

ACCESS TO FINANCE RWANDA

Request for Proposals

For

Consultancy to Support AFR in Analyzing the MSME FinScope 2024 Survey Dataset and
Producing a Report on Rwanda MSME Financial Inclusion

Subject of Procurement:	Consultancy to Support AFR in Analyzing the MSME FinScope 2024 Survey Dataset and Producing a Report on Rwanda MSME Financial Inclusion
Procurement Reference Number:	AFR/RFP- MSME FINSCOPE24 REPORT/APRIL/2024.
Date of Issue:	April 24, 2024

REQUEST FOR PROPOSALS

PROCUREMENT REFERENCE NUMBER: AFR/RFP- MSME FINSCOPE24
REPORT/APRIL/2024.

Dear Prospective bidder:

Access to Finance Rwanda (AFR) is a Rwandan not for profit company established in 2010 to promote financial inclusion and financial sector development. AFR is currently funded by Sweden, Jersey Overseas Aid, and the MasterCard Foundation.

Access to Finance Rwanda is part of the broader Financial Sector Deepening (FSD) in Africa that seeks to create a transformative impact on the ending of poverty by supporting efforts to improve financial inclusion and financial sector development through helping financial institutions and markets drive a more inclusive and sustainable economic growth.

AFR supports the removal of systemic barriers that hinder access to financial services by low-income people, particularly the rural poor, women, youth and MSMEs. AFR supports the development and provision of financial services including savings, credit, insurance, investment, payments, and remittances. AFR is a gender-intentional organization, having mainstreamed gender across all programming.

AFR is guided by the Market System Development (MSD) approach recognizing that efforts to increase financial inclusion and financial sector development must be market-led, profitable and sustainable.

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFP.

- If you are interested in this assignment, please express your interest by **Tuesday April 30th, 2024**.
- **Any requests for clarifications** to the RFP may be submitted by **Friday, May 3rd, 2024**.
- Bidders should **submit their proposals** no later than **Friday, 10th May 2024 17:00 HRS CAT**

NB: This tender is restricted to local firms only.

Responding bidders are advised that this solicitation does not in any way obligate AFR to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, AFR may award a contract without conducting negotiations; all proposals should be submitted initially using your most favorable terms. AFR reserves the right to award any resultant contract to other than the offeror submitting the lowest price proposal based on technical excellence, schedule superiority or client request.

All communications regarding this RFP should be addressed via email: procurement02@af.rw
Below is the summary planned procurement schedule:

Activity	Date
a) Date of issue of RFP	April 24, 2024
b) Expression of interest	Tuesday April 30 th , 2024.
c) Request for clarifications	Friday, May 3 rd , 2024.
d) Proposal closing date for submission of proposals	Friday, 10th May 2024 17:00 HRS CAT

Cordially,
Jean Bosco Iyacu
Chief Executive Officer

1.1. SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals. An electronic copy (in PDF) of the Request for Proposals shall be considered as the original version.

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet as par Section 4 of this RFP;
2. Technical Proposal not exceeding 15 pages without annexes
3. An approach and methodology for performing the services;
4. A detailed work plan, showing the inputs of all key staff and achievement of deliverables;
5. CV's of key staff members;
6. A summary of your experience in similar assignments;
7. The documents evidencing your eligibility, as listed below.
8. The consultant's comments or suggestions on the TORs and appreciation of the assignment – the objectives, tasks and deliverables

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet as par Section 5 of this RFP;
2. A copy of the breakdown of Lump Sum Price form as par Section 5 for each currency of your proposal, showing all costs for the assignment, broken down into professional fees, and reimbursable costs. The costs associated with the assignment shall be in US Dollars for foreign firms and Rwandan Francs for local firms.

Validity of Proposals: Proposals must remain valid for 90 calendar days from proposal submission date.

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) must be submitted electronically to: procurement02@ afr. rw with clear subject line: "AFR/RFP- MSME FINSCOPE24 REPORT/APRIL/2024." and submitted by **Friday, 10th May 2024 17:00 HRS CAT.**

NB: This tender is restricted to local firms only.

Note: Proposals must be submitted in PDF format and as attachments to the email, any proposal submitted as a link won't be considered.

Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late and rejected.

