**Business** **Finance for the Poor in Bangladesh (BFP-B) Project**

**Request for Proposals**

**To carry out a market systems analysis on the use of data analytics among financial service providers in Bangladesh**

**Submission Date: 8th November 2018**

**Tentative start date: 18th November 2018**

**Report delivery Date: 23rd December 2018**

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# Section 1. Instructions to Consulting/Research Firms

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| **RFP Submission Deadline** | Please submit proposals by the 8th November 2018.Soft copies must be emailed to: **mahmed@nathaninc.com** **& to** **benstevenson@nathaninc.com** |
| **Methods for Procurement of Consultancy Services** | The Consultant (Consulting Firm) shall be selected in accordance with the **Quality and Cost-Based Selection (QCBS)** method by following the procurement guidelines of UKaid/DFID. The QCBS processes will follow (i) the quality of the Proposal; and (ii) the cost of the Services. 70% weight will be given for the Technical Proposal and 30% weight will be given for the Financial Proposal.  |
| **Technical Proposal**  | The Technical Proposal to be prepared according to the format and Terms of Reference (ToR) provided in this RFP document.  |
| **Financial Proposal** | Applicants should submit their financial proposal according to the format. The financial proposal should include fees of the experts, field data collection costs, if required; transportation, food and local accommodation costs of the experts, logistics and administrative expenses, and other expenses. Contractors will be asked to provide a market systems analysis of the state of analytics implementation within financial institutions in Bangladesh, with a particular emphasis on constraints to investment. **This should be completed by December 23rd 2018.**Applicants should demonstrate how they intend to offer the best value for the BFP-B programme. Companies operating with a robust framework for managing risks & issues to ensure project delivery on time and within budget will be at an advantage.  |
| **Currency** | The financial proposal is to be submitted in Pound Sterling (GBP). BFP-B Project/ Nathan Associates London Ltd will not be responsible for exchange rate risks. Any exchange rate risks will be borne by the Consultant (Consulting Firm). |
| **RFP Submission**  | For QCBS process, the applicants should submit proposals in two parts – Technical and Financial – and send them through as two separate files.  |
| **Presentation of the Technical Proposal** | If the Proposal Evaluation Committee deems it necessary to see a presentation on the specific details of the Technical Proposal, then the Consultant (Consulting Firm) shall be invited for a presentation. |
| **Proposal Evaluation**  | An Evaluation Committee will evaluate the Proposals. The decision of the proposal Evaluation Committee will be considered as final. BFP-B Project reserves the right to accept or reject any or all Proposals. All applicants will be informed about the result via email. |
| **Contract Negotiation** | BFP-B Project/Nathan Associates London Ltd. will negotiate a contract with the successful Consultant only on the following components of the Proposal submitted by the Consultant: (a) Methodology;(b) Work plan and activity schedule;(c) Organisation and staffing;(d) Deliverables;(e) Reimbursable expenses, if there are any. However, it is recommended that the Consultant shall include all expenses in the financial proposal.If negotiations with the successful Consultant fail, then BFP-B Project/Nathan Associates London Ltd. shall have the right to reject the successful Consultant, and either seek fresh proposals, negotiate further with one or more of the bidders, defer the award of a contract or cancel the competition and make no contract award, if appropriate. |
| **Contract Award** | On behalf of the BFP-B Project, Nathan Associates London Ltd. will award a contract to the successful Consultant. The standard contract format of Nathan Associates London will be followed. On behalf of Nathan Associates London Ltd., the Director will sign the Contract. On behalf of the Consultant, the Head of the Consulting Firm or Consultant himself/herself (for Individual Consultancy agreement) will sign the Contract.The consultant or Consulting Firm will also be subject to a due diligence assessment prior to contracting. |
| **Professional Liability of the Consultant/Consulting Firm** | The Consultant/Consulting firm is expected to carry out assignments with due diligence and in accordance with prevailing professional standards. The Consultant/Consulting firm shall be held liable for all losses or damages suffered by the Procuring Agency on account of any misconduct and unsatisfactory performance by the Consultant/Consulting firm in performing the consulting services. The Consultant/Consulting firm shall not share the information or data collected and the report prepared for the assignment to any third party without prior written approval of the Procuring Agency.  |
| **Payment** | On behalf of the BFP-B Project, Nathan Associates London Ltd. will pay the Consultant in Great Britain Pound (GBP) based on delivery of the agreed outputs according to an agreed timetable. The payment will be made in instalments based on satisfactory delivery and approval of deliverables. |
| **VAT and Taxes** | The Consultant (Consulting Firm) will be responsible to pay VAT and Taxes according to Bangladesh Government policy.  |
| **Company Information and due Diligence** | Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without company information being provided in the form TECH 11 below.In order to ensure Nathan’s continuing legal compliance, Nathan requires its prospective partners to complete a due diligence questionnaire. Please provide answers to the questions in the form TECH 11 (as applicable) and documents where requested. Please do not hesitate to contact us if you require any assistance in completing this questionnaire. If there are any relevant changes in responses/circumstances, you must report them to Nathan immediately. |

