

Invitation for Expression of Interest – CREDIT AND INVESTMENT TRAININGS

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Human Resources
Project Name:	Credit and Investment Trainings
Project No.	AIIB REOI - CP00321
Deadline:	November 30, 2018

Date: November 20, 2018

1. The Asian Infrastructure Investment Bank (AIIB) now invites Expression of Interest (EOI) from qualified firms, to provide service for Credit and Investment Trainings. **Based on the EOIs, AIIB will pre-qualify firms to participate in the ensuing tender exercise.** The selection of the pre-qualify firms will follow AIIB's Corporate Procurement Policy, relevant rules and procedures.

2. The letter of expression of interest (EOI) should provide information of the company's technical qualifications and experience in undertaking Credit and Investment Trainings related services in the past five (5) years. Please provide the information requested in the Annex A and B.

3. Firms should submit all related documents as required under Annex A and B to the following Email address in PDF format, before **23:00 PM, November 30, 2018 (Beijing time)**.

Contact information:

Corporate Procurement Unit
E-mail Address: procurement@aiib.org
Facilities and Administration Services Department
Asian Infrastructure Investment Bank
B-9 Financial Street, Xicheng District
100033 BEIJING, CHINA

Annex A – Simplified Terms of Reference

Annex B - EOI Form

Annex A

Terms of Reference Credit and Investment Trainings AIIB-CP00321

1. Background

In its two years, the Asia Infrastructure Investment Bank (AIIB) has established its basic policy, framework, launched sectorial strategies and financed its preliminary operations. In its third year of operations, the Bank, is now turning towards sharpening its strategic vision and is looking for a strong and reputable partner to design a Credit and Investment Programs and train its employees in Investment Operations and Risk Management Departments. To align itself, AIIB employees in Investment Operations and Risk Management Department needs to have a common and consistent institutional credit and investment approach and underwriting standards. The AIIB is seeking a qualified company to design from scratch or adapt its existing materials and to deliver Credit and Investment Programs.

2. Objectives

The objectives of the Credit and Investment Programs are:

- Develop a tailored common approach to project preparation and a common underwriting risk culture for AIIB
- Raise credit skills and investment analysis skills
- Harmonize the body of knowledge on credits and investments
- Create a culture of continuous learning

3. Scope of work

3.1 Training Methods

A blended training approach comprising of instructor led training and e-learning will be provided to the attendees

The instructor led training will include:

- Very experienced trainers who have strong academic and professional technical and teaching background
- Practical and customized case studies and reference materials that can be tailored specifically to the Bank.
- Competence sharing and learning from instructor and others

- Interactive training methods and balanced scheduling

E-learning:

- Online portal to act as a central repository for the learning journey
- Pre- and post- course learning delivered online
- Online self-assessment, personalized learning pathway based on assessment results
- Additional development pathways to support career development
- Continued access to the online learning portal after the program

3.2 Training Curriculum

Level 1 will need to cover the following courses:

1. Advanced financial statement analysis
2. Corporate credit analysis and corporate rating methodology
3. Financial modelling bootcamp
4. Economic country analysis (macro level)

Level 2 will need to cover the following courses:

1. Advanced corporate credit-warning signals and monitoring
2. Project finance
3. Bank credit analysis

Level 3 will need to cover the following courses:

1. Equity: valuation and investment structure
2. Restructuring problem credits
3. Another advanced topic (TBC)

3.3 Evaluation

The programs will include monitoring and evaluation mechanism to ensure that improvement is anchored in the long-term and tools to measure training impact on technical skills.

Evaluation for each session will be requested from participant with immediate application of feedback to delivery. Based on feedback received, potential changes may be made ad hoc. The vendor will have the flexibility and capacity to adjust to the AIIB needs.

4. Deliverables

The deliverables shall include but not be limited to the followings:

- Deliver for the 3 levels for the face-to-face and e-learning
- Delivery will also include administrative task such as issuance of welcome messages to participants via email, issuance of background/preparatory reading or e-learning, room set-up, participant evaluation collection, participant evaluation summary after each training sessions.
- Provision of a brief report within two weeks after workshop is delivered outlining the facilitator's evaluation of each session, any difficulties encountered and any resulting recommendations.

5. Qualification & Selection Criteria for Pre-Qualification

Pre-Qualification Submissions received will be evaluated to assess the bidders' ability to undertake the work needed and qualify them for an invitation to submit a proposal for the work. The criteria used for this evaluation are:

1. The **vendor** must have the experience to deliver large scale and complex credit and investment technical trainings for large, international corporations, such as MDBs, commercial banks and other financial institutions for at least 5 years.
2. The **overall project manager** must have at least 10 years' experience in managing training solutions for large, international corporations, MDBs, commercial banks and financial institutions. He/she must be a Subject Matter Expert (SME) in credit and investment and have facilitation track record. He/she must be fluent in English (oral and written). Project Managers must submit the CV stating clearly the above requirements. (CV to be limited to 3 pages).
3. The **facilitators / trainers** for each topic must have minimum 10 years of international working experience as practitioners and as facilitators for MDBs, commercial banks and other financial institutions. They must be Subject Matter Experts in their specific field of trainings. They must be fluent in English (oral and written). The pre-identified facilitators/trainers must submit their CVs (CVs to be limited to 3 pages each).
4. The **vendor** must be able to provide 3 references (customer names and contact details) for work of a similar scope and size, currently being executed or have been completed within the past 2 years.
5. The vendor must have all required licenses including insurance policies to undertake such services.

Annex B

**Expression of Interest (EOI) by Firm
Credit and Investment Trainings**

AIIB-CP00321

[Expressions of interest are subject to a 10-page limit, including any attachments.]

Date: [dd/mm/yyyy]

Dear Mr./Ms. [copy the AIIB's representative's name, designation and department as indicated in the EOI],

We have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) match our firm's capacity for providing the services required in the TOR. We would like to express our interest for being considered for the Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm's profile and information relevant to this EOI are provided below:

I. Firm Profile

Firm's Name	
Country of Incorporation:	
Firm's Address: (Street name, City, State/Province, Country, ZIP code) Fax No.: Phone No.: Email: Website:	

II. Specific Qualifications and Experience

[Highlight the technical qualifications and experiences of your firm in undertaking tasks in the area of focus, as indicated in the EOI].

[Please select at least three of the most relevant projects to demonstrate the firm's technical qualifications and experience, according to the requests in the Sec. 6, TOR (Annex A)]

Period	Client	Project	Country	Role of the Firm (As lead firm or partner?)	Contract Value

V. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- ☐ We have read the advertisement, including the generic terms of reference (TOR), for this assignment.
- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of our firm.
- ☐ We confirm our firm and all the personnel indicated in the EOI have met the requirements of Corporate Procurement Policy of AIIB, which can be found on

<https://www.aiib.org/en/policies-strategies/procurement-policies/corporate-procurement.html>

[Signature:

Name of the firm's authorized representative:

Position]