**REQUEST FOR PROPOSALS**

Title of Consulting Services:

Sovereign Risk Analysis and Training Program for Debt Sustainability Analysis (DSA)

Date: September 20, 2023

Japan International Cooperation Agency

USA Office

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Number: 202309140001

Reference Title: SOVEREIGN RISK ANALYSIS

Date: September 14, 2023

**Attention:**

Japan International Cooperation Agency (JICA) USA Office now invites proposals to provide the following consulting services: *Sovereign Risk Analysis and Training Program for Debt Sustainability Analysis (DSA)*. More details of these services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents:

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Section 7 - Standard Form of Contract (SFC) *(Time-Based)*

Sincerely,

Satoko TANAKA

Chief Representative

JICA USA Office

**Section 2. Summary Sheet of the Instructions to Consultants**

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| 1. **Name of the assignment** | *Sovereign Risk Analysis and Training Program for Debt Sustainability Analysis (DSA)* |
| 1. **Method of selection** | *QCBS (Quality and Cost Based Selection)* |
| 1. **JICA’s officer in charge** | *Stace Nicholson*  JICA USAOffice  Address: 1776 I (Eye) Street, NW, Suite 895  Washington, D.C. 20006  Telephone: +1-202-293-2334  Facsimile: +1-202-293-9200  E-mail: us\_oso\_rep@jica.go.jp |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: Yes No ✓ |
| 1. **Type of contract** | *Time-based* |
| 1. **Deadline of request for clarification** | **Date:** *27 September 2023*  **Time:** *17:00 local time* |
| 1. **Expected date for the response to the request for clarification** | **Date:** *29 September 2023* |
| 1. **Proposal submission deadline** | **Date:** *4 October 2023*  **Time:** *17:00 local time* |
| 1. **Proposal submission address** | same as the above **3. JICA’s officer in charge** |
| 1. **Expected date for the negotiations** | *2023/10/9－2023/10/13* |
| 1. **Expected date for the commencement of the Services** | *2023/10/17* |
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# Section 3. Instructions to Consultants

# General Provisions

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| 1. **Introduction** | * 1. Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.   1.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified below:  N/A |

# Preparation of Proposals

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| 1. **General Considerations** | In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 1. **Cost of Preparation of Proposal** | The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant. |
| 1. **Language** | The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English. |
| 1. **Documents Comprising the Proposal** | The Proposal shall comprise the documents and forms listed below;  **1st Inner Envelope with the Technical Proposal:**   * + - * 1. TECH-1         2. TECH-2         3. TECH-3         4. TECH-4         5. TECH-5         6. TECH-6   **2nd Inner Envelope with the Financial Proposal:**  (1) FIN-1  (2) FIN-2 |
| 1. **Only One Proposal** | The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. |
| 1. **Proposal Validity** | Proposal must remain valid for30calendar days after the Proposal submission deadline. |
| 1. **Clarification and Amendment of RFP** | The Consultant may request clarification of any part of the RFP no later than *7* calendar days before the Proposals’ submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA’s address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;   1. At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. 2. If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. |
| 1. **Technical Proposal Format and Content** | 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.  9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**. |
| 1. **Financial Proposal** | 10.1 The Financial Proposal shall be prepared using the provided forms in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.  10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.  10.3 The Consultant shall express the price for its Services in U.S. dollars. |