# Section 2 Technical Proposal - Sample Forms

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Form TECH-1: Technical Proposal Submission Form

[*Location, Date*]

To: Ms.Katherine Hughes

Programme Manager (BFP-B)

Nathan Associates London Ltd.

And

Mr. Muazzem Ahmed

Finance and Administration Manager

BFP-B Project

3rd Floor, House 71, Road 27,

Gulshan-1, Dhaka-1212.

Dear Madam:

 I/We, the undersigned, put forward our company to **‘carry out a market systems analysis on the use of data analytics among financial service providers in Bangladesh’** in accordance with your Request for Proposal and our Proposal.  We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal as separate documents.

         We are submitting our Proposal as a/an [Individual Organisation/Consortium/Joint Venture/in association with (please delete as appropriate)]: [*insert a list with full name and address of each Consortium/Joint Venture partner or sub-Consultant*]. Attached is the following documentation: [Consortium/Joint Venture Agreement and Consortium/Joint Venture power of attorney for lead or managing Partner (please delete as appropriate)].

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

         We undertake that, if our Proposal is accepted, we will form part of an analytics provider pool with no guarantee of work thereof. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-2: Conflict of Interest Declaration Form

I am declaring that (please give tick-mark)-

a) I or our Firm do not have any connection with the BFP-B Project

b) I or our Firm have a connection with the BFP-B Project.

If the Consulting Firm and/or any of the Team Members have a connection with the BFP-B Project, then the Firm or respective Team Member has to complete following conflict of interest form:

Name of the Team Member:

Type of involvement with the BFP-B Project:

I hereby declare that being involved with the BFP-B Project, I will not influence in the decision making during the RFP evaluation process and any other procurement process of BFP-B Project. BFP-B Project will have the right to reject our Proposal, if I try to influence in the procurement process and/or RFP evaluation process.

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Date:

Name of Firm:

Address:

Form TECH-3: Non-Disclosure Agreement

The Consulting Firm will receive and generate Confidential Information in the pursuit of its stated goals. All individuals associated with this project from the Consulting Firm will hold all such Confidential Information in the strictest confidence and not disclose or use it, unless prior agreement to do so has been given by the BFP-B Team Leader in conjunction with the DFID Project Officer.

All individuals must take reasonable precautions to ensure that all Confidential Information received is stored in a secure and proper manner. Any documents received during the BFP-B review process should be considered absolutely confidential. This means that no photocopies should be made of the documents and the documents should remain under control of the participant/reviewer at all times. At the conclusion of the review the documents should be returned intact to the BFP-B Data Strategy Development Manager. Neither the contents of the documents nor the review process should be discussed with anyone outside the BFP-B project team.

In Agreement whereof, I undertake to acknowledge the need for ensuring confidentiality in the BFP-B process, in a manner which safeguards the confidentiality of all conversations, papers, conversations, review processes and procedures at all times. I also undertake not to disclose or to place the documents in a position where their contents might be subject to review by a person who is not part of the BFP-B process.