1.2. SECTION 2: ELIGIBILITY CRITERIA

You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes ;
5. not to have a conflict of interest in relation to this procurement requirement;

We require you to submit copies of the following documents as evidence of eligibility attached to your bid and sign the declaration in the Technical Proposal Submission Sheet:

Eligibility criteria:

1. Certificate of Incorporation or Trading licence /Certificate of Registration;
2. Evidence of statutory compliance such as a valid tax clearance certificate.
3. Signed copy of the enclosed code of AFR's ethical conduct in business for bidders and services providers.

- Confirmation that your technical bid is maximum 15 pages (excluding any annexes)

NOTE: Failure to submit the above required documents may lead to disqualification from Technical and Financial evaluation.

1.3. SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality-Cost Based** methodology as detailed below:

- Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
- Detailed Technical evaluation will contribute 80%;
- Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated below.

	Technical Evaluation Criteria	Weighting
Consulting firm	Overall experience: At least 3 years of experience in conducting large and countrywide surveys (preferably in the financial sector) in Rwanda and/or other developing or emerging economies	5
	References (formal certificates or contact details for reference checks) of at least three (2) similar assignments conducted in developing countries (preferably in sub-Sahara Africa)	5
Specific experiences of the MSMEs expert	Relevant Degree in Statistics, Economics, and Finance with 7 years experience in research and data analytics. A minimum of 2 assignments in contexts similar to Rwanda are required. Academic credentials and A detailed CV are required	5
	At least 7 years of experience in leading/ conducting large and countrywide surveys in the MSMEs/establishment census, business surveys (or similar surveys) in Rwanda and/or other developing or emerging economies. In addition, these surveys should demonstrate the inclusion of financial aspects in their respective scopes. A detailed CV is required	5
	Demonstrated strong research and analytical skills in analyzing big datasets and producing reports with insights that drive financial sector development in Rwanda and/or other developing (preferably in sub-Sahara Africa). A detailed CV is required	5
	Demonstrated a good understanding of Rwanda's business environment (specifically financing-related challenges faced by MSMEs in Rwanda) and Experience in capacity building (coaching, training) of research teams in	5

	analyzing and reporting on financial-related data using statistical software(STATA preferably)- A detailed CV is required	
Specific experiences of the statistician	Relevant Degree in Statistics, Economics, and Finance with 7 years experience in research and data analytics. A minimum of 2 assignments in contexts similar to Rwanda are required. Academic credentials and A detailed CV are required.	5
	At least 7 years of experience in conducting large and countrywide surveys (MSMEs surveys would an added value),analyzing big datasets and producing reports with insights that drive financial sector development in Rwanda and/or other developing (preferably in sub-Sahara Africa). A detailed CV is required.	5
	Experience in capacity building (coaching, training) of research teams in analyzing and reporting on financial-related data using statistical software (preferably STATA, R or Python)	5
	Good understanding of the Rwanda financial sector and the overall national development context. Working experience in Rwanda as a subject matter expert on topics in similar assignments	5
Knowledge Transfer and Local Market Development	A practical approach to knowledge transfer and capacity building of the Finscope 2024 technical team involved using MSMEs Finscope data	5
Methodology	Expert critics and/or suggestions to improve the proposed scope of this assignment (3 points)	25
	Adequacy and quality of the proposed technical approach and methodology in responding to these Terms of Reference (20 points)	
	Appropriateness of the proposed project management plan and detailed work plan to ensure quality and timeliness of delivery (2 points)	
Sub-Total -Technical		80
Total for Financial proposal (Value for money based on fee rates, inputs, and total costs of the assignment)		20
TOTAL		100

NB: This tender is restricted to local firms only.

Minimum technical score: The mark required to pass the technical evaluation is 70% of the Technical Score.

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **Rwandan Francs**

Best Evaluated Bid: The best evaluated bid shall be the firm with the highest combined score and shall be recommended for award of contract.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

1.4. SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]

Proposal Addressed to:	Access to Finance Rwanda
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until _____ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND SERVICES PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF CONSULTANT

1.5. SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed :	AFR
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Prices

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: _____

Currency of Costs: _____

PROFESSIONAL FEES					
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price	Total Price (inclusive taxes)
TOTAL:					

REIMBURSABLE EXPENSES(If applicable)				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Standard Economy flights				
Airport transfers				
Visa				
Accommodation				
Local transport and Communication				
TOTAL:				

NB: AFR eligible reimbursable expenses includes standard economy flight, accommodation, and airport transfers expenses, local transport, communication, visa, and they should be reasonable and in line with AFR guidelines.

