

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**(Provision of Professional Consultancy Service to Simplify the FAMOS Toolkit to Increase Access to Finance for Women MSMEs in Zambia)**

*Abidjan, Cote d'Ivoire*

Developing an Enabling Financial Policy and Regulatory Environment for Women SMEs in Africa

Women Small and Medium Enterprise (WSME) Sector

Financing Agreement reference:

Project ID No.: G-Z1-ID0-ZZZ-028

The Alliance for Financial Inclusion (AFI) *has received* financing from the African Development Bank toward the cost of the Developing an Enabling Financial Policy and Regulatory Environment for Women SMEs in Africa, and intends to apply part of the agreed amount for this *grant* to payments under the contract to Simplify the FAMOS Toolkit to Increase Access to Finance for Women MSMEs in Zambia.

This project aims to review and simplify the FAMOS toolkit, making it more user-friendly and effective in promoting financial inclusion for women-owned and led MSMEs (WMSMEs) in Zambia. The services and requirements for this project are stipulated in the Terms of Reference (ToR) at Appendix section of this REOI document.

The AFI now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (profile, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may constitute joint-ventures to enhance their chances of qualification.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "**Procurement Policy for Bank Group Funded Operations**" October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Interested consultants may obtain further information at the address below during office hours between 0900 – 1700 hours, Cote d'Ivoire local time.

Expressions of interest including supporting documents must be emailed to the address below by **31-October-2024** at 17:00 hours, Cote d'Ivoire local time and mention "**REOI 8\_FAMOS Toolkit for WMSMEs in Zambia**".

Attn: *Africa Regional Office, Alliance for Financial Inclusion*  
Procurement & Contracts  
Immeuble SCIAM, 12ème étage, Abidjan Plateau, Côte d'Ivoire  
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## **Appendix – Terms of Reference (ToR)**

### **1. Background**

*Women-led Micro, Small, and Medium Enterprises (WMSMEs) in Zambia play a crucial role in the economy but face significant challenges, including limited financial access and low financial literacy. A recent diagnostic study on "Increasing women's financial inclusion and closing the women's SME credit gap in Zambia through enabling financial policy and regulation," conducted in partnership with AFI and the African Development Bank (AfDB) Affirmative Finance Action for Women in Africa (AFAWA) project, highlighted the need to improve financial literacy and simplify gender-responsive tools like the FAMOS check. The current format of the FAMOS tool, used to assess financial institutions' readiness to serve women and WSMEs, is complex and has seen limited adoption due to its complexity. Simplifying this tool aligns with Zambia's National Financial Inclusion Strategy (NFIS) by encouraging Financial Service Providers (FSPs) to mainstream gender into their operations and develop tailored financial products that better meet the needs of WMSMEs. This effort supports the goal of enhancing women's financial inclusion and fostering the growth of WMSMEs in Zambia.*

### **2. Objective(s) of the Assignment**

*The primary objective of this consultancy is to review and simplify the FAMOS toolkit, making it more user-friendly and effective in promoting financial inclusion for women-owned and led MSMEs (WMSMEs) in Zambia. The Action Plan, which is aimed at outlining specific steps, tasks, and goals after completion of the FAMOS Check, should be simplified to make it easy to complete with minimal effort. It should also contain clear measurable indicators of success.*

### **3. Scope of Services, Tasks (Components) and Expected Deliverables**

The consultant will be responsible for the following tasks:

- i. Engagement and Inception Phase
  - Conduct an inception meeting with RBZ and key stakeholders to understand the project objectives, scope, and expectations.
- ii. Stakeholder Engagement
  - Develop and administer surveys to understand the challenges with the current toolkit.
  - Conduct focus group meetings with relevant stakeholders, including financial service providers (FSPs), women entrepreneurs, and BoZ representatives, to gather insights and feedback.
- iii. Review the Existing FAMOS Toolkit
  - Conduct a comprehensive assessment of the current FAMOS toolkit.
  - Identify the complexities and barriers in the current toolkit.
- iv. Simplify the FAMOS Toolkit
  - Based on the assessment and stakeholder feedback, develop a simplified version of the FAMOS toolkit.

- Ensure the new toolkit is user-friendly and addresses the needs of women MSMEs effectively.
- v. Validation and Finalization
- Organize a virtual validation workshop with BoZ, FSPs, and other stakeholders to discuss and refine the simplified toolkit.
  - Revise and finalize the toolkit based on feedback from the validation workshop.

#### **4. Timeline**

*The consultancy is expected to commence in January 2025 and conclude by July 2025, with key milestones as follows:*

<b>No.</b>	<b>Deliverables</b>	<b>Tentative timeline</b>
1.	<i>Inception meeting and report.</i>	<i>January 2025</i>
2.	<i>Survey and focus group meetings</i>	<i>February 2025</i>
3.	<i>Submission of a FAMOS Tool Assessment report</i>	<i>March 2025</i>
4.	<i>Submission of a Simplified FAMOS Toolkit</i>	<i>May 2025</i>
5.	<i>Virtual Stakeholder Validation Workshop</i>	<i>June 2025</i>
6.	<i>Submission of final Simplified FAMOS Toolkit</i>	<i>July 2025</i>

#### **5. Travel**

*This consultancy work does not require domestic/regional/international travelling to support the implementation.*

#### **6. Reporting**

*Throughout the agreement period, the Consultant will be reporting to AFI's GIF Project Manager.*

#### **7. Team Composition & Qualification Requirements for the Key Experts**

- *Open to Firms only*
- *Require a minimum of two (2) experts in the team - one (1) Team Leader and one (1) expert*
- *The team leader should have at least six (6) years of relevant experience and hold higher degree in a field related to Economics, Finance, Public Policy, International Development, or other related discipline with familiarity in financial inclusion challenges and MSME dynamics in developing countries, particularly in Africa as well as strong understanding of gender issues and women's financial inclusion.*
- *The expert should possess at least three (3) years of relevant experience and an Advanced degree in Finance, Economics, Public Policy, International Development, or other related discipline with proven experience in developing and simplifying financial tools or toolkits.*
- *Excellent analytical, communication, and stakeholder engagement skills.*

***Interested consultants should submit the following:***

- *Profile of firm and CVs of key personnel involved*
- *Summary of approach, methodology and timeline.*
- *Samples of similar work done previously.*

***8. Client's Input and Counterpart Personnel***

- i. *Professional and support counterpart personnel to be assigned by the Client to the Consultant's team:*

Audrey Hove, Gender Inclusive Finance, Head of Policy Management