

**INVITATION TO
TENDER FOR THE
SELECTION OF A
CONSULTANT –
DEVELOPMENT OF
A PLATFORM FOR
INSURANCE
REGULATION AND
SUPERVISION**

28/12/2022

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I. Background

This initiative is an outcome of a partnership between African Reinsurance Corporation (AFRICA RE) and The Autorité de Régulation et de Contrôle des Assurances (ARCA).

The Autorité de Régulation et de Contrôle des Assurances, was established following the Decree n° 16/001 of 26 January 2016. It is a public, independent technical institution which headquarters are in Kinshasa the capital of the Democratic Republic of Congo (DRC).

ARCA, under the administrative supervision of the Minister of Finance exercises its mission independently when performing its regulatory and supervisory activities in the Congolese insurance market.

As a regulatory body, ARCA operates throughout the Democratic Republic of Congo and has all the powers necessary to carry out the actions provided for by the Congolese Insurance Code. It ensures the protection of the rights of policyholders and beneficiaries of insurance contracts, the soundness of the financial base of insurance and reinsurance companies and their ability to honour their commitments.

ARCA works to develop activities within its scope and ensures that they are conducted in accordance with good practice. It has the power to investigate any claim relating to insurance operations against the companies under its supervision.

The institution is currently seeking to develop or acquire an IT system that will enable it to carry out its regulatory and supervisory missions in an efficient and optimal way.

Consequently, AFRICA RE, in line with the mission of its founders – to foster the development of the insurance and reinsurance industry in Africa; to promote the growth of national, regional, and sub-regional underwriting and retention capacities and to support the African economic development – has confirmed its willingness to accompany ARCA and secure a budget for the funding of this noble Project, through the Africa Re Foundation.

II. Objective

To recruit a qualified consultant to assist ARCA and its partners in the completion of the project for the development or acquisition of an IT system for the control of insurance operations in the Democratic Republic of Congo. The consultant will be expected to contribute with his technical skills, experience and knowledge in the field of insurance regulation and control tools, and to suggest ways of setting up operational structures to ensure the success of the project while complying with the best practices in force.

The consultant will have to follow the project life from the identification and selection of user requirements, the elaboration of specifications, the follow-up and evaluation of the implementation work, and the supervision and validation of user acceptance test.

III. Duties of the consultant

The consultant will play a leading role in drafting the Specifications of the suitable Information Technology System for the supervision and regulation functions of ARCA and the Terms of Reference (ToR) for the selection of either the service provider responsible

of the development or of the supplier of this IT System. The following tasks, but not limited would be performed by the consultant:

- Discuss with the Management of ARCA to collect necessary requirements, the environment to be covered, regulation and laws currently in force;
- Review with other insurance regulators their requirements and environment in order to build a holistic and robust requirement document;
- Review existing systems or processes in view to finetune the ToR;

The following functionalities should be considered during the gathering of the requirements and drafting of the ToR :

- Regulation of insurance / reinsurance activities
- Control/Supervision of insurance / reinsurance operators
- Define the technical architecture of the suitable solution;
- Review areas of integration and interface with existing or future system;
- Provide progress report and submit issues or challenges affecting the progress of the assignment;
- Draft and submit the functional specifications of the desired IT System;
- Submit a draft report, i.e. Terms of Reference for the selection of the service provider/supplier;
- Lead the process of the review of the draft report;
- Submit the final report and close the project.

IV. Consultant profile

1. Desired Qualifications

A. Education

- University degree in Insurance / Reinsurance;
- Or University degree in Information Technology;
- Or University degree(s) in related field.

B. Prior work experience

- A minimum of 5 years' experience in insurance regulation and supervision;
- A good knowledge in insurance / reinsurance will be an added advantage.
- Knowledge and experience in Project Management;
- Experience in similar assignments.

C. Language Proficiency

- First language: French
- Second language: English (professional fluency)

D. Knowledge

- Sufficient knowledge to provide guidance and support the project;
- Analytical and listening skills for a good understanding of the needs;
- Strong Project Management skills with the ability to work with various stakeholders;
- Must have ability to work independently, meet regular deadlines as well as conduct independent research;
- Strong public speaking skills with the ability to deliver a workshop to diverse groups.

E. Skills and abilities

- Candidate should have at least 5 years' hands-on experience in providing consultancy services in insurance/reinsurance industry;
- Good computer skills;
- Ability to work independently and in a team;
- Ability to lead a workshop for diverse groups;
- Proven organisational and administrative skills;
- Excellent knowledge of the working of regional organisations.

