

Call for Proposals for Consulting Service on Community-Based Financial Services Provision

1. Background

Following the political turmoil and ongoing conflicts within the country, local communities are suffering as a result. Community-based organisations such as cooperatives can be a channel of relief for households in organising and accessing basic services such as small loans.

To provide technical assistance to a network of 19 credit and savings cooperatives in Northern Shan State, we are looking for a consulting firm/ service provider/ NGO (henceforward called “contractor”) which can facilitate such support. As DGRV does not have a representative office in the country, the contractor will conduct all relevant transactions within the country and with the DGRV office in the Philippines.

2. Objective

The objective of the assignment is to enable the network to support its member cooperatives with technical trainings as well as monitoring/ supervision. In that way, the network will contribute to the stability and soundness of the connected credit cooperatives.

3. Scope of Work

The contractor will be responsible for technical support through training and coaching of technical staff of the network as well as financial and administrative support. The tasks of the assignment are summarized below:

3.1. Technical support:

- Travel up to three times per year to Lashio to
 - Provide trainings on credit management, risk management, operational management and good governance.
 - Support the staff of the network to identify and solve problems that member cooperatives might be facing.
 - Support the network with its task to audit and supervise its members.
 - In case the circumstances do not allow a travel to Lashio, the support services can be provided through online trainings.
- Monitor the development of the network through monthly online meetings and coaching.

3.2. Administrative and financial support:

- Transfer subsidy-funds to the network (legally registered entity) according to the agreement with DGRV
- Collect from the network necessary documentation of costs for the funds provided and activities conducted
- Prepare and send to DGRV the necessary documentation (invoices/ receipts and other documents according to the guidelines of DGRV)

3.3. Other tasks:

- Provide DGRV with the necessary data and information for project reporting and financial settlement.
- Advise DGRV in adapting activities if needed.

4. Deliverables

In conducting the task, the contractor will provide the following deliverables to DGRV:

- Quarterly progress and activity reports.
- Quarterly costs summaries and costs settlements.
- Technical guidance for the network in the work-areas demanded

5. Timeframe and estimated workload

The assignment is expected to be completed from 01. August 2024 until 31. December 2026.

The following workload is expected:

Technical trainings and coaching including travel days (preferably onsite; but online if travel not possible)	Up to 50 days
Remote support/ monthly meetings	Up to 25 days
Desk work including reporting and cost settlement	Up to 25 days
Total	Up to 100 days

6. Qualifications

The contractor is expected to have the following qualifications:

- Several years of experience working in the fields of microfinance, finance, and/ or facilitating the provision of financial services to poor households.
- Experience with member-based organisation such as cooperatives is of advantage.
- Needs to have an operational structure in Myanmar and needs to be able to make travel and work arrangements independently within the country.
- Needs to be able to accept payments from abroad.
- Needs to have consultants in the country with expertise which is relevant for this assignment.

7. Application

If you are interested to apply, please provide the following documents:

- A short profile of your organisation/ firm
- A technical proposal which includes:
 - Your approach to the tasks summarized above.
 - Demonstrates your operational ability to conduct the assignment.
 - A copy of your valid registration certificate in Myanmar.
- A detailed financial proposal.
- CV's of the consultants which will be assigned.

Please send all the necessary documents to philippines@dgrv.coop by 19th July 2024. If you have any question related to this assignment, please do not hesitate to contact us through the same email address.

For more information on DGRV, please visit: www.dgrv.coop