



## **REQUEST FOR PROPOSALS TO CONDUCT TRADE FINANCE TRAINING IN Q1 2020**

### **1. INTRODUCTION**

The Eastern and Southern African Trade and Development Bank, commonly known as Trade and Development Bank (TDB), is a specialized African multilateral financial institution serving most of the Eastern and Southern Africa. The Bank's objective is to provide short, medium and long-term financing to viable projects and trade finance activities in its 22-member states.

The mission of TDB Bank is to be at the forefront of extending development capital and services to advance regional growth and integration through customer focused and innovative financing instruments. The Bank operates in a competitive market in which skills and expertise in critical areas are in high demand within the financial services and the development finance sectors within the member states. Accordingly, the Bank also seeks to equip its employees on practical aspects of Trade finance and skills that are needed to structure Trade finance transactions.

### **2. OBJECTIVES**

Based on the above, Trade and Development Bank (TDB) is looking for a Consultant with a requisite capability to conduct Trade finance training for its staff. The company should demonstrate a proven track record of providing customized Trade finance training in similar development finance and/or comparable multilateral banking and financial institutions. The company should possess relevant qualifications and expertise to undertake the assignment.

### **3. SCOPE OF WORK**

The Consultant will conduct a 2-day deep dive training on TDB's product set covering the key aspects and developments in Trade finance, including but not limited to, the following areas;

- The role of trade finance in trade and revenue growth
- The recent developments in Trade Finance structures and how these structures impact on risk
- The impact of different lending rationales and the prospects of credit repayment
- Analysis of typical structures and how they work
- Risks, benefits and legal aspects of each of the trade finance products
- Appreciation of the importance of the commercial contract, Incoterms and trade documentation.
- Construct a trade cycle timeline to evaluate type, amount and duration of trade finance.
- Financial Statement Analysis.
- Invoice and Receivables Discounting.

- Credit Risk Analysis and Mitigation.
- Post and Pre-export finance and other structures in a crisis context
- Method of payment, uses, risks to the buyer, seller and the financier.
- Understanding of the key aspects and structuring techniques of receivables finance.
- Analysis of key supply chain finance solutions and how/when they should be used.
- Application of credit enhancement techniques, ECA support and evaluation of credit insurance.
- Appreciation of operation and risk considerations of various instruments such as bonds and standby letters of credit.
- Identification of client needs, gathering of information to thoroughly assess and evaluate a trade proposition and formulation of a customer winning proposition.
- Structuring a trade finance facility to mitigate risk, to follow the goods and the money and to get the deal approved.
- Trade finance as an alternative to balance sheet lending assessment.
- Understanding the regulatory developments in trade finance.
- Application of AML, sanctions and fraud-based risk assessment techniques.

#### **4. EXPECTED DELIVERABLES**

The expected deliverables of this engagement include:

- a) At least two-day training sessions for 20-30 employees depending on the how the sessions will be split up. A detailed curriculum which is currently being developed will be provided as a guide to the selected trainer.
- b) A signed Close-Out Report in Microsoft Word or Adobe Acrobat PDF format, to be received by TDB within 7 (seven) working days of completing the training sessions, that, among other things: (i) highlights any specific needs / areas of concerns raised by staff during the training; and (ii) makes recommendations to the Management on measures that would improve future Trade Finance courses at TDB. This report must be in form and substance satisfactory to TDB, and the trainer would need to provide TDB with a draft for review and comments.

#### **5. DURATION & LOCATION**

The trainer will be required to complete the training component of the exercise as per TDB timelines (2) weeks of signing the contract, to be followed by delivery of the signed Close-Out Report within (2) weeks of training delivery. The training is slated for February 2020 and would be delivered at TDB's Regional Office in Nairobi.

#### **6. PROPOSAL REQUIREMENTS**

Interested Consultants are requested to submit a single proposal, clearly specifying:

- Course content
- Technical competencies such as Consultant(s) qualifications, demonstrable relevant experience in similar assignments, methodology, project plan and deliverables.
- Financial cost indicating the total all-inclusive US Dollar fixed cost for the engagement, exclusive of VAT

## **7. SUBMISSION**

Interested Consultants are requested to submit their proposals in soft copy with the requisite information, directly to [rfpchecks@tdbgroup.org](mailto:rfpchecks@tdbgroup.org) not later than 17.00 hours by 29 November 2019.