

## REQUEST FOR PROPOSALS TO CONDUCT TRADE FINANCE TRAINING

### 1. INTRODUCTION

The Trade and Development Bank (TDB) was established on 6th November 1985 following the provisions of the Treaty of 1981 establishing the Preferential Trade Area (PTA), which has since been transformed into the Common Market for Eastern and Southern African States (COMESA), as a financial arm of the regional economic integration arrangement. The Bank has two principal offices, in Bujumbura (Burundi) and Ebene (Mauritius). In addition, the Bank has regional and operational hubs in Nairobi (Kenya), Harare (Zimbabwe), Addis Ababa (Ethiopia) and Kinshasa (Democratic Republic of Congo).

The Bank's main product lines comprise Short Term Loans (Trade Finance), Long Term Loans (Project & Infrastructural Finance) and to a lesser extent, Equity Finance. TDB's portfolio is spread across 25-Member States and 14 economic sectors which include Banking and Financial Services, Sovereign, Energy, Agribusiness, Manufacturing and Heavy Industries, Infrastructure, Petrochemical, ICT, Transport & Logistics, Hospitality, Real Estate, Mining & Quarrying, Education, Health Services amongst other development sectors.

### 2. ASSIGNMENT

As part of the learning requirements for 2024, the TDB Academy which oversees staff training and capacity building, invites qualified training firms to submit their proposals to conduct training in Trade Finance focusing on **Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting**.

The objective is for participants to build an understanding of the various product groups and embed that learning using case studies drawn from the market to re-enforce the learning. It is recommended that the training be designed for intermediate learners who already have an understanding of the trade finance cycle and products. It is anticipated that the learners will be drawn from the trade finance departments as well as supporting departments such as coverage, credit risk, treasury operations, trade finance operations and compliance.

The training will be delivered physically over a maximum of **two days** to no more than 25 attendees who maybe based across TDB duty stations in Kenya, Zimbabwe, Mauritius, Burundi, Ethiopia, and Congo DRC. TDB Academy will identify an external venue from where the training will be conducted.

The Training firm should have expertise and demonstrate a proven track record of providing customized trade finance products training in similar development finance and/or comparable multilateral banking and financial institutions.

#### 4. SCOPE OF WORK

The Consultant is expected to conduct a deep dive training on Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting trade finance products covering the key aspects and developments in Trade finance, including but not limited to the following areas;

- Overview, risks and benefits of Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting products including key contractual aspects;
- Appreciation of Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting structuring techniques and when they should be used;
- The recent developments in Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting structures, and how these structures impact on risk;
- Exploration of Supply Chain Financing as a strategic financial solution to supporting the ecosystem of anchor clients, including its role in improving cash flow, strengthening supplier relationships, and enhancing overall supply chain efficiency. This includes real-world examples to illustrate its practical implementation and effectiveness in various business scenarios.
- High level legal considerations including documentation of Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting structures; and
- Appreciation of operation and risk considerations of Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting products
- Case studies covering the aforementioned products to give attendees better understanding on the use cases and differences of the products.

#### 5. EXPECTED DELIVERABLES

The expected deliverables of this engagement include:

- a) The training will be delivered physically at TDB Nairobi's regional office for a maximum of 25 participants. The training should be engaging and include where possible practical examples as well as case studies within the TDB member states context.
- b) A signed post training 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) provides the curriculum of the Master Risk Participation Agreements (MRPAs), Guarantees, Accounts Receivable Financing and Invoice Discounting training for records and reference purposes only; and
  - (ii) course evaluation or feedback on the overall course delivery or highlights any specific needs / areas of concerns raised by staff during the training;

#### 5. DURATION

The training will be conducted over 4 half day sessions.

## 6. PROPOSAL REQUIREMENTS

Interested consultants are requested to submit two separate proposals as highlighted below:

### 1. Technical Proposal:

- A technical proposal that consists of a proposed course outline, content and training methodology including suggested case studies and group exercises
- Demonstration of understanding of international trade finance risk and possible mitigants
- Clear demonstration of trade finance experience in the following sectors: Banking and Financial Services, Energy, Agriculture, Health, Sovereign, Mining and Telecoms.
- Technical competencies and qualifications such as lead trainer(s) qualifications, demonstrable relevant experience in similar assignments.
- Demonstrable experience with TDB member states will be a plus.
- Training schedule or road map from inception to course evaluation

### 2. Financial Proposal:

- Financial cost indicating the total all-inclusive US Dollar fixed cost for the engagement, exclusive of VAT.

## 7. SUBMISSION

Interested training firms are requested to submit their proposals in soft copy with the requisite information with Reference TF Training to through [procurement@tdbgroup.org](mailto:procurement@tdbgroup.org) not later than 17.00 hours EAT by 6<sup>th</sup> May 2024.