Yours sincerely,

Authorised Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form TECH-4: Consultant’s Organisation (1-page limit)

*[Provide here a brief description of the background and organisation of the Consultants and, if applicable, each Consortium/Joint Venture partner for this assignment. Please briefly elaborate on your organisation’s relevant work relating to data analytics, the preparation of business plans within financial institutions and your experience producing publishable research – see TECH-6 for a more comprehensive discussion of the workplan.]*

Form TECH-5: Comments and Suggestions on the Terms of Reference (1-page limit)

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as suggesting alternative approaches, activities or sequencing). Such suggestions should be concise and to the point and incorporated in your Proposal.]*

Form TECH-6: Description of Approach, Methodology and Work Plan for Performing the Assignment (7 pages limit)

[The *technical approach, methodology and work plan are key components of the Technical Proposal. It is suggested that you present your Technical Proposal (maximum 7pages, excluding Annex) divided into the following three chapters:*

1. *Technical Approach and Methodology,*
2. *Work Plan, and*
3. *Organisation & Personnel,*

*a) Technical Approach and Methodology. In this chapter you should explain your understanding of the* ***objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.*** *You should include any dependencies your suggested methodologies rely on, e.g. provision of certain information and contacts. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

*b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and 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. A list of the final documents, including reports, figures and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-10.*

*c) Organisation and Personnel. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key experts responsible, and proposed technical and support personnel. You shall also specify if you will be the lead firm in a Consortium/Joint Venture or in an association with Sub-Consultants. For Consortium/Joint Ventures, you must attach a copy of the Consortium/Joint Venture agreement.*]

Form TECH-7: Team Composition, Task Assignments and Summary of CV Information (to be included as ANNEX-A in the Technical Proposal)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | Area of Expertise | Position Assigned | Task Assigned | Employment Status with Firm (full-time, or other) | Education (Degree and Institution) | No. of years of relevant experience |
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Form TECH-8: Curriculum Vitae (CV) for Proposed Experts (to be included as ANNEX-B in the Technical Proposal)

**1. Proposed Position**:

**2. Name of Firm** [*insert name of firm proposing the expert*]:

**3. Name of Expert** [*insert full name*]:

**4. Date of Birth**: **Nationality**:

**5. Education** [*indicate college/university and other specialised education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]:

**6. Membership in Professional Associations**:

**7. Other Training** [*indicate significant training since degrees under 5 - Education were obtained*]:

**8. Countries of Work Experience**: [*list countries where expert has worked in the last ten years*]:

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

**10. Employment Record** [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organisation, positions held.*]:

From [*Year*]: To [*Year*]:

Employer:

Positions held:

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned**[*List all tasks to be performed under this assignment*] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**Name of assignment or project: Year: Location: Client: Main project features: Position held: Activities performed:  |

**13. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that

(i) This CV correctly describes my qualifications and my experience;

(ii) In the absence of medical incapacity, I will undertake this assignment for the duration and in terms of the inputs specified for me in the Personnel Schedule in Form TECH-7 provided team mobilisation takes place within the validity of this proposal or any agreed extension thereof;

(iii) I am committed to undertake the assignment within the validity of Proposal;

(iv) I am not part of the team that wrote the terms of reference for this consulting services assignment;

(v) I am not sanctioned/debarred (ineligible for engagement) by DFID.

I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

 Date:

[*Signature of expert or authorized representative of the firm*]1 *Day/Month/Year*

Full name of authorized representative:

1 This CV can be signed by an authorized representative of the Consultant provided that if the Consultant’s proposal is ranked first, a copy of the CV signed by the expert and/or specialist must be submitted to the Client prior to the commencement of contract negotiations.

Form TECH-9: Personnel Schedule 1

(to be included as ANNEX-C in the Technical Proposal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N°** | **Name of Expert /Position** |  | **Professional Expert input (in the form of a bar chart)**2 | **Total input (Days)** |
| **Weeks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** | **Home** | **Field** | **Total** |
| 1 |  | [*Home*] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Weeks are counted from the start of the assignment. For each expert, indicate separately the input for home and field work.