# Submission, Opening and Evaluation

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| 1. **Submission, Sealing, and Marking of Proposals** | | 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.  11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.  11.3 The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is as stated below;  (1) **Technical Proposal:** one (1) original and 1 copy;  (2) **Financial Proposal:** one (1) original and 1 copy.  All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.  11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**Technical Proposal**”, with the name of the Assignment, name, and address of the Consultant, and a warning, “**Do Not Open until 4 October 2023, 17:00 local time**.”  11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**Financial Proposal**” followed by the name of the assignment, name and address of the Consultant, and with a warning, “**Do Not Open With The Technical Proposal**.”  11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and address, and shall be clearly marked, “**Do Not Open Before 4 October 2023, 17:00 local time.**”  11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.  11.8 The Proposal must be sent to the address provided and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.  **B. Submission of the Proposal by e-mail:**  11.9 The signed Proposal shall be sent to the address *[****us\_oso\_rep@jica.go.jp****]* according to the following three steps:  Step 1. Submission of Technical and Financial Proposal, in separate files that are in PDF format and individually protected with unique passwords.  Step 2. The consultant shall send the password for the Technical Proposal via a separate e-mail.  Step 3. After the evaluation of the Technical Proposal on **October 8, 2023**, JICA will request the password to access the Financial Proposal only from the Consultant(s) that passed the technical evaluation.  11.10 The Proposal must be sent to the aforementioned address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or by any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened. |
| 1. **Confidentiality** | | From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information. |
| 1. **Proposals Evaluation** | | 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.  13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. |
| 1. **Evaluation of Technical Proposals** | | 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;  I Consulting firm's general experience and competence in the field covered by the TOR: 10 points in total   1. Experience of similar services: 5 points 2. Background knowledge in relevant areas and services: 3 points 3. Capabilities of backup to the project: 2 points   II Consultants’ (Personnel) and research assistant’s general experience and level of expertise in the field covered by the TOR: 40 points in total (30 points for a consultant and 10 points for a research assistant)  ・For a consultant   1. Experience of similar services: 10 points 2. Experience in the same specialty: 10 points 3. Level of expertise: 10 points   ・For a research assistant   1. Experience of similar services: 4 points 2. Experience in the same specialty: 3 points 3. Level of expertise: 3 points   III Adequacy of the proposals, including the proposed approach, methodology and work plan:50 points in total   1. Understanding of required services: 10 points 2. Appropriateness of approach: 10 points 3. Consistency and feasibility of study: 10 points 4. Appropriateness of work plan: 10 points 5. Appropriateness of staffing plan: 10 points   Total Points for Three Criteria: 100  14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score (50) required to pass. |
| 1. **Correction of Errors** | | Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are to be made to the Financial Proposal. |
| **a. Time-Based Contracts** | | 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of a discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of a discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost. |
| **b. Lump-Sum Contracts** | | 15.2 If a Lump-sum Contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. |
| 1. **Taxes** | | The Consultant’s Financial Proposal shall include taxes and duties in the United States of America. |
| 1. **Combined Quality and Cost Evaluation**   (In case of Quality- and Cost-Based Selection (QCBS)) | | 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.  **[Financial Score]**  The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:  Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.  **[Combined Score]**  The weights given to the Technical (T) and Financial (F) Proposals are:  **W1 (T)** =80% , and  **W2 (F)** = 20%  Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as follows: S = St x T% + Sf x F%  17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations. | | |
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# Negotiations and Award

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| 1. **Negotiations** | The negotiations will be held shortly after notification is sent to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).  **[Technical negotiations]**  18.1 The negotiations are to include discussion of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalization of the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.  **[Financial negotiations]**  18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.  18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations. |
| 1. **Conclusion of Negotiations** | 19.1 The negotiations are to be concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant’s authorized representative.  19.2 If the negotiations fail, JICA shall terminate the negotiations, inform the Consultant of the reasons for doing so, and invite the next-ranked Consultant to negotiate a Contract. |
| 1. **Award of Contract** | 20.1 After completing the negotiations, JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed of or returned.  20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instructions to Consultants**. |

# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant in preparing the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | N/A |
| TECH-2 | Consultant’s Organization and Experience  A. Consultant’s Organization  B. Consultant’s Experience | N/A |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | N/A |
| TECH-4 | Work Schedule and Planning for Deliverables | N/A |
| TECH-5 | Personnel Schedule | N/A |
| TECH-6 | Curriculum Vitae (CV) for Experts and Research Assistants | N/A |

###### Form TECH-1

**Technical Proposal Submission Form**

{Location, Date}

To: Chief Representative

Japan International Agency (JICA) USAOffice

To Whom It May Concern:

We, the undersigned, offer to provide the consulting services for Sovereign Risk Analysis and Training Program for Debt Sustainability Analysis (DSA) in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Consultant’s Organization and Experience**

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

**A - Consultant’s Organization**

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

**B - Consultant’s Experience**

{1. List only previous similar assignments successfully completed in the last *[*.....*]* years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

| **Duration** | **Assignment name & brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent) / Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
| {e.g., Jan.2009– Apr.2010} | {e.g., “Improvement quality of...............”: designed master plan for rationalization of ........; } | {e.g., Ministry of ......, country} | {e.g., US$1 mill/US$0.5 mill} | {e.g., Lead partner in a JV A&B&C} |
| {e.g., Jan-May 2008} | {e.g., “Support to sub-national government.....” : drafted secondary level regulations on..............} | {e.g., municipality of........., country} | {e.g., US$0.2 mil/US$0.2 mil} | {e.g., sole Consultant} |

Form TECH-3

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. ***Technical Approach, Methodology, and Organization of the Consultant’s team****.*

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

1. ***Work Plan and Staffing***.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-4**: Work Schedule and Planning for Deliverables**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
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1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help with reading the chart.

