

## Call for an Advisor

The [European Microfinance Platform \(e-MFP\)](#) is looking for an Advisor to support the European Microfinance Award 2024, on **Financial Inclusion for Refugees & Forcibly Displaced People (FDP)**.

### 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:

- 2023, Inclusive Finance for Food Security & Nutrition
- 2022, Financial Inclusion that Works for Women
- 2021, Inclusive Finance and Health Care
- 2020, Encouraging Effective and Inclusive Savings
- 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 2024

In 2024, the Award will focus on **Refugees & Forcibly Displaced People (FDP)**, and its aim is to highlight how financial inclusion organisations can innovate and respond to the needs of refugees and forcibly displaced people (including those who are *internally* displaced) in the context of increasing global uncertainty and risks.

The outcomes of the Award will be presented in November 2024 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. 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.

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, the consultants supporting the Award process and the Advisor. This phase takes place in two steps:
  - a. Round 1: 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 2: 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. Scope of work

In all of the below activities, the advisor 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 remotely. The responsibilities will be allocated as follows:

#### ASSIGNMENT A (4 days)

The e-MFP team will lead the preparation of the Award methodology and the evaluation model, as well as all Award documents: Round 1 and Round 2 Application Forms, Concept Note and Application Guidelines.

The Advisor will support the Award team by producing a 'landscape' document that presents the issues, challenges, key players, and examples of initiatives relevant to the EMA topic, as well as supporting the e-MFP team on the development of the application, evaluation model and related Award documents.

## **Deadline: First half of February 2024**

### ASSIGNMENT B (approx. 5 days)

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

**Preselection Phase** (April - July 2024) – approx. 3 days (to be adjusted if necessary based on actual number of applications received) + 2 days for meetings

a. **Round 1** – based on the short application form (2-3 pages) (April - May)

**Review applications for eligibility and relevance** (expect to review around 12 applications, to be confirmed based on actual number of applications received)

b. **Round 2** – based on the full application form (June – beginning of July)

**Review applications for relevance and quality** (expect to review around 10 applications, to be confirmed based on actual number of applications received)

**Two full-day meetings** (in-person or on-line) will take place during the pre-selection phase:

- Second half of April, to decide which applicants should be invited to Round 2 (1 day)
- Second half of June, to decide on the initially preselected applications (1 day)

## **5. Profile of Advisor**

- Several years of relevant experience within financial inclusion. Experience working with FSPs in low-income and emerging countries.
- Relevant expertise and demonstrable experience on the subject of refugees & forcibly displaced people, specifically as it relates to financial inclusion of these groups.
- Fluency in English; reading proficiency in either Spanish or French is required (in order to assess the applications submitted in those languages).
- The Advisor will be required to sign a confidentiality clause and neutrality agreement.

## **6. Available resources**

For reference, the Concept Note and Application Guidelines of the European Microfinance Award 2023 “Inclusive Finance for Food Security & Nutrition” can be found [here](#).

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

## 7. Contact and deadline

If you are interested, please send your CV and required daily rate together with a **maximum 2 page** proposal outlining your ideas for the scope and focus of this Award, a brief summary of the current challenges and innovations within this area of financial inclusion, and how your own experience would contribute to the success of this year's Award process.

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

**Deadline:** 5th December 2023, 12:00pm (noon) CET