F. Outputs

- Prepare and submit report(s) with summaries of meetings and discussions;
- Submission of a draft report for review of various stakeholders;
- Functional specifications of the IT System adapted to ARCA's needs;
- Submission of final Terms of Reference in French and English.

G. Personal attributes / General characteristics

- Experienced in Project Management as team lead or team member;
- Dedicated and reliable with a strong sense of self-confidence;
- Ability to prioritise and work under pressure in a multicultural environment.

2. Supervision and Planning

A. Supervision

The consultant will work directly with ARCA and its partners, and will report to the Joint Project Steering Committee (JPSC), which is the highest supervisory body for project implementation. The JPSC reviews and approves the overall direction, approach and management of the project, the plan, the budget, major change requests and any changes to agreed milestones, and ensures that any issues are identified and addressed.

B. Timetable

This position shall be executed through a three (3) months contract with ARCA.

V. Evaluation process and selection criteria

Responses to this Request For Proposal (RFP) will be evaluated and scored based on the following criteria:

- Experience of the consultant
- Language proficiency
- Technical approach and methodology
- Organization and staffing (applicable to firms)
- Quality and clarity of the Proposal presentation

VI. Presentation of the tender

In order to facilitate the analysis of responses to this RFP, candidates are required to prepare their proposals in accordance with the instructions outlined in this section. Candidates whose proposals deviate from these instructions could be considered non-responsive and may be disqualified at the discretion of ARCA.

Proposals should be clear and comprehensive. It should provide a straightforward, concise description of the consultant or the firm's capabilities to meet the requirements of the RFP. Emphasis should be laid on accuracy, completeness and clarity of content. All parts, pages, figures and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections:

Section	Title
1.0	Executive Summary
2.0	Experience of the consultant
3.0	Technical approach and methodology
4.0	Organization and Staffing (applicable to firm)
5.0	Cost Quotations
6.0	Financial Information (applicable to firm)
7.0	Curriculum Vitae

1. Executive summary

This part of the response to the RFP should be limited to a brief narrative highlighting of the proposal. The summary should contain as little technical details as possible, and should be oriented towards non-technical personnel (applicable to firms). The Executive Summary should not include cost quotations.

2. Experience of the consultant

Consultant must provide the following information about their company so that ARCA can evaluate their stability and ability to support the commitments set forth in response to the RFP. ARCA may require a firm to provide additional documentation to support and/or clarify requested information.

[Using the format below, provide information on each relevant assignment for which you or your firm, and each associate for this assignment, was legally contracted either individually, as a corporate entity or, as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this document. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages

Assignment name:	Approx. value of the contract (in current US\$):
Country : Location within country:	Duration of assignment (months) :
Name of client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$):
Start date (month/year): Completion date (month/year):	No of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Authorised Signatory

Name of Consultant

3. 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 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.

4. Organization and Staffing

In this chapter, you should propose the structure and composition of your team, if any. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

5. Cost quotations

The firm's cost quotations must be itemized following the phases of the project.

6. Financial information

The consultant or firm's financial information should be included in this section. Financial information must include audited financial information for the past three years if applicable.

7. Curriculum Vitae

The consultant or firm must make every effort to select staff for the project based on ARCA's needs. Applicable resumes should be included in this section.

Consultant or firm and other general requirements

No.	Requirement	Response
a)	How long has company/consultant been in business?	
b)	How long has the company/consultant been in business carrying out such a project?	
c)	State the number of employees in the company.	
d)	State the number of employees that will be devoted to the mission of this project	

8. Clarification and amendment of the tender

The Consultant or firm may request for clarification only up to 7 days before proposal submission date. Any request for clarification must be sent in writing by letter or email to JPSC's address indicated below. JPSC will respond by letter or email to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of the inquiry) to all firms which intend to submit proposals.

Contact for clarification:

Email:

rca@arca.cd

Address:

AUTORITE DE REGULATION ET DE CONTROLE DES ASSURANCES
16, avenue Pumbu,
Gombe - Kinshasa
République Démocratique du Congo

9. Proposal for submission

Proposals will be submitted in PDF format by clicking on the link:

<https://arca.cd/appeal>

or by sending a physical version in a sealed envelope to:

Le Président du Comité de Pilotage Mixte du Projet (CPMP)

AUTORITE DE REGULATION ET DE CONTROLE DES ASSURANCES
16, avenue Pumbu,
Gombe-Kinshasa
République Démocratique du Congo

The deadline to submit a proposal is **February 20, 2023**. Any proposal received by ARCA after this date will be rejected.