Form TECH-5**: Personnel Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | Name of Expert  / Position | Input of the Personnel | | | | | | | | | | | | | Total person-month input |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| EXPERT(S) | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | Sub-Total | |  |
| Other Personnel | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. For experts, the input should be indicated individually; for other personnel, it should be indicated individually, or, if appropriate, by category (e.g., economists, financial analysts, etc.).

2. Months are counted from the start of the assignment.

Full time input

Part time input

**Form TECH-6**

**CURRICULUM VITAE (CV) for Experts and Research Assistant**

|  |  |
| --- | --- |
| **Position Title** | {e.g., TEAM LEADER} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

or Research Assistant

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

# Section 5. Financial Proposal Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses, and Indirect Local Tax Estimates**

**Form FIN-1**

**Financial Proposal Submission Form**

{Location, Date}

To: Chief Representative

JICA USAOffice

To Whom It May Concern:

We, the undersigned, offer to provide the consulting services for Sovereign Risk Analysis in accordance with your Request for Proposal dated *[insert: date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand that you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Form FIN-2**

**Breakdown of Remuneration, Reimbursable Expenses, and Indirect Local Tax Estimates**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**Total Costs of (1), (2) and (3) : *{insert: total estimate cost}***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remuneration** | | | | | |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *Time input in person/month* | *Cost* |
|  | **1) Experts** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  | **2) Other Personnel** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Total of (1)** | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reimbursable Items** | | | | | |
|  | *Type of Reimbursable expenses* | *Unit* | *Unit Cost* | *Quantity* | *Cost* |
| 1 | {e.g., Per diem allowances} | {Day} |  |  |  |
| 2 | {e.g., national air travel} | {Trip} |  |  |  |
| 3 | {e.g., rent-a-car} | {Day} |  |  |  |
| 4 | {e.g., reproduction of reports} |  |  |  |  |
| 5 | {e.g., office rent} |  |  |  |  |
| 6 | {e.g., office supplies} |  |  |  |  |
| 7 | {e.g., support staff/secretary} |  |  |  |  |
| 8 | {e.g., seminars/workshops} |  |  |  |  |
| **Total of (2)** | | | | |  |

|  |  |
| --- | --- |
| **Total Costs of (1)+(2)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Indirect Local Tax Estimates** | | | |
| 1 | {insert type of tax. e.g., VAT or sales tax} |  | |
| 2 | {e.g., income tax on non-resident experts} |  | |
| 3 | {insert type of tax} |  | |
| 4 | {insert type of tax} |  | |
| **Total Estimate for Indirect Local Tax (3)** | | |  |

# Section 6. Terms of Reference (TOR)

**Background:**

The Macroeconomic Analysis Division (MEAD) plays a critical role in JICA’s institutional risk management framework, as it is responsible for assessing and monitoring the credit risk of the countries to which JICA provides concessional sovereign loans. JICA requires skilled and knowledgeable experts, preferably with relevant regional backgrounds, who can supplement MEAD’s work through professional macroeconomic assessment and sovereign risk analysis of the four (4) selected countries—Bangladesh, Cambodia, Guyana, and Papua New Guinea. JICA also seeks an expert who can provide training on the new MAC-DSA framework.

**Objectives:**

The objectives of the consulting services are:

1. To conduct macroeconomic analysis missions for the each of the selected countries and to review their current political and economic situations, as well as the strategies and policies currently being implemented by their national governments, to specify issues on which to focus the macroeconomic assessment.
2. To prepare an assessment of the current political and economic situation of the selected countries, including prospects/risks over the medium term and possible structural reforms to address them, based on discussions with key counterparts, including government authorities, International Monetary Fund (IMF), multilateral development banks (MDBs), and private sector representatives undertaken during the mission.
3. To improve the macroeconomic analytical skills of economists in MEAD, including via a Financial Programming (FP) exercise which provides a medium-term economic outlook for each of the selected countries over the next five (5) years, and a Debt Sustainability Analysis (DSA) to assess the selected countries’ capacity to service sovereign and / or sovereign-guaranteed debt over the next five (5) years for Market Access Countries (MAC) and/or the next twenty (20) years for Low Income Countries(LIC).
4. To deepen JICA personnel’s understanding of the new MAC-DSA framework by conducting a three (3) -day training program which includes lectures on the basic structure of the framework, as well as practical exercises for JICA staff to carry out the actual process of analysis, using a particular market-access country as a case study.

