



GLOBAL FUND FOR MATERIALS DEVELOPMENT

[Overview](#)

[Proposal Instructions](#)

[Proposal Form](#)

Overview

The [Microfinance Management Institute](#) (MFMI) seeks proposals from professors of graduate management programs and microfinance practitioners and experts (“Consultants”) to develop teaching cases, course syllabi, presentations, multimedia teaching aids, simulations, student exercises, and other academic materials on microfinance management (“Academic Materials”). Through a Global Fund for Materials Development (the “Global Fund”), and in conjunction with MFMI’s [Microfinance in MBA Programs Project](#) (the “MBA Project”), MFMI engages Consultants under a work for hire arrangement to conduct research, and to capture and document the management successes and challenges, globally, of microfinance institutions. As intellectual property of the MFMI, the Academic Materials are disseminated on the MFMI Web site to interested users, particularly to academic institutions in the process of integrating the study of microfinance management within their graduate management programs.

The Global Fund gives priority to (1) Consultants with expertise in business management and knowledge of microfinance, (2) Consultants with demonstrated experience developing academic or training materials (sample required), and (3) proposals that focus upon the **management of microfinance and related institutions** and the **processes by which microfinance organizations can be created, survive, grow and integrate into mainstream financial services**.

The Global Fund covers all costs specifically associated with the research and development of the proposed Academic Materials. Associated costs may include, among others: (1) Consultant’s time to research and develop an activity based on number of days worked; (2) materials and supplies to facilitate research and development (excluding equipment); (3) intra-country travel and expenses incurred by a Consultant to conduct research; and (4) other incidental costs (e.g., postage and copies). MFMI **does not cover** the capital costs of any equipment purchase or any generic overhead charges.

MFMI seeks a range of Academic Materials across a broad spectrum of management themes, including materials that may fall under one or more of the following topics:

	Accounting		Legal Structures
	Business Models		Marketing/Demand
	Capacity Building		Operations Management
	Capital Funding and Structuring		Organizational Development
	Client Segments		Policy
	Competition		Products
	Credit Delivery		Regulation and Supervision
	Financial Management		Risk Management
	Financial Performance		Rural/Agricultural Finance
	Governance and Leadership		Scenario Planning
	History/Evolution/Trends		Social Enterprise
	Human Resource Management		Social Performance
	Innovation		Strategic and Business Planning
	Institutional Appraisal/Evaluation		Technology
	Interest Rates/Pricing		Other:

To submit a proposal, please complete and submit the proposal form found [here](#). Further explanation and instructions are found [here](#). Questions may be addressed by email to info@themfmi.org.

Please note that before final acceptance by the MFMI, all work is subject to review by an academic panel for appropriateness of use in a classroom setting. MFMI shall be deemed to be the “author” and owner of all materials produced by the Consultant and will publicly disseminate all works for hire on the [MFMI Web site](#).

Proposals are accepted by MFMI on a continuous basis, or until further notice.

[\[Back to Table of Contents\]](#)



GLOBAL FUND FOR MATERIALS DEVELOPMENT

Proposal Instructions

Step 1: Complete the Proposal Form

Please complete Parts I through IV of the proposal form. The completed form may be emailed to info@themfmi.org, or submitted by fax to +1.202.530.0128, or mailed to Microfinance Management Institute, Global Fund for Materials Development, c/o The Open Society Institute, 1120 19th Street, NW, 8th Floor, Washington, DC 20036. Proposals sent by email should be submitted only ONCE with “GLOBAL FUND” in the subject heading.

Please submit the following documents with the proposal:

- Curriculum vitae plus two references
- Sample of previous work (similar to proposed work, if possible)

If the documents noted above are not available in electronic form, please mail or fax them as indicated above.

For email submissions, an email notification will be generated automatically once all information and attachments are received. Receipt of proposals by regular post will be confirmed by the MFMI once all of the necessary information has been received.

Step 2: Review of Proposals

MFMI considers proposals only when it has received a completed form, including a detailed budget and all required attachments. The MFMI will communicate its acceptance or declination of a proposal within ten (10) business days. MFMI may request some changes or information before reaching a final decision. Proposals are accepted by MFMI on a continuous basis, or until further notice.

Step 3: Approval of Contract

Upon approval of a proposal, MFMI sends an email notifying its approval to the Consultant. The email includes a contract outlining the terms of the work for hire with MFMI to produce the proposed Academic Materials, and includes a timeframe and budget. Subject to agreement, the Consultant signs the contract and returns it to MFMI by fax and mail. Once MFMI is in receipt of the signed contract, MFMI notifies the Consultant that all activities outlined in the proposal may commence.

