

THE WORLD BANK GROUP
STATEMENT OF WORK (SOW)
(EXTERNAL CONSULTANT FOR GPE GRANT AGENT CAPACITY
ASSESSMENTS)

A. BACKGROUND *(Provides a high level introduction to the Bank Group to familiarize potential bidders with the mission and organizational overview)*

The [Global Partnership for Education](#) is the world's premier partnership and fund focused entirely on basic education in developing countries. Partners include close to 70 developing country nations, over 20 donor governments, as well as multilateral development agencies, private sector and civil society and teachers' organizations. The Board of Directors is GPE's governing body, which sets policy and strategy and determines funding.

The Global Partnership for Education coordinates and leads a global effort to deliver quality education to all children, prioritizing the poorest and most vulnerable. GPE supports developing country partners to strengthen education systems through quality sector plans that drive equity and learning outcomes. It then mobilizes funding to help implement the plan. GPE has allocated over US\$5 billion in grants to date. These funds are channeled through Grant Agents (GAs) whose fiduciary responsibilities, require them to ensure the use of GPE funds is carried out in accordance with their own policies and procedures, including those related to audit, eligible expenditures, employment and supervision of consultants, and the procurement of goods and works and their framework to combat fraud and corruption.

B. SCOPE OF WORK *(Describe the type of service that will be required)*

The objective of this consultancy is to engage the services of a consulting firm to conduct institutional capacity and grant level assessments. The key deliverable will be a report to the GPE Secretariat on the findings of the assessment to enable the relevant GPE Board committee to accredit newly selected Grant Agents or approve funding to country offices of INGOs that receive GPE grants of more than US\$ 5 million.

GPE only transfers funds to accredited Grant Agents that firstly meet [GPE's minimum standards](#), and secondly have signed a Financial Procedures Agreement (FPA) with the GPE Trustee which governs the administration of the funds. The GPE Secretariat arranges for the assessment and accreditation of eligible GAs. There is a two-tier assessment process which is the outcome of the GPE Board Decision approving (i) the Grant Agent Eligibility Expansion Plan, and (ii) the Guidelines for assessment of newly eligible Grant Agents [Refer to [BOD/2013/11-09](#) and [BOD/2013/11 DOC 06A](#)]. First is an **Institutional Capacity Assessment** that is applicable to all newly eligible Grant Agents. Second is an additional **Grant Level Assessment** is conducted for ONLY International Non-Governmental Organizations (INGOs) that take on a Grant Agent role for a GPE grant with value exceeding US\$ 5 million.

The Consultant will conduct Institutional Capacity Assessments of newly selected GPE Grant Agents and Grant Level Assessments for relevant INGO country offices. Details for each type of assessment are provided below.

1. ***Institutional Capacity Assessments:*** This assessment is conducted at the Head Office level of newly selected GAs and is based on the Board approved minimum standards below:
 - Institutional capacity
 - Financial Management
 - Transparency, self-investigative powers and anti-corruption measures
 - Prevention of sexual exploitation, abuse and harassment safeguards

2. ***Grant Level Assessments:*** This assessment is conducted at the Country Office level for INGOs that are selected to become GA for a GPE grant of more than US\$ 5 million and is based on the Board approved assessment criteria below:
 - Program Management Capacity
 - Sub-Recipient Management
 - Financial Management and Systems
 - Procurement
 - Monitoring & Evaluation
 - Budget Review

C. **PERFORMANCE** (*Address the services to be provided, the technical requirements, contractor responsibilities, statistics on current operations, etc.*)

To support the Consultant's work, the nominated GA Head Office or relevant INGO Country Office will complete a self-assessment tool covering key questions in the above indicated areas and submit documentation covering relevant policies and procedures. The self-assessment tools will be given as part of the tender documentation for those bidders who qualify past the EoI stage.

To complete the assessment, the Consultant will review the information provided in advance, and will discuss with the GPE Secretariat the proposed approach and timing that will be taken to complete the assessment. This may involve interviews with key personnel of the nominated GA to obtain clarification, and/or descriptions of key processes and controls, additional review of relevant documentation, sample testing or observation of key controls and processes as required. It is anticipated that the work will be a desk review and completed remotely. If required, and with the prior approval of the GPE Secretariat, the Consultant may include an on-site mission.

Technical Requirements

The Consultant's staff who will work on this assignment should have relevant experience in carrying out similar work, and appropriate qualifications, particularly in the area of financial management (e.g. Professional Accountant etc.).

Specific Inputs to be Presented by the Client

- The Minimum Standards are provided as a hyperlink. <https://www.globalpartnership.org/content/grant-agents-minimum-standards>
- Self-assessment tools will be made available prior to commencement of each assessment.

Reporting Relationships

The Consultant's overall workplan and specific deliverables will be managed and coordinated through Anthony Fiifi Bentil, Task Team Lead. As necessary, the Consultant will also liaise regularly with selected Staff and Managers of the GPE Secretariat; especially Matthew Smith, Team Lead of the Risk and Compliance Team.