**Scope of Work:**

**I. Macroeconomic Analysis Missions**

The consultants’ main tasks include preparing Strategy Notes (SN)[[1]](#footnote-2), questionnaires and a list of meetings prior to the missions, leading macroeconomic missions and discussions with key counterparts, training economists in MEAD, and writing up the final country reports with the results of FP and DSA.

The detailed procedure is as follows;

1. The consultants shall attend a kick-off meeting at the JICA USA office or via online[[2]](#footnote-3), which MEAD personnel will attend remotely, after signing the contract in order to confirm the overall schedule and framework of each mission.
2. The consultants shall perform the following for each mission;

2-1 Before the mission

* 1. After preliminary study, the consultants shall attend a country-specific kick-off meeting at the JICA USA office or via online and present for approximately fifteen (15) minutes regarding their views about the current political and economic situation of the country, as well as provide an initial risk assessment and propose a detailed focus of the mission. At this stage, the assigned consultant shall prepare a briefing paper as a complement to the presentation. These kick-off meetings will be held one and a half (1.5) months prior to each mission.
  2. The consultants shall submit to JICA a list of contacts for meetings, questionnaires for discussion, as well as the mission Strategy Note (SN) at least one (1) month prior to each mission[[3]](#footnote-4). The SN shall address the current political and economic situation of the country, its macroeconomic and socioeconomic challenges, a medium-term outlook including risks, and proposals for the detailed focus of the mission.
  3. JICA will provide comments on the SN. The mission shall be conducted along the lines of the SN, and the consultant shall incorporate discussions and/or analysis that satisfies all the comments from JICA on the SN in the Final Report.

2-2 During the mission

* 1. One (1) consultant for each selected country shall accompany a mission from JICA to the country and lead discussions with government ministries/agencies and relevant institutions, including international organizations as well as private sector representatives. The consultants shall organize the discussions to address JICA’s comments on the SN and the outcomes of the kick-off meeting. Furthermore, the consultant and the MEAD economists in charge of the mission may hold a meeting with the relevant IMF mission chief via online before or after the mission.
  2. After the mission

1. The FP and DSA exercises shall be conducted, based on the latest IMF DSA framework, and attached to the Final Report to be submitted. The baseline scenario of the FP/DSA should be consistent with the findings from the mission and with what is written in the Final Report.
2. Submission of Final Reports with FP/DSA\*

The consultant shall submit the draft Final Report (FR) for JICA’s comments within two (2) weeks after the conclusion of the mission. In the draft FR, the consultants shall show the assumptions for the baseline scenario and relevant alternative scenarios to be used for the FP and DSA. Also, the consultant shall submit the spreadsheets used for the FP/DSA exercise with the draft FR. JICA will give feedback to the consultants with comments on the draft FR and the spreadsheets within two (2) weeks after receiving the draft FR. The consultant shall revise the FR and FP/DSA spreadsheets reflecting JICA’s comments and re-submit to JICA the revised FR, including the FP and DSA sections, and with the revised spreadsheets within two (2) weeks after receiving JICA’s feedback. JICA will give feedback with comments on the revised FR and spreadsheets to the consultants within one (1) week after receiving the revised FR. The consultants shall revise the FR and the spreadsheets reflecting JICA’s comments and submit the final version to JICA within one (1) week after receiving JICA comments. The entire report writing and review process following the mission will take eight (8) weeks in total.

\*If travel to any of the selected countries must be cancelled due to unexpected reasons (e.g., the spread of infectious diseases, etc.), JICA and the consultant should discuss and consider conducting an online mission instead of an in-person mission. In case any part of the mission itself for the selected countries needs to be cancelled, JICA and the consultant shall discuss whether to modify the contract to only include the remaining missions/countries or replace the country for which the mission must be cancelled with another country. JICA shall make the final decision in this regard.