2. Field work means work carried out at a place other than the expert’s home office; i.e. normal place of business.

 Full time input

 Part time input

Form TECH-10: Work Schedule (Weekly)

(to be included as ANNEX-D in the Technical Proposal)

|  |  |  |
| --- | --- | --- |
| **N°** | **Activity**1 | **Weeks**2 |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **n** |
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1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports)

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

Section 4. Financial Proposal - Sample Forms

[Form FIN-1: Financial Proposal Submission Form](#_Toc224704600)

[Form FIN-2: Summary of Costs and Financial Methodology](#_Toc224704601)

Form FIN-1: Financial Proposal Submission Form

[*Location, Date*]

To: Ms.Katherine Hughes

Programme Manager (BFP-B)

Nathan Associates London Ltd.

And

Mr. Muazzem Ahmed

Finance and Administration Manager

BFP-B Programme

3rd Floor, House 71, Road 27,

Gulshan-1, Dhaka-1212.

Dear Madam:

I/We, the undersigned, put forward our company to **‘carry out a market systems analysis on the use of data analytics among financial service providers in Bangladesh’** in accordance with your Request for Proposal and our Proposal. Our attached Financial information is accurate to the best of our knowledge and reflects a competitive market rate for the provision of analytics services.

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

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Form FIN-2: Summary of Costs and Financial Methodology

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost items** | **Units** | **Unit cost** | **Total (in GBP)**  |
| **Inputs of the Experts (Fees/ Days)** |  |  |  |
| a. Team Leader  |  |  |  |
| b. Other Expert/Team member *(Please provide Position)*  |  |  |  |
| c. Other Expert/Team member *(Please provide Position)* |  |  |  |
| d. Other Expert/Team member *(Please provide Position)*  |  |  |  |
| etc. |  |  |  |
| **Total Estimated Cost (in GBP)**  |  |

**Notes:**

1. The consultant or consulting firm needs to prepare a budget or cost estimate according to the above format. b) If required, consultant or consulting firm shall provide a separate detail budget.

In addition to the financial tables the Tenderer should ***provide up to a maximum of 4 pages*** that aim to provide convincing information in the following areas of their Financial Methodology:

* *Benchmarking of Fee Rates:* We expect bidders to clearly set out their own process of benchmarking Fee Rates to demonstrate competitiveness. This approach is increasingly important as DFID moves to a position where suppliers are expected to be transparent in their pricing structure in order to demonstrate that their Commercial Tender is competitive and represents Value for Money. Tenderers should therefore provide details of how their Fee Rates are constructed, detailing the overhead, salary and profit margin making up each Fee Rate.
* *Financial Risk/Contingency Costs:* It is a matter for Tenderers to determine if they wish to include contingency elements in their Tender. If for example, you have identified risks to successful delivery, which would require additional resource or cost to mitigate, then we would expect these to be shown separately in the Tender
* *Economies of Scale:* The Tender should highlight any particular Economies of Scale that can be realised through sharing of resources with other operations the Tenderer is currently involved in. The Tender should explain how these benefits can be realised and clearly demonstrate that they are realistic.

Section 5 Terms of Reference

**To carry out a market systems analysis on the use of analytics among financial institutions in Bangladesh**

**1. Project Background**

Business Finance for the Poor in Bangladesh is a UK-aid funded project, which has been operating since October 2013. Bangladesh Bank, the central bank of Bangladesh, is the implementing agency and the Financial Institutions Division of the Ministry of Finance is the executing agency. Nathan Associates London Ltd, in consortium with its partner, Oxford Policy Management, is appointed as the programme’s management agency.