Contract Period, Costs, And Payment Schedule

This SOW is for a master contract covering services expected to be performed between March 2020 and February 2022. The actual number of assessments to be conducted within this period cannot be determined presently as selection of Grant Agents is made by recipient countries and is outside the control of the GPE Secretariat. However, we anticipate that there could be around 4-6 assessments within this period.

The proposal submitted by the Consultant must indicate the cost of performing each of the two types of assessment - Institutional Capacity Assessment and Grant Level Assessment. Given that these assessments are primarily intended to be conducted as desk reviews, the cost should be based on time only. If on-site missions become necessary, the GPE Secretariat will reimburse the Consultant for any reasonable actual out-of-pocket cost incurred including air fares at economy class.

D. DELIVERABLES (Indicate what outputs the contractor will be expected to provide)

The Consultant is required to administer the relevant self-assessment tool, in consultation with the GPE Secretariat.

Upon completion of the review, the Consultant will be expected to debrief the relevant GA on key findings and provide an opportunity for them to clarify any incorrect information.

A draft assessment is due to the GPE Secretariat for review, by a specified date to be agreed prior to each assessment. The Secretariat will review and make requests for clarification or follow up required by an agreed specified date.

The final assessment report is due to the Secretariat by an agreed specified date.

The assessment report must be written in English and is confidential. There is no required format for the report, but it should include the following at a minimum:

- overall conclusion of the assessment and recommendation to GPE on whether it should approve the nominated Grant Agent;
- a description of the methodology used to complete the assessment;
- a description of how the Grant Agent appears to meet or does not meet each standard;
- recommendations to address any weaknesses identified where the Grant Agent does not appear to meet a standard;
- the names and functions of key personnel performing the assessment; and
- list of persons interviewed, and documentation reviewed.

The Consultant may be asked to be available by audio conference to discuss the findings of the assessment with GPE's Finance and Risk Committee or another relevant committee.

E. METRICS (*State how the performance will be measured*)

- Timeliness of submission of reports based on agreed timeline.
- Quality of submitted reports.

REQUEST FOR EXPRESSION OF INTEREST FOR SELECTION # 1267267

Selection Information

Assignment Title

External consultancy for Global Partnership for Education (GPE) Grant Agent capacity assessments

Publication Date

28-Feb-2020

Expression of Interest Deadline

16-Mar-2020 at 11:59:59 PM (Eastern Time – Washington D.C.)

Language of Notice

English

Selection Notice

Assignment Country

- No Countries Assigned

Funding Sources

The World Bank Group intends to finance the assignment/services under:

- BB - BANK BUDGET

Individual/Firm

The consultant will be a firm.

Assignment Description

SELECTION FOR CONSULTANTS BY THE WORLD BANK GROUP

REQUEST FOR EXPRESSIONS OF INTEREST

Electronic Submissions through World Bank Group eConsultant2
<https://wbgeconsult2.worldbank.org/wbgec/index.html>

ASSIGNMENT OVERVIEW

Assignment Title: 1267267 - External consultancy for Global Partnership for Education (GPE) Grant Agent capacity assessments

Assignment Countries:

- (countries have not yet been selected)

ASSIGNMENT DESCRIPTION

The objective of this consultancy is to engage the services of a consulting firm to conduct institutional capacity and grant level assessments. The key deliverable will be a report to the GPE Secretariat on the findings of the assessment to enable the relevant GPE Board committees accredit newly selected Grant Agents or approve funding to country offices of INGOs that receive GPE grants of more than US\$ 5 million.

ELIGIBILITY

Eligibility restrictions apply:

[Please type list of restrictions]

INDIVIDUAL / FIRM PROFILE

The consultant will be a firm.

SUBMISSION REQUIREMENTS

The World Bank Group now invites eligible firms to indicate their interest in providing the services. Interested firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments,

experience in similar conditions, availability of appropriate skills among staff, etc. for firms; CV and cover letter for individuals). Please note that the total size of all attachments should be less than 5MB. Consultants may associate to enhance their qualifications.

Interested firms are hereby invited to submit expressions of interest.

Expressions of Interest should be submitted, in English, electronically through World Bank Group eConsultant2 (<https://wbgeconsult2.worldbank.org/wbgec/index.html>)

NOTES

Following this invitation for Expression of Interest, a shortlist of qualified firms will be formally invited to submit proposals. Shortlisting and selection will be subject to the availability of funding.

Only those firms which have been shortlisted will receive notification. No debrief will be provided to firms which have not been shortlisted.

Attachments

- [Optional TOR File](#)

Qualification Criteria

- 1. Provide information showing that they are qualified in the field of the assignment.
- 2. Provide information on the technical and managerial capabilities of the firm.
- 3. Provide information on their core business and years in business.
- 4. Provide information on the qualifications of key staff.

* - *Mandatory*

Shortlisted consultants will be invited to respond to a Request for Proposal. Contract awards will be made in accordance with the World Bank Group Procurement Policies and Procedures.