**II. Training for New MAC-DSA framework**

One (1) consultant shall prepare and conduct a three (3)-day training program in Tokyo (most likely at JICA headquarters) on the new MAC-DSA framework[[4]](#footnote-5), which will target JICA staff with an intermediate level of skill in these areas. The training program shall cover the concepts and other essential aspects of the new MAC-DSA framework, as well as practical exercises to encourage deeper understanding of this framework (these exercises should be based on a particular market-access country, preferably India). The detailed procedure of the training shall be elaborated after the signing of the contract, in consultation with MEAD. The consultant is requested to submit the materials and presentation slides for the training program two (2) weeks before its start date for JICA to comment on them. The tentative agenda of the training program is as follows:

|  |  |
| --- | --- |
| Period | Topic/agenda |
| 1st day | * Basic concepts of DSA (brief introduction of the difference between LIC and MAC, how DSA is related to FP, etc.) * Lecture on new MAC-DSA framework |
| 2nd day | * Lecture on new MAC-DSA framework * Practical application of the new MAC-DSA (case study based on India) |
| 3rd day | * Practical application of the new MAC-DSA (case study based on India) |

**Minimum Qualifications of Consultants:**

1. One (1) well-experienced economist, who must have a doctorate or equivalent professional background in economics or related fields, sufficient team-leading experience equivalent to “level 4” in line with the World Bank Guidelines for short-term consultants,[[5]](#footnote-6) and 19+ years of experience shall be assigned to each of the selected countries.
2. One (1) research assistant, who must have sufficient professional experience or academic background in data collection, data cleaning, and conducting literature reviews, equivalent to “level 2” in line with the World Bank Guidelines for short-term consultants,[[6]](#footnote-7) and 6+ years of experience, shall be assigned to each of the selected countries.
3. One (1) well-experienced economist or consultant, who must have a doctorate or equivalent professional background in economics or related fields, sufficient team-leading experience equivalent to “level 4” in line with the World Bank Guidelines for short-term consultants,[[7]](#footnote-8) and 19+ years of experience, shall be assigned to lead the 3-day training program on the new MAC-DSA in Tokyo.
4. One (1) research assistant, who must have sufficient professional experience or academic background of data collection, data cleaning, and literature review, equivalent to “level 2” in line with the World Bank Guidelines for short-term consultants,[[8]](#footnote-9) and 6+ years of experience, shall be assigned as an assistant to the MAC-DSA training in Tokyo.

\*The consultant for each selected country is required to possess extensive experience (5+ years) carrying out FP exercises and DSA according to IMF standards, as well as familiarity with the latest IMF frameworks. Individual consultants should be familiar with the political and economic issues of the selected countries or the regions in which the selected countries are located.

**Deliverables to be submitted to JICA:**

1. Lists of meetings, questionnaires for discussion, and the mission Strategy Notes (SN) which outline the strategy of each mission;
2. Documents and materials obtained during the missions;
3. Meeting memo summarizing the main topics of discussion for each meeting held during the missions;
4. Final Reports (FR) with references, figures, tables and spreadsheets of FP and DSA\*;
5. FP/DSA training texts and/or materials, if any;
6. Other relevant materials requested by JICA

\*The basic structure of the FR is as follows:

1. Review and analysis of recent political and macroeconomic developments

1. General country background information along with major social indicators, including, for instance, poverty headcount ratio, Gini coefficient as well as demographics;
2. Political situation, including bilateral relations with key countries that could affect the selected country’s medium-term economic outlook;
3. Real sector: Recent (Past 5 to 10 years) dynamics of economic growth, inflation, domestic investment and savings. This section should also include the medium-term growth prospects from an analysis of growth drivers, with a reference to, if relevant, growth accounting analysis and structural transformation among/within sectors, as well as the general business environment in light of key governance indicators;
4. Fiscal sector: Assessment of fiscal policies (including the impact of and response to shocks, and sustainability issues) and fiscal sustainability. Recent dynamics of revenue, expenditure and fiscal/primary balance with detailed breakdowns of compositions. Assessment of the current budget framework and medium-term prospects for the fiscal/primary balance. Assessment of public and publicly guaranteed debt sustainability.
5. Financial Sector: Recent developments in monetary policy, the financial/banking sector and exchange rate (including the impact of and response to shocks, and the health/soundness of the banking system and its resiliency/capacity to cope with shocks).
6. External sector: Recent developments and medium-term prospects for exports, imports, the current account, capital and financial account, international reserves, and external debt. Assessment of the external sector from a viewpoint of external competitiveness, the potential for export diversification, as well as the outlook for and underlying constraints to foreign direct investment.
7. List of monitoring points (3-5) with supporting explanations and suggestions regarding indicators that JICA MEAD should monitor regularly;
8. Financial programming (FP)
9. Medium-term macroeconomic projections and assumptions, including alternative scenarios;
10. Comparison of the baseline scenario with that of the IMF/World Bank (WB);
11. Major sources of uncertainty and risks.

