

## Terms of Reference

### Mapping of the Luxembourg inclusive finance ecosystem

InFiNe is looking for a consultancy firm to map the Luxembourg inclusive finance ecosystem.

#### Background

InFiNe (Non-profit Association) is the Luxembourgish network for inclusive finance, advocating for a society with universal access to quality and affordable financial services.

Capitalising on the Grand-Duchy's leading position in both financial and development sectors, InFiNe was created in March 2014 to further stimulate financial inclusion as a key for poverty alleviation and empowerment of low-income groups.

InFiNe's unique set up is to bring together key stakeholders from the public, private and civil society sector to leverage the considerable knowledge available in Luxembourg to foster the deployment of inclusive finance worldwide. Today, InFiNe gathers 44 members.

InFiNe offers various services to its members to facilitate interaction, exchange, and communication among the different actors within the network. The long-term goal is for the Luxembourgish financial inclusion ecosystem to be recognized as a center of excellence globally through the InFiNe network.

More information on InFiNe on our [website](#).

#### The Project: The Mapping of the Luxembourg Inclusive Finance Ecosystem

As part of its multi-year strategic plan, InFiNe wishes to carry out a mapping of the inclusive finance ecosystem in Luxembourg. A similar exercise was conducted in 2021 and is published on our website. Today, InFiNe aims to renew the exercise to present a new, reliable snapshot of the diversity of inclusive finance actors and their expertise in Luxembourg.

This mapping is an important communication tool, as it pursues a twofold objective of dissemination of information that ultimately should foster collaboration between parties:

- Information for the Luxembourg inclusive finance sector to understand the specifics of each actor and to be aware of the projects run from Luxembourg.
- Information for a wider international audience of experts in inclusive finance, to understand and have an image of the Luxembourg inclusive finance ecosystem as a whole.

The cartography of the Luxembourg inclusive finance ecosystem will be an **online interactive** tool in English that will be accessible on our website.

The mapping will cover the following scope:

- Sector: inclusive finance sector. Inclusive Finance has for objective to provide the clients/beneficiaries with affordable and good quality financial services including saving, credit, insurance, remittances, payment methods and non-financial services.

- Players: all parties in Luxembourg directly involved in the sector, which may include a large variety of actors, from development agencies to professional services firms or asset management companies.
- Members and non-members of InFiNe (non-members will be identified jointly, based on a first proposition from InFiNe team)

Minimum information to gather and present in the cartography:

- Name of the institution, with logo
- Short description (5 – 10 lines)
- Membership InFiNe
- Institution type (asset manager, microfinance institution, law firm, etc.)
- Inclusive finance expertise (micro-finance, green finance, etc.)
- Projects focus (countries, project types, budgets spent)
- Overall budget dedicated to the sector

As the name suggests, the mapping will need to present ecosystem data in a graphic, concise, user friendly and dynamic manner.

The definition of the scope will be refined with InFiNe. Creating this mapping involves also regular participation and interactions with InFiNe members to identify the projects, know-how, and expertise they are implementing.

### Consultant's assignments and deliverables

The secretariat of InFiNe will oversee the project. In line with the objective mentioned above, the purpose of these Terms of References is to assist the team and conduct the mapping of Luxembourg inclusive finance ecosystem in close collaboration.

The work can be conducted partly off-site, with regular on-line communication, but on-site presence is required for most interviews and key meetings throughout the project.

Work sessions will be regularly organized between the secretariat and the provider, typically to define the framework of the mapping, discuss the methodological approach, adapt the schedule and identify necessary adjustments based on the project's progress.

The consultant is expected to organize, manage, and deliver the following work:

#### **Phase 1 – Scoping**

- with the InFiNe team, to refine the methodology, define the scope and parties to include and to identify the needed data (for members vs. non-members, where the number of data will be limited)
- to conduct interviews with at least 22 members (preferably face-to-face), with InFiNe Board or Strategy Committee, the Ministry of Foreign Affairs in order to explain the process, methodology, ask for their expectations from this cartography and explain the questionnaire that will be sent to all members.
- to adapt the methodology, if necessary, after discussion with the InFiNe team, and finalize a questionnaire.

## **Phase 2 – Data gathering and analysis.**

- to collect the data, based on secondary research (existing public data) and via the questionnaires sent to the members and the selected non-members.
- to analyse and cluster the collected data, to identify most relevant data.
- to propose an approach to display graphically the data (the concept of cartography of Luxembourg inclusive finance ecosystem), in English as well as the technical platform to be used.

## **Phase 3 – Publication / Formatting and highlighting the content into a visual representation.**

- to implement the database
- to develop the dynamic dashboard
- to publish the dashboard and the data on the website of InFiNe, considering the graphic charter of InFiNe.

No comparisons with the previous mapping are required, neither in the analysis nor in the presentation of the data.

### **Final deliverable**

The consultant will deliver a dynamic and interactive cartography of the Luxembourg inclusive finance ecosystem in English and available online via the InFiNe website.

It is crucial that the implemented solution can be maintained autonomously by the InFiNe team (evolutionary maintenance, such as data updates, member adaptations, etc.), without the supplier's intervention and without technical development skills (user-level).

The cartography must be finalised and ready to be used by September 1<sup>st</sup>, 2025.

### To apply

Please first confirm your interest and your participation to this request for proposal to [contact@infine.lu](mailto:contact@infine.lu).

Send your offer **before January 15<sup>th</sup>, 2025**, via email, including:

- your approach to our project.
- a work plan proposal including a timetable.
- the budget.
- an overview of the team that will conduct the project, with their short bios.
- the experience of the firm relevant to the project and, as an asset, the knowledge of the Luxembourg environment

### Data Protection

By sending your application, you consent to the processing of personal data appearing in your submitted documents to the extent necessary for contracting purposes in accordance with the law of

10 May 2018 on the protection of personal data (Journal 2018 test 1000) and in accordance with Regulation (EU) 2016/679 of the European Parliament and the Council of April 27 2016 on the protection of individuals with regard to processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (GDPR).

InFiNe.lu will keep your data secure and retain it for no longer than is necessary for the purposes for which it is processed. In accordance with the amended law of 2 August 2002, you have the right to access, modify or oppose any processing of your personal data. To make use of these rights, you can contact InFiNe.lu at the following address: [contact@infine.lu](mailto:contact@infine.lu) .