TOTAL COST PRICE IN CURRENCY: _____

Breakdown of total price Authorised By:

Signature _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

TERMS OF REFERENCE

Introduction

1.1. *About Access to Finance Rwanda (AFR)*

Access to Finance Rwanda (AFR) is a Rwandan not-for-profit company established in 2010 to promote financial inclusion and financial sector development. AFR is currently funded by Sweden, Jersey Overseas Aid, and the MasterCard Foundation.

Access to Finance Rwanda is part of the broader Financial Sector Deepening (FSD) in Africa that seeks to create a transformative impact on the ending of poverty by supporting efforts to improve financial inclusion and financial sector development by helping financial institutions and markets drive more inclusive and sustainable economic growth.

AFR supports the removal of systemic barriers that hinder access to financial services by low-income people, particularly the rural poor, women, youth, and MSMEs. AFR supports the development and provision of financial services including savings, credit, insurance, investment, payments, and remittances.

AFR is guided by the Market System Development (MSD) approach, recognizing that efforts to increase financial inclusion and develop the financial sector must be market-led, profitable, and sustainable. AFR has incorporated a specific MSME survey as part of the FinScope 2024 survey, and data collection has been completed. In this regard, AFR intends to commission a firm with expertise in data analysis, particularly in analyzing national business surveys and MSMEs financial inclusion.

1.2. *Overview of Finscope 2024*

It is widely accepted that financial inclusion for people and businesses plays an important role in promoting faster, broad-based economic growth and poverty reduction. In recognizing the importance of supporting financial inclusion, the Government of Rwanda (GoR) has developed the Financial Sector Development Strategy (FSDS, 2018-2024) aimed at increasing financial inclusion and therefore improving the livelihoods of people in Rwanda.

The goal is to increase access to, and use of, appropriate and affordable financial services that meet the needs of adult people and businesses in Rwanda, and by specifically ensuring that underserved segments become more enabled to build their financial security, manage shocks and invest in business opportunities.

Over the past 16 years, Rwanda has carried out 4 Finscope surveys¹ with respective series of thematic reports. In fact, since the first Finscope survey in 2008, the focus has been on producing demand side information on the determinant of financial inclusion in Rwanda as well as providing dimensions of financial inclusion and the overall country and cross-country contextual review that allows comparisons.

¹ In 2008, 2012, 2016 and 2020

The series of Finscope consumer survey data produced on four-year intervals have extensively been used to inform the design of financial sector development strategies and interventions. More specifically, major Government of Rwanda's mid-term strategies such as the National Strategy for Transformation (NST1) and the Ministry of Finance and Economic Planning (MINECOFIN)'s FSDS used Finscope survey data to design national and sector-level interventions for consolidating and promoting financial inclusion. In addition, Finscope survey data have also been instrumental in informing sector-specific financial inclusion targets for specific population segments such as youth, women, persons with disabilities, smallholder farmers, etc.

The Finscope survey has therefore proven to be one of the most important sources that generate evidence for promoting financial inclusion, financial sector development, and economic empowerment in Rwanda. For the very first time and based on the needs of the market, AFR has included MSMEs in the Finscope 2024 survey- calling for specific data analysis and insights sharing to inform MSMEs financial inclusion in Rwanda. In this regard, AFR has completed data collection and wants to recruit a firm to support in data analysis and data produce the first-of-its-kind Finscope 2024 MSMEs report.

II. Objectives of the assignment

The objective of this assignment is to recruit a consulting firm to provide support in analyzing the Finscope 2024 MSMEs dataset and produce a report on the MSMEs Financial Inclusion. Specifically, this entails:

- Support the analysis and produce a report for the MSMEs Financial Inclusion
- Coach and build the capacity of Finscope 2024 technical staff, in data analysis and reporting using Finscope 2024 MSMEs data. This entails equipping them with adequate data analysis skills and coaching the team to apply the acquired skills in analyzing Finscope 2024 MSMEs data.
- Develop Finscope 2024 MSMEs metadata and survey instruction manual in close collaboration with the AFR research team to guide future use of the Finscope dataset.
- Share a syntax used in computing different indices/indicators.
- Review the used questionnaire and propose areas of future improvements based on global development trends in the financial sector.
- Participate in the dissemination of produced report.