3. Debt sustainability analysis (DSA)

1. Baseline scenario;
2. Alternative scenarios and stress tests;
3. Critical assessments of the DSA published by the IMF/WB and its underlying assumptions;
4. Main results of key debt indicators, the risk of debt distress, and resiliency to shocks.

Note.1: Statements in the report shall be clearly supported by data. The consultants shall also clarify all citations made and data sources used in preparing the report. All tables and graphs in the FR are to be formatted in a way that facilitates readability.

Note.2: The report should include the views of the private sector acquired mainly during the mission.

**Total Estimated Person/Months required**

It is estimated that this assignment will require up to 16.32 Person/Months (P/M) to complete, which breaks down to a maximum of 9.32 P/M and 6.00 P/M, respectively, for the experts and research assistant assigned to the 4 selected countries/missions, as well as up to 0.50 P/M each for the expert and research assistant assigned to the new MAC-DSA training program in Tokyo.

**Tentative Schedule:**

・Duration of the contract: October 2023 – July 2024

・Tentative mission schedules are as follows;

1. Papua New Guinea mission: early- to mid-December 2023
2. Guyana mission: mid- to late-January 2024
3. Cambodia mission: early April 2024
4. Bangladesh mission: mid- to end-May 2024
5. FP/DSA training program: late February 2024

Tentative Schedule:



**Section 7. Standard Form of Contract (SFC)**

**(Time-Based)**

**Contract for Consultant’s Services**

**(Time-Based)**

**Project Name: \_\_Sovereign Risk Analysis\_\_\_\_**

**between**

**Japan International Cooperation Agency *USA* Office**

**and**

***[XXXX]***

This CONTRACT (hereinafter called the “Contract”) is made the *XXth* day of the month of *XXl*, *2023*, between, on the one hand, *Japan International Cooperation Agency (JICA) USA office* (hereinafter called the “Client”) and, on the other hand, *XX* (hereinafter called the “Consultant”).

WHEREAS

(a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);

(b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

(a) The Conditions of Contract;

(b) Appendices:

Appendix A: Terms of Reference

Appendix B: Remuneration and Reimbursable Expenses

Appendix C: List of Experts

Appendix D: Technical Proposals

For the purpose of interpretation, the priority of the listed documents shall be in accordance with the above listed order.

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:

(a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and

(b) The Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Japan International Cooperation Agency (JICA)USA Office

*Satoko Tanaka*

*Chief Representative*

Japan International Cooperation Agency (JICA) *USA* Office

For and on behalf of *XXXXX*

*XXXX*

*XXX*

*XX*

**Appendix:** **Supplemental Explanation of Allowed Travel Cost Reimbursement for Consulting Service Contract with JICA USA Office**

【English Version、May 2013】

**１．Classification of Contract Amount**

* Contract amount is classified into Direct Costs (Direct Labor Cost + Direct Expenses) and Indirect Costs (Administration Costs). JICA will reimburse Direct Expenses only if the Consulting Company provides original receipts (except for Per Diem and Accommodation), otherwise JICA will not reimburse such expenses.

**２．Payment for Travel Expenses**

* In accordance with the stipulation of Article 20 of the Service Contract, “Mode of billing and payment,” travel expenses will be paid based on JICA’s internal rules and regulations. These rules and regulations for travel expenses are subject to change, and the latest version will be applied.