Step 4: Request for Payment

Global Fund Consultants receive a consultancy fee plus reasonable expense reimbursement. Consultants should submit to MFMI only one invoice per contract for all costs once activities have been completed and the final work is ready to submit to MFMI. Regardless of the final cost of the proposal activities, MFMI will not disburse amounts greater than those committed in the contract without the prior written consent of MFMI.

To request payment, the Consultant submits to MFMI a cover sheet, all documents prepared in connection with the proposal, and an invoice. MFMI requires that all documents be submitted by email, or other electronic form, so that they may be posted electronically on its Web site. The cover sheet, which may be downloaded [here](#), requires summary information including an abstract, a teaching guide describing how the materials are to be used, and a list of all resources required to use the materials in a classroom setting.

[\[Back to Table of Contents\]](#)



PROPOSAL FORM
GLOBAL FUND FOR MATERIALS DEVELOPMENT

Note: You may fill out this form using your keyboard and tab key.

A confirmation email is sent once the proposal form and all required attachments are received. All fields must be completed. If a question does not apply, indicate "N/A."

Part I: Contact and Personal Information

Title (circle one): Dr. Mr. Mrs. Ms.

First Name:

Last Name:

Address:

City:

Country:

Post code:

Telephone No. :
(incl. country/city code)

Fax No. :
(incl. country/city code)

Email:

Employer:

Position Title:

Teaching Experience:
(number of years)

Materials Development Experience:
(number of years)

Microfinance Experience:
(number of years)

Part II: Proposed activity

1. What is the proposed output from the activity? (Check all that apply)

<input type="checkbox"/>	course materials	<input type="checkbox"/>	student exercise
<input type="checkbox"/>	teaching case	<input type="checkbox"/>	simulations and models
<input type="checkbox"/>	case study	<input type="checkbox"/>	multimedia teaching aid
<input type="checkbox"/>	Other:	<input type="checkbox"/>	

2. Provide a summary outline of the proposed work.

3. In what domain area(s) would it be most suitable for use? (Check all that apply)

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Legal Structures
<input type="checkbox"/>	Business Models	<input type="checkbox"/>	Marketing/Demand
<input type="checkbox"/>	Capacity Building	<input type="checkbox"/>	Operations Management
<input type="checkbox"/>	Capital Funding and Structuring	<input type="checkbox"/>	Organizational Development
<input type="checkbox"/>	Client Segments	<input type="checkbox"/>	Policy
<input type="checkbox"/>	Competition	<input type="checkbox"/>	Products
<input type="checkbox"/>	Credit Delivery	<input type="checkbox"/>	Regulation and Supervision
<input type="checkbox"/>	Financial Management	<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	Financial Performance	<input type="checkbox"/>	Rural/Agricultural Finance
<input type="checkbox"/>	Governance and Leadership	<input type="checkbox"/>	Scenario Planning
<input type="checkbox"/>	History/Evolution/Trends	<input type="checkbox"/>	Social Enterprise
<input type="checkbox"/>	Human Resource Management	<input type="checkbox"/>	Social Performance
<input type="checkbox"/>	Innovation	<input type="checkbox"/>	Strategic and Business Planning
<input type="checkbox"/>	Institutional Appraisal/Evaluation	<input type="checkbox"/>	Technology
<input type="checkbox"/>	Interest Rates/Pricing	<input type="checkbox"/>	Other:

Part III: Activities Budget

Proposal budgets should estimate the associated costs of developing the proposed activity. Reasonable costs include:

- Consultant time to research and develop an activity
- Intra-country travel and per-diem expenses incurred by Consultant to conduct research
- Materials and supplies to facilitate research and development (excluding equipment)
- Other incidental costs (e.g., postage and copies)

MFMI **does not cover** the capital costs of any equipment purchase or any generic overhead charges.

In the spaces provided, please present a budget that realistically estimates the complete costs of undertaking the proposed activity. The budget may be submitted as a separate attachment.

Please present the budget in U.S. dollars.

Consultant's time: (daily rate times number of days)
Travel costs:
Materials and Supplies:
Other costs:
Total costs:

In the box below, please provide any additional information that might be helpful to evaluate the proposed budget including any assumptions made in calculating each line item.

Part IV: Attachments

Please check that you have included each of the following items when submitting the application:

	Consultant's curriculum vitae and two references
	Sample of previous work (similar to the proposal, if possible)

[\[Back to Table of Contents\]](#)