevant experience within the microfinance field. Experience in fintech or related area 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 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.

#### 5. Available resources

This call is published together with the explanatory note and the application form used for the European Microfinance Award 2017. 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 together 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](mailto:gerice@e-mfp.eu)

Deadline: **21<sup>st</sup> January 2018**

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