The programme aims to promote **innovative finance and financial services for micro and small enterprises (MSEs)** and **operates around a Market Systems Development (M4P) approach** to tackle systemic constraints on private sector provision of financial services to the poor. One of its core components is a Challenge Fund that shares the burden of innovation by joint-funding new financial products or business models. These innovations vary widely but share two key characteristics i) they have a high potential to improve financial inclusion and ii) they have been deemed too risky by the providers to establish through traditional funding channels.

Through its Challenge Fund activities, the BFP-B team has seen the private sector systematically underinvesting in analytics capacity. The overwhelming majority of Challenge Fund participants find themselves in a similar position: they are aware that they should be working with data but are unsure how to translate that into concrete changes in business practices. The result is that many providers are stuck at the early stages of analytics development and fail to make use of techniques, like business intelligence and machine learning, that could not only have a positive impact on their bottom line but could radically improve financial inclusion.

**1.1 The BFP-B’s Data Strategy Development Programme**

To help financial service providers transition to subsequent stages of analytics development, the BFP-B has established the Data Strategy Development Programme. The programme will sensitise partner financial institutions to the applications of data analytics and joint-fund initiatives that catalyse further investment in data-driven innovations.

The BFP-B has established a graduation model to situate financial institutions on a spectrum from basic to advanced analytics implementation. Applicants for BFP-B joint-funding will select the level which best refers to them. The funding provided by the BFP-B will be tailored to the partner’s stage of analytics development. For instance, those in the early stages of analytics development would not be suited to investments in advanced machine learning applications, and those with more experience would not necessarily qualify for consulting services on how to enhance data cleaning practices.

**1.2 The BFP-B Data Analytics Graduation Model**

The table below relates to the supply of data-driven solutions within a financial organization. Each of the four columns, or levels, represents a stage that will most likely need to be passed to achieve a comprehensive analytics implementation. These are broken down in terms of technologies deployed, the underlying IT infrastructure and the human resources required to devise and maintain data-driven solutions.



The graphic below corresponds to the demand side for data-driven solutions. A key actor is the internal management team, who must be convinced of the value of data analytics to make investments. The second aspect of demand is the market for financial services, as the product/market fit will determine whether these investments have a positive return. From the perspective of data analytics, product/market fit is a relatively elusive concept as solutions like targeted marketing or alternative credit scoring tend to work in the background, without the customer being aware of them. Having said that, it is important to consider aspects including whether potential customers have the hardware and connectivity required to use digital applications or if they feel comfortable using products based on advanced analytics, such as pre-approved loans.



**1.3 Assumptions surrounding underinvestment in data analytics**

By developing a deeper understanding of the constraints on private sector actors with respect to investing in analytics, the BFP-B will be better positioned to devise targeted solutions.

Through its engagement with the private sector the BFP-B has identified a number of overlapping and often mutually reinforcing constraints that discourage financial service providers from investing data analytics. These may include but are not limited to:

Human Resources:

* Difficulties in hiring and keeping data scientists and engineers
* Difficulties in finding quality consulting services

Data infrastructure and governance

* Data infrastructure costs
* Data sources are fragmented and of poor quality
* Data Security concerns

Management buy-in

* Lack of awareness of analytical techniques and their applications
* Lack of appetite and leadership for a major overhaul of business practices
* Lack of collaboration across complex team structures

**2. Purpose of the assignment**

To gain better understanding of the constraints on analytics investment we are looking for a research firm with exposure to advanced analytics. The purpose is to carry out a study to:

1. Situate a set of financial service providers in relation to the analytics graduation model.
2. Assess the key constraints preventing financial institutions from progressing towards later stages of analytics development.

**3. Scope of work**

The output should be comprised of both a full report and executive summary with the overarching question being:

*“To what extent are bank and non-bank financial institutions in Bangladesh using advanced analytics to enhance the delivery of financial services, and what are the major pain points preventing further analytics investment?”*

Of particular interest is the sub-question of whether analytics projects have been tried, and, if so, and they have been unsuccessful, why is that the case?

A final section should be included that considers how financial service providers might enhance their analytics programme. It is beyond the scope of this study to give provider-specific recommendations so we would expect the suggestions to focus on common themes emerging from the research process.