III. Expected Deliverables

The following are expected deliverables from this assignment:

- **Inception report:** detailing the methodology and approach to be used in data analysis and reporting of the MSMEs Finscope 2024 dataset.
- **MSMEs Financial Inclusion Report:** Support in the analysis of data and produce a comprehensive report on MSMEs Financial Inclusion based on the MSMEs Finscope 2024 dataset.
- **Capacity Building and Coaching:** Coach and build the capacity of the Finscope 2024 technical staff in data analysis and reporting using MSMEs Finscope 2024 data. This

involves equipping the team with adequate data analysis skills and coaching them to apply these skills effectively.

- **Development of Metadata and survey instruction manual:** Develop Finscope 2024 MSMEs metadata and survey instruction manual in collaboration with the AFR research team with guidance on future use of the Finscope dataset.
- **Syntax Sharing:** Share syntax used in computing different indices and indicators derived from the MSMEs Finscope 2024 dataset.
- **Questionnaire Review:** Review the questionnaire used and propose areas for future improvements based on global development trends in the financial sector.
- **Participation in Dissemination:** Participate in the dissemination of the produced report, ensuring that key findings and insights are effectively communicated to relevant stakeholders.

IV. Required competencies and qualifications.

The table below summarizes the required competencies of the individual consultant which also constitute the main evaluation criteria.

	Technical Evaluation Criteria	Weighting
Consulting firm	Overall experience: At least 3 years of experience in conducting large and countrywide surveys (preferably in the financial sector) in Rwanda and/or other developing or emerging economies	5
	References (formal certificates or contact details for reference checks) of at least three (2) similar assignments conducted in developing countries (preferably in sub-Saharan Africa)	5
Specific experiences of the MSMEs expert	Relevant Degree in Statistics, Economics, and Finance with 7 years experience in research and data analytics. A minimum of 2 assignments in contexts similar to Rwanda are required. Academic credentials and A detailed CV are required	5
	At least 7 years of experience in leading/ conducting large and countrywide surveys in the MSMEs/establishment census, business surveys (or similar surveys) in Rwanda and/or other developing or emerging economies. In addition, these surveys should demonstrate the inclusion of financial aspects in their respective scopes. A detailed CV is required	5
	Demonstrated strong research and analytical skills in analyzing big datasets and producing reports with insights that drive financial sector development in Rwanda and/or other developing (preferably in sub-Saharan Africa). A detailed CV is required	5
	Demonstrated a good understanding of Rwanda’s business environment (specifically financing-related challenges faced by MSMEs in Rwanda) and Experience in capacity building (coaching, training) of research teams in analyzing and reporting on financial-related data using statistical software(STATA preferably)- A detailed CV is required	5
Specific experiences of the statistician	Relevant Degree in Statistics, Economics, and Finance with 7 years experience in research and data analytics. A minimum of 2 assignments in contexts similar to Rwanda are required. Academic credentials and A detailed CV are required	5

	At least 7 years of experience in conducting large and countrywide surveys (MSMEs surveys would an added value),analyzing big datasets and producing reports with insights that drive financial sector development in Rwanda and/or other developing (preferably in sub-Sahara Africa). A detailed CV is required	5
	Experience in capacity building (coaching, training) of research teams in analyzing and reporting on financial-related data using statistical software (preferably STATA, R or Python)	5
	Good understanding of the Rwanda financial sector and the overall national development context. Working experience in Rwanda as a subject matter expert on topics in similar assignments	5
Knowledge Transfer and Local Market Development	A practical approach to knowledge transfer and capacity building of the Finscope 2024 technical team involved using MSMEs Finscope data	5
Methodology	Expert critics and/or suggestions to improve the proposed scope of this assignment (3 points)	25
	Adequacy and quality of the proposed technical approach and methodology in responding to these Terms of Reference (20 points)	
	Appropriateness of the proposed project management plan and detailed work plan to ensure quality and timeliness of delivery (2 points)	
Sub-Total -Technical		80
Total for Financial proposal (Value for money based on fee rates, inputs, and total costs of the assignment)		20
TOTAL		100

V. Duration of the assignment

The duration of the assignment is **7 months** between May to December 2024.

VI. Reporting and working language.

The Firm consultant will report directly to the AFR research team. All reports/documents will be produced in English.

VII. Length of the bid document

Interested bidders should submit a proposal document that does not exceed 15 pages maximum without annexes.

VIII. Confidentiality

All documents and data will be treated as confidential and used solely to facilitate this assignment.