

ORGANISATION OF ISLAMIC COOPERATION
GENERAL SECRETARIAT

ORGANISATION DE COOPERATION ISLAMIQUE
SECRETARIAT GENERAL



منظمة التعاون الإسلامي
الامانة العامة

No.OIC/ECO-04/C-04/ 0 0 5 4 5 1

Jeddah: 12 OCT 2016

The General Secretariat of the Organization of Islamic Cooperation presents its compliments to all Member States and has the honor to forward herewith the attached Invitation to Bid for the Consultancy Services in connection with the establishment of Islamic Organization for Food Security.

In view of the foregoing, the General Secretariat wishes to request the esteemed OIC Member States to kindly invite qualified consultants from their respective countries to participate in the above-mentioned bid. Further communications on this matter can be addressed to the focal person as indicated in the bid document.

The General Secretariat of the Organization of Islamic Cooperation avails itself of this opportunity to renew to all Member States the assurances of its highest consideration.

Enclosure: As above mentioned



To:

1. All Member States
of the Organization of Islamic Cooperation

Copy:

1. Permanent Mission of the Republic of Kazakhstan,
Jeddah, Saudi Arabia
2. Islamic Development Bank

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy for the Preparation of Preliminary Institutional Framework Study for the Operationalization of the Secretariat of the Islamic Organisation for Food Security of the Organisation of Islamic Cooperation

KAZAKHSTAN

ESTABLISHMENT OF THE ISLAMIC ORGANISATION FOR FOOD SECURITY

AGRICULTURE

CONSULTING SERVICES

Grant No. 3KHZ0078

The Ministry of Agriculture, Government of Kazakhstan has applied for financing from the Islamic Development Bank (IDB) toward the cost of the Establishment of the Islamic Organization for Food Security, and intends to apply part of the proceeds for consultant services required to prepare an institutional framework study for the operationalization of the Secretariat of the Islamic Organisation for Food Security (IOFS).

The services required from the consultant(s) include, but not limited to, the following:

- define modus operandi, operational guidelines and modalities for the Secretariat, assess governance structure, including functions and operational modalities of the Executive Board.
- propose structure of the Secretariat including its various entities, departments, division, and units.
- define the Senior Management's Terms of Reference including the Director General who will be leading the Secretariat.
- propose the optimal personnel size/number for each of the identified department within the Secretariat and develop their terms of reference.
- propose financing management system for the Secretariat, including the methodology of calculation of mandatory contributions share of members.
- prepare detailed operational manual, human resources management policies and procedures, partnership and communications strategy; organization's mission, vision and strategy, and internal evaluation mechanism.
- review and update as necessary the rules of procedures, financial regulations and personnel regulations of the IOFS.

The Ministry of Agriculture now invites eligible consultancy firms to indicate their interest in providing the services. Interested firms must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, general qualifications and number of key staff and so forth).

Consultants may associate to enhance their qualifications and clearly specify the type of association (a joint-venture or sub consultancies).

The consultancy firm will be selected in accordance with the procedures set out in the procurement guidelines of the IDB for the Use of consultants and is open to all eligible firms.

Interested firms may obtain further information at the address below during office hours 09:00 to 18:30 hours (Astana time).

Expressions of interest must be delivered to the address below by **October 22, 2016**.

Ministry of Agriculture of the Republic of Kazakhstan

Attn: **Ye. Kosherbayev, Vice-Minister**

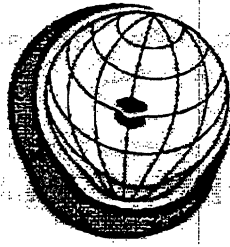
36 Kenessary str., Astana, Republic of Kazakhstan, 010000

Tel: **+7 7172 555 779, +7 7172 555 430**

Fax: **+7 7172 555 988**

E-mail: **sarsenbekova.m@minagri.gov.kz, nc@oicfso.org**

Web site: **www.minagri.gov.kz**



سند استلام

Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي: (+966 12 614 34 56)

Kindly acknowledge receipt, and return the document duly signed to the following Fax:

(+966 12 614 34 56)

للمرة الثالثة		للمرة الثانية		للمرة الأولى	✓
For the third time		For the second time		For the first time	

عدد الصفحات بما فيها هذه الصفحة Page(s) No. including this page	التاريخ Date:	رقم المذكرة Note No.
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The receiving end: الجهة المستلمة:

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Date:: التاريخ:

Time:: الوقت:

للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1969
For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1969
or email: bo.cabinet@oic-oci.org/