



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Egypt

Catalyzing Entrepreneurship for job creation

Loan No./89510

Assignment Title: Provision of Employee Competency and Capability Assessment Services

Reference No. (as per Procurement Plan): EG-MSMEDA-557211-CS-CQS

Micro, Small and Medium Enterprises Development Agency (MSMEDA) has received financing from the World Bank toward the cost of the project of "Catalyzing Entrepreneurship for job creation", and intends to apply part of the proceeds for the provision of Employee Competency and Capability Assessment Services

The consulting services ("the Services") include the provision of Employee Competency and Capability Assessment Services with the objectives of Assessing the competencies and capabilities of employees, Supporting decision-making based on objective criteria, identifying strengths and development opportunities for each employee and Preparing Individual Development Plans (IDPs) for candidates.

The total duration of the services is one month from the date of contract signature

The assignment is expected to start on July 2026.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

Micro, Small and Medium Enterprises Development Agency (MSMEDA) now invites eligible national consulting firms ("Consultants") to indicate their interest in providing the Services. Interested firms should provide letter of expression of interest and information that they have the required qualifications and relevant experience to perform the Services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) noting that Key experts will not be evaluated at the shortlisting stage

- **The shortlisting criteria are:**
 - a) Prior experience in implementing assessment centers **(60 points)**
 - b) Strengths of previous work and relevance to the authority **(40 points)**
- The attention of interested Consultants is drawn to Section III, paragraphs, 3.15, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" 7th edition dated September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

3.15 The Bank requires that Consultants:

- a. provide professional, objective and impartial advice;
- b. at all times hold the Borrower's interests paramount, without any consideration of future work; and
- c. in providing advice, avoid conflicts with other assignments and their own corporate interests.

3.16 Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a.) a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b.) a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c.) neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d.) Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
 - i. the preparation of the TOR for the assignment;

ii. the selection process for the contract; or World Bank Procurement Regulations for IPF Borrowers 7 Section III. Governance

iii. the supervision of the contract; may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.

3.17 Fairness and transparency in the selection process require that Consultants or their affiliates, competing for a Consulting assignment do not derive a competitive advantage from having provided Consulting Services related to it. To that end, the Borrower shall make available to all short-listed Consultants, together with the request for proposals document, all information that would give a Consultant a competitive advantage.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the **Consultant's Qualification-based Selection** method set out in the World Bank Procurement Regulations.

- Further information can be obtained at the address below during office hours (*114 Mohie Eldin Abo ELzz St., ELDokki, Giza, Egypt*) during office hours 8:00 am to 4:00 pm or sent to Email: sandra.zaki@msmeda.org.eg
- Expressions of interest must be delivered in a written form to the postal address below **or** to the email address below no later than **Tuesday 21 /7 /2026**

Attn: **Sandra Joseph**
Address: **14 Mohie Eldin Abo ELEzz st., Dokki, Giza, Egypt**
Cairo, Egypt
Office no: 0233367024 - 0233367026 - 0233366743
E-mail: sandra.zaki@msmeda.org.eg

Terms of Reference (TOR)
Provision of Employee Competency and Capability Assessment Services

First: Technical Specifications

Objectives:

- Assess the competencies and capabilities of employees.
 - Support decision-making based on objective criteria.
 - Identify strengths and development opportunities for each employee.
 - Prepare Individual Development Plans (IDPs) for candidates.
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Expected Service Outcomes:

Preparation and Project Initiation Phase

- Analyze and define the required competencies in coordination with the Central Human Resources Sector of the Enterprise Development Authority.
 - Design an Assessment Center to the targeted job levels.
 - Develop assessment tools including Role-Play (RP), Competency-Based Interviews (CBI), Analysis Presentation, and Psychometric assessments.
 - Establish the implementation timeline and select assessors.
 - Conduct orientation sessions for candidates prior to assessment.
 - Explain the assessment methodology, phases, and objectives.
 - Respond to participant inquiries.
 - Sessions may be conducted in person or online.
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Assessment Implementation

The assessment will utilize a range of tools, including:

- Role Play
 - Analysis Presentation
 - Competency-Based Interviews (CBI)
 - Psychometric Assessment
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Targeted Competencies (Examples) — Subject to Modification Based on Organizational Needs

- Problem Solving
- Customer Focus
- Flexibility and Adaptability

- Relationship Building
 - Leadership
 - Decision Making
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Reports and Results

- Prepare a Master Scorecard encompassing the results of all participants.
 - Prepare individual reports for each candidate, including:
 - Behavioral assessment results
 - Psychometric test results
 - Comprehensive performance analysis
 - Deliver results within no more than five (5) business days from the conclusion of the assessment.
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Review Sessions and Development Plans

- Conduct individual sessions for each candidate.
 - Present and explain assessment results.
 - Identify strengths and areas for improvement.
 - Prepare an Individual Development Plan (IDP) for each candidate.
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Expected Number of Candidates

- Between 30 and 50 candidates.
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Language of Implementation

- The assessment will be conducted in Arabic and/or English.
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Location of Implementation

- Implementation will take place at the service provider's premises or online, as agreed upon.
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Implementation Duration

- One month from the contract date.
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Required Deliverables

- Design of a comprehensive Assessment Center.
- Full execution of all assessment phases.

- Individual and group assessment reports.
- Individual Development Plans (IDPs).
- Delivery of a final presentation of results and recommendations.

Second: Reference Conditions

- The service provider must be a licensed and officially accredited entity.
- Proven prior experience in implementing Assessment Centers for government bodies, large corporations, banks, or similar institutions.
- Demonstrated capacity to execute projects of equivalent scale.
- Availability of testing facilities equipped with the necessary tools.
- Commitment to the designated implementation timeline.
- Issuance of completion certificates to candidates upon conclusion of the service.
- Customized assessment scheduling: Actual dates will be determined in coordination with the organizing entity.

Third: Evaluation Criteria

No.	Criterion	Score
1	Prior Experience in Implementing Assessment Centers	60
2	Strength of Previous Work and Relevance to the Authority	40

Fourth: Payment Terms

100% upon completion of all work and submission of deliverables to the Authority. *(Consultation and agreement with the entity on this matter is required from the outset.)*

Fifth: Divisibility of Works

Works are **not divisible**.