The research can be based on a variety of research methodologies including desk research, key informant interviews, focus groups, questionnaires, etc. **The assessment should sample from a range of commercial banks and non-bank financial institutions. There should be representation from each of the four ‘generations’ of Banks in Bangladesh.**

**4.** **Schedule of the assignment**

We are expecting the contracted research firm to start work in Dhaka from mid-November. As the head-quarters of all relevant financial respondents are in the county’s capital, the geographical scope does not extend beyond Dhaka.

The market systems analysis exercise should be finalised by December 23rd 2018.

**5. Reporting**

The Data Strategy Development Manager will be the primary contact and will provide the consultant/consulting firm with overall technical guidance and strategic guidance from the BFP-B Team Leader.

**6. Experience:**

* Exposure to projects related to data analytics;
* A minimum of seven (7) years’ experience producing quality research reports;
* Experience working with financial sector partners;
* A strong knowledge of financial analytics applications, financial IT systems (Core banking, MIS, CRM, ERP, etc), MSE financing, customer-centric product development, or competencies of a similar nature.

Form TECH-11: Company Information and Due Diligence

**SUB-CONTRACTOR FIRM**

**INFORMATION FORM**

Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without this information being provided.

|  |
| --- |
| COMPANY DETAILS |
| Company name: |  |
| Registered address: |   |
| Country of registration: |  |
| Company registration number: |  |
| Date of registration: |  |
| VAT registration number: |  |
| Trading status: | (e.g. public limited company / limited company / limited liability partnership / other partnership / sole trader / cooperative / company limited by guarantee) |
| Board of directors | * List name(s) of directors
 |
| Number of permanent staff |  |
| Name contact person: |  |
| Contact email address: |  |
| Contact telephone numbers: | Direct Dial: |  |
| Switchboard: |  |
| Other: |  |
| *Please supply a copy of your company registration certificate.*  |

**BANKING DETAILS FORM**

Please note that Nathan will be unable to engage your firm to work under any sub-contractor agreement on a consultancy basis without this information being accurately provided.

**For non-UK account holders**

|  |
| --- |
| BANKING DETAILS – Non-UK accounts |
| Beneficiary account number: |  |
| Beneficiary name: |  |
| Beneficiary address: |  |
| Beneficiary bank SWIFT: |  |
| Beneficiary bank name: |  |
| Beneficiary bank address: |  |
| Currency of account: |  |

|  |
| --- |
| **INTERMEDIARY DETAILS** |
| Intermediary bank name: |  |
| Intermediary branch address: |  |
| Account no: |  |
| Additional Information: |  |

**For UK account holders**

|  |
| --- |
| BANKING DETAILS – UK accounts |
| Beneficiary bank name: |  |
| Beneficiary branch name: |  |
| Beneficiary name: |  |
| Beneficiary account number: |  |
| Beneficiary sort code number: |  |
| Currency of account: |  |

**DUE DILLIGENCE FORM**

In order to ensure Nathan’s continuing legal compliance, Nathan requires its prospective partners to complete a due diligence questionnaire. Please provide answers to the questions below (as applicable) and documents where requested. Please do not hesitate to contact us if you require any assistance in completing this questionnaire. If there are any relevant changes in responses/circumstances, you must report them to Nathan immediately.

In signing this declaration, I signify that I understand and agree to abide by the conditions set out in this document. I understand that if I fail to abide by these conditions, the contract may be terminated.

|  |  |
| --- | --- |
| **Name of company** |  |
| **Name of signatory** |  |
| **Title** |  |
| **EMAIL address** |  |
| **Signature** |  |
| **Date** |  |

1. **Conflict of interest**

|  |
| --- |
| Disclose details of any financial, personal, business or professional activities or connections which might have the potential to give rise to a conflict of interest with your organisation in connection with the project, the client, the recipient of services, and Nathan. If there is a potential conflict of interest, please state how this conflict of interest could be avoided. |
| *[Insert response]* |

