

## REQUEST FOR PROPOSALS

### Technical Assistance for Micro-Insurance Regulator Capacity Building

RFP.003-FSDMoç/2022 Terms of Reference (ToRs)

29 June 2022

## BACKGROUND

The Financial Sector Deepening Mozambique Cooperative Program (FSDMoç) is currently funded by the Swedish International Development Cooperation Agency (SIDA) and directs its investments to supporting financial sector stakeholders to address market constraints, innovate and expand financial services, using technical expertise and targeted funding to increase their capacity and the people they serve. At the heart of its strategy are women, youth and the rural low-income population, as well as the micro, small and medium enterprises that do not have access to adequate and affordable financial services and products.

FSDMoç's three core objectives are to (i) improve access to financial services for Small and Medium Enterprises (SMEs), (ii) improve access to finance for smallholder farmers and households, and (iii) create an enabling environment for financial inclusion by supporting knowledge sharing and capacity building.

Following the above core objectives, FSDMoç has partnered with the Insurance the *Instituto de Supervisão de Seguros de Moçambique* (ISSM), to promote the development of a broad and sustainable micro-insurance ecosystem in Mozambique. The content of this partnership is in line with the discussions on the challenges around the implementation of micro-insurance in Mozambique, detailed on the Roadmap for Microinsurance Development in Mozambique.

FSDMoç and ISSM are now seeking professional assistance that can be either an independent consultant or a firm, to be deployed at ISSM to support on improving the institution's micro-insurance monitoring, supervisory and regulatory capacity, aimed at addressing gaps in legislation, regulations, standards, policy and government processes needed to foster micro-insurance solutions directed specially to women and youth.

## SCOPE OF WORK

The primary duties of the hired consultant or consulting firm will be to, jointly with FSDMoc, conduct ISSM's Training Needs Assessment (TNA), design the training materials, including toolkits, and conduct training sessions to the regulator in areas deemed key to their activity. Key selected areas would include monitoring on-going microinsurance business (off-site analysis and on-site supervision), product approval for microinsurance business as well as licensing of micro-insurers and microinsurance business units.

Other activities will include:

- Prepare and implement work plans with budgets and timely report on activities (both orally and in writing), in accordance with the reporting procedures and guidelines;
- Synthesize successful results and prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use.

## KEY PERFORMANCE INDICATORS

### 1. Monitoring and Supervision manuals

- Develop Manual 1 - Monitoring on-going Microinsurance business (off-site analysis and on-site supervision)
- Develop Manual 2 - Product Approval for Microinsurance Business
- Develop Manual 3- Licensing of Micro-insurers and Microinsurance Business Units

### 2. Training workshops with the regulator ISSM

- Develop training materials and toolkits on micro-insurance monitoring, regulation and supervision
- Organise training sessions/workshops with ISSM on key areas and others
- Deliver training to ISSM staff on the micro-insurance regulation and supervision
- Produce a report on training sessions, with information about the results and applicability to ISSM activities

## DURATION, LOCATION AND NATURE OF ASSIGNMENT

The appointment will take place for 3 months, deployed at ISSM in Maputo, Mozambique. The assignment will be extendable as necessary to reflect the ultimate completion date.

The consultant or consulting firm will report to both FSDMoç and ISSM management teams, and work directly with FSDMoç Investment Manager in the development, structuring and implementation of the assignment activities. The consultant will also participate in coordination meetings with the ISSM team and work with the project leader assigned by this institution.

## **QUALIFICATIONS**

The consultant or consulting firm will be recruited competitively following announcements in local and international press, according to the following qualifications:

- At least 10 years working experience in micro-insurance or related fields with recognized technical expertise;
- A Bachelor or a master's level degree in insurance, or related field;
- Extensive experience in the management of projects in the micro-insurance, as well as on policy, regulation and supervision;
- Strong project management skills, including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures;
- Good multi-cultural and interpersonal skills with experience in networking with relevant partners at all levels, such as Government, donors, private sector, NGOs, local community-based organizations, associations, etc);
- Proven written, analytical, presentation and reporting skills and demonstrated computing skills;
- Portuguese language proficiency is a must.

## **INFORMATION REQUIRED FOR RFP SUBMISSIONS**

Interested consultants must provide information indicating that they are qualified to perform the assignment. The proposals must contain a maximum of 4 pages A4 (excluding CVs and accompanying company profiles) with the following information:

- Name of company and place of business;
- Contact information (email, cell phone, etc.);
- A description of company's expertise in relation to the scope, including a description of similar assignments undertaken, and evidence of their good results, including examples of publications or reports (in the same or similar domains conducted by the proposed team leader);

- A description of how the assignment will be performed, including proposed methodology and approach, and indicative work plan with timeline to undertake the assignment;
- CVs of key team members (maximum 2 pages each); and
- A financial proposal; the costs must be broken down into professional fees and expenses, which will incorporate travel and accommodation, if necessary.

## SELECTION CRITERIA

The proposals will be evaluated against the qualitative and quantitative assessment items in the table below.

Selection criteria	Weight
Technical expertise	40%
Proposed methodology and approach	30%
Budget	20%
Good command of Portuguese language	10%
<b>TOTAL</b>	<b>100%</b>

## SUBMISSION OF PROPOSALS

Proposals must be emailed to [fsdmoc@fsdmoc.org.mz](mailto:fsdmoc@fsdmoc.org.mz) with the subject line “TA for Micro-Insurance Regulator Capacity Building”. The email must be received by 5 PM (Maputo Time), on Thursday, 21 July 2022. Questions or comments should be sent to the same email address no later than Monday, 18 July 2022.

## OWNERSHIP/CONTROL OF WORK PRODUCT/PUBLICATION

All materials produced or acquired during the appointment - written, graphic, film, digital audio/video or otherwise - shall remain the property of FSDMoç unless and to the extent such rights are explicitly relinquished (in whole or in part) by FSDMOÇ in writing. FSDMoç furthermore retains the exclusive right to publish or disseminate in all languages, reports arising from such materials. In the event of early termination of the appointment or non-renewal upon its expiration, the consultant shall, if requested by FSDMoç, deliver copies of all materials and data developed with FSDMoç funds. Material developed by the consultant under the TORs may not be used without prior written approval of FSDMoç Intervention Lead.

#### **AUTHORSHIP AND ACKNOWLEDGEMENT**

FSDMoç staff will generally be listed as the authors of any publication or other communication that is produced as a result of the research conducted during the appointment. The consultant's contribution in conducting any research will be acknowledged in any such publication. If in the reasonable view of the Intervention Lead, the consultant contributes significantly to the conceptualization and drafting of any documents, the consultant's staff will be listed as co-author, along with the relevant FSDMoç staff. All knowledge and information not already within the public domain which the consultant may acquire from FSDMoç, its employees or by the assignment shall for all time and for all purposes be regarded by the consultant as strictly confidential and held in confidence and shall not be directly or indirectly disclosed by the consultant to any person whatsoever except with FSDMoç written consent. All outputs of the work, materials produced during the work, and all by-products shall remain confidential unless FSDMoç authorizes public release.