**３．Grade of Experts**

* In order to determine flight class, per diem and accommodation ceiling, JICA grades each expert based on the number of years after university graduation.

|  |  |
| --- | --- |
| Grade | Number of years after university graduation |
| Grade Special | 30 years or more |
| Grade One | 22 years or more |
| Grade Two | 15 years or more |
| Grade Three | 12 years or more |
| Grade Four | 7 years or more |
| Grade Five | 5 years or more |
| Grade Six | Less than 5 years |

**４．Flight Class Determination**

* Flight class is determined by the number of years after university graduation and flight time. In order to save money, discount economy class is desirable regardless of grade of experts.
* Boarding pass stubs shall be provided to JICA for reimbursement. If stubs were lost, a certification of boarding issued by the airline shall be provided as an alternative; otherwise, JICA will not reimburse airfare.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade of Experts** | **Flight time during one flight** | | | |
| Less than 8hours | From 8hours to 16hours | From 16hours to 24hours | More than 24hours |
| Grade Special | Ｃ | Ｃ | Ｃ | Ｃ |
| Grade One | Ｙ | Ｃ | Ｃ | Ｃ |
| Grade Two | Ｙ | Ｙ | Ｃ | Ｃ |
| Grade Three | Ｙ | Ｙ | Ｃ | Ｃ |
| Grade Four-Six | Ｙ | Ｙ | Ｙ | Ｃ |

Note）Ｃ：Discount Business Class　Ｙ：Discount Economy Class

**５．Per Diem and Accommodation**

* Per Diem and Accommodation reimbursement are fixed and based on the destination country.
* Per Diem and Accommodation may be paid only if JICA confirms that records on the Log Book are consistent.

(Unit：JPY)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade of Experts** | **Per Diem** | | | | **Accommodation** | | | |
| **Area Special** | **Area A** | **Area B** | **Area C** | **Area Special** | **Area A** | **Area B** | **Area C** |
| Grade Special | 8,300 | 7,000 | 5,600 | 5,100 | 25,700 | 21,500 | 17,200 | 15,500 |
| Grade One and Two | 7,200 | 6,200 | 5,000 | 4,500 | 22,500 | 18,800 | 15,100 | 13,500 |
| Grade Three -Five | 6,200 | 5,200 | 4,200 | 3,800 | 19,300 | 16,100 | 12,900 | 11,600 |
| Grade Six | 5,300 | 4,400 | 3,600 | 3,200 | 16,100 | 13,400 | 10,800 | 9,700 |

Note: Area is stipulated in JICA’s internal rules and regulations. Cambodia and Papua New Guinea are classified as Area B, while Bangladesh and Guyana are classified as Area C.

**６．Currency Conversion Rate and Fraction Adjustment**

* OANDA rate（<http://www.oanda.com/>）will be used for currency conversion between local currency and USD, and the rate to be used is for the day the payment was made.
* JICA’s monthly internal rate will be used for currency conversion of Per Diem and Accommodation reimbursement between USD and JPY. For September 2023, JICA’s internal rate for currency conversion is 1 USD=146.164 JPY.
* Currency conversion value shall be rounded down to the value of the second decimal point.

1. The Strategy Note is a short preliminary paper in which current macroeconomic developments and major discussion topics are illustrated. [↑](#footnote-ref-2)
2. In case of an online meeting, JICA USA office or MEAD will share a Microsoft Teams link (meeting invitation) with the consultants. [↑](#footnote-ref-3)
3. The questionnaires must be prepared for each of the proposed lists of meetings. [↑](#footnote-ref-4)
4. The guidance note for the new MAC-DSA framework is available at: <https://www.imf.org/en/Publications/Policy-Papers/Issues/2022/08/08/Staff-Guidance-Note-on-the-Sovereign-Risk-and-Debt-Sustainability-Framework-for-Market-521884> [↑](#footnote-ref-5)
5. “Level 4” in the World Bank Guidelines aligns to the level of consultants who are “responsible for leading broad and complex projects, usually involving the participation of one or more multi-disciplinary teams and is widely recognized for demonstrated expertise, and substantial achievements in one or more fields of specialization.” [↑](#footnote-ref-6)
6. “Level 2” in the World Bank Guidelines aligns to the level of consultants who “perform fully professional level analyses on issues within a specific functional discipline, contribute major components to project reports and supports, on a technical level, and provide informed technical or policy advice. Work is performed under limited supervision at most stages.” [↑](#footnote-ref-7)
7. “Level 4” in the World Bank Guidelines aligns to the level of consultants who are “responsible for leading broad and complex projects, usually involving the participation of one or more multi-disciplinary teams and is widely recognized for demonstrated expertise, and substantial achievements in one or more fields of specialization.” [↑](#footnote-ref-8)
8. “Level 2” in the World Bank Guidelines aligns to the level of consultants who “perform fully professional level analyses on issues within a specific functional discipline, contribute major components to project reports and supports, on a technical level, and provide informed technical or policy advice. Work is performed under limited supervision at most stages.” [↑](#footnote-ref-9)