1. **Legal compliance**

|  |  |  |
| --- | --- | --- |
| Civil liabilities | YES | NO |
| In the last five years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, been the subject of any civil action relating to your professional or business activities which has resulted in a finding against you by a court, or a settlement (other than a settlement consisting only of the dismissal by consent of a claim against it and the payment of its costs) being agreed?*If so, give particulars.* |  |  |
| Good reputation and character  | YES | NO |
| *Note: There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974, offences committed before the age of 17 (unless committed within the last ten years) or any road traffic offence that did not lead to a prison sentence.* |
| 1. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation at any time pleaded guilty to or been found guilty of any offence?*If so, give details of the court which convicted you, the offence, the penalty imposed and date of conviction.* |  |  |
| 2. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company?*If so, give particulars.* |  |  |
| 3. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been refused the right or been restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required?*If so, give particulars.* |  |  |
| 4. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made?*If so, give particulars.* |  |  |
| 5. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been the subject of disciplinary procedures by a professional body or employer resulting in a finding against you?*If so, give particulars.* |  |  |
| 6. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been reprimanded, excluded, disciplined or publicly criticised by any professional body which you belong to or have belonged to?*If so, give particulars.* |  |  |
| 7. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been refused entry to or excluded from membership of any profession or vocation?*If so, give details.* |  |  |
| 8. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been dismissed from any office (other than as auditor) or employment or requested to resign from any office, employment or firm?*If so, give particulars.* |  |  |
| 9. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been reprimanded, warned about future conduct, disciplined, or publicly criticised by any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?*If so, give particulars.* |  |  |
| 10. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation, in the United Kingdom, or elsewhere, ever been the subject of a court order at the instigation of any regulatory body or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?*If so, give particulars.* |  |  |
| 11. | Are you/your organisation/any other person who has powers of representation, decision or control in the organisation currently undergoing any investigation or disciplinary procedure as described in 3-8 above?*If so, give particulars.* |  |  |

1. **Financial compliance**

|  |  |  |
| --- | --- | --- |
| Financial integrity and reliability | YES | NO |
| 1. | In the last ten years have you/your organisation/any other person who has powers of representation, decision or control in the organisation made any compromise arrangement with your creditors or otherwise failed to satisfy creditors in full?*If so, give particulars.* |  |  |
| 2. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever been declared bankrupt or been the subject of a bankruptcy court order in the United Kingdom, or elsewhere, or has a bankruptcy petition ever been served on you?*If so, give particulars.* |  |  |
| 3. | Have you/your organisation/any other person who has powers of representation, decision or control in the organisation ever signed a trust deed for a creditor, made an assignment for the benefit of creditors or made any arrangements for the payment of a composition to creditors?*If so, give particulars.* |  |  |
| *Please provide as a separate attachment (for companies only):** *A copy of your accounts for the most recent two years. If required, audited version.*
 |

1. **Details of insurance policies**

Subcontractor firms are required to have sufficient insurance policies in place. It is important to note that appropriate levels of insurance may differ between regions and/or type of project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of policy** | **Insurer** | **Limit of liability (per occurrence and aggregate and excess)** | **Expiry date** |
| Employers liability |  |  |  |
| Public liability |  |  |  |
| Professional indemnity |  |  |  |
| Travel insurance, incl. medical cover |  |  |  |
| *Please provide details of all insurance policies that you have in place, and provide copies of insurance certificates as attachments.*  |

1. **Details of company policies**

Subcontractor firms are required to apply the policies detailed below. If you do not have your own policy, we will then expect you to commit and sign to Nathan’s internal policy and procedures. Please note that we might request to see the relevant policy document at any time.

|  |  |  |
| --- | --- | --- |
| **Type of policy** | **YES** | **NO** |
| Corruption and anti-bribery policy |  |  |
| Duty of care and security policy |  |  |
| Environmental policy |  |  |
| Equality and diversity policy |  |  |
| Health and safety policy |  |  |
| Trafficking policy |  |  |
| IT and data protection policy |  |  |