



ISLAMIC DEVELOPMENT BANK GROUP

ISLAMIC SOLIDARITY FUND FOR DEVELOPMENT (ISFD)

TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO COORDINATE THE MANAGEMENT UNIT OF ALQUDS EMPOWERMENT FUND(AEF)

1. INTRODUCTION:

1.1 The ISFD BOD approved the establishment of Alquds Empowerment Fund in April 2021. The Fund's contributors, in addition to the ISFD, are charity foundations and some businessmen from Palestine. The IsDB/ISFD launched the Fund in October 2021, and the Fund is expected to start its operations soon. Given the special context of working in Alquds, the limited resources available and the special nature of the assignment, there is a need to recruit a coordinator for the Management Unit of the Fund. The budget has been already approved by the Management Committee of the Fund from its own resources.

1.2 AEF OBJECTIVE AND MISSIONS:

The main objective of the Fund is to mobilize financial resources to contribute to financing programs and projects for economic and social development and empowerment of the Palestinian in Alquds. The Fund will undertake the following tasks:

- a) Mobilizing financial resources to support the programs and projects of the Fund.
- b) Supervising the implementation of projects financed by the Fund.
- c) Mobilizing financial resources as endowments in cash or in kind and investing them for the benefit of Alquds.
- d) Directing the income to support development projects and economic empowerment projects.

1.3 The Fund will finance projects within the limit of its annual budget of around USD 5 million in the following sectors:

- a) Community Development
- b) Economic Empowerment.
- c) Primary education
- d) Higher Education
- e) Housing

- f) Real Estate Protection

2. CONTEXT AND PURPOSE OF THE ASSIGNMENT

2.1 The ISFD would like to recruit a coordinator for the work of the Management Unit of the Fund.

In line with the paragraph 1.2, this will be:

- a) Supervising the implementation of projects financed by the Fund
- b) Coordinating the work of the Management Unit of the Fund
- c) Leading the efforts for resource mobilization for the Fund

3. SCOPE OF WORK:

3.1 The selected candidate in coordination with the IsDB/ISFD will act Management Unit Coordinator and will carry out the following tasks:

- a) Coordinate and prepare the annual work program of the Fund and get its approval from the Management Committee
- b) Prepare the meetings of the Management Committee and the Board of Shareholders and implement the outcomes of these meetings
- c) Identify partners for the implementation of AEF projects and programs
- d) Lead the efforts of Resource Mobilization for the Fund and engage with Philanthropists and encourage them to contribute to the Fund
- e) Coordinate the Resource Mobilization efforts with the relevant shareholders particularly the Board of Trustees of the Fund
- f) Catalyse funds and institutions to co-finance projects and programs with the Fund
- g) Organize a campaign of crowdfunding through different platforms to mobilize resources for the Fund
- h) Gathering information and carrying out studies on economic and social empowerment projects; setting standards and controls for contracting implementing partners.
- i) Follow-up for the income utilization programs and report to the Management Committee
- j) Submit detailed periodic reports on all operations and projects during the various stages of implementation to the Management Committee and prepare the submission to the Board of Shareholders
- k) Prepare and coordinate the administrative and financial reports of the Fund

3.2 Based on the key tasks summarized in 3.1, the coordinator will provide the deliverables as outlined in section 4. The estimated input from the coordinator will be 240 working days beginning in June 2022.

4. DELIVERABLES

4.1 The coordinator is expected to submit a Report on monthly bases covering all the activities particularly the supervision of the implementation of the Fund's projects and the progress in resource mobilization for the Fund.

5. DURATION OF AND PAYMENT FOR THE ASSIGNMENT

5.1 The coordinator is expected to start the assignment upon completion of the Corporate Procurement Selection for the one year, the expectation as of now is set forth November 2022 and complete it by November 2023. He/she will carry out the assignment by being in Jeddah and Alquds, and he/she may be required to travel occasionally to other places as needed.

- 5.2 Based on the satisfactory performance, the contract can be extended for another period of 12 months.
- 5.3 The assignment cost budgeted US\$ 99,600 annually. The procurement method termed as FBS (Fixed Budget Selection).
- 5.4 The coordinator will produce a report on its activities monthly, based on which he/she will be paid its remuneration.
- 5.5 In addition to the above professional fees payment the Coordinator will be entitled for the reimbursement of expenses incurred related to the travel.
- 5.6 Reimbursable expenses will include a per diem of US\$ 100 per man-day, travel to IsDB Headquarter in KSA, local transportation, hotel stay and visas fees.

6. THE EVALUATION PROCESS

Criteria	Importance (Out of 100)
Coordinator Qualification: Coordinator should have (i) Master's or bachelor's degree in Management, Economic and Social Development Studies, or other related areas; (ii) Sound knowledge and proven experience of Projects Coordination, Fundraising and Resource Mobilization	15
Relevant Specific Experience (2 point for each year of relevant experience): At least 5 years of experience in: i. Projects Management and coordination, ii. Knowledge of social and economic development; iii. Experiences in Fundraising; iv. Knowledge of the requirements and working methods of international organizations, MDB especially IsDB, v. Knowledge / experience in the geographic area of the project etc...	45
Knowledge of the geographic assignment location to work more effectively on the assignment	10
Exposure to IsDB and/or peer developmental institutions	15
Language (Arabic) : Excellent Arabic => 8 Pts	8
Language (English) : Excellent English => 7 Pts	7

Minimum Qualifying Score will be 70. Any candidate scores below the 70 will be considered not qualified for the next level.

7. COORDINATOR PROFILE

- 7.1 The coordinator will be an expert from Alquds with an advanced university degree in development, economics, social sciences, or related field, with extensive experience in development projects in Alquds and knowledge of Palestine context. Experience related to Fund's Management, Resource Mobilization, Fundraising is highly desired. Proven skills and experience in the following areas are essential:
- a) Project Management, Funds Management and Donor Relations
 - b) Resource Mobilization, Fundraising ...etc
 - c) Excellent verbal and written skills in Arabic is mandatory. Knowledge of English is preferred.
 - d) Advanced Computer skills in word processing, data analysis and presentations.

8. SUBMISSION EOI/PROPOSAL:

- 8.1 The interested candidates are request to the submit their EOIs/CV/Proposal to the following designated the email address of the assignment by the no later **17th September 2022 at 3:00 PM GMT+3**.
- 8.2 Please find the EOI Template for Annexed with Terms of reference.
- 8.3 The EOI Submission Email Address as follows: EOI Submission - BCC2022-052 AI-Quds Empowerment Fund Management Unit Coordinator 1d3edb4b.isdb.org@emea.teams.ms
- 8.4 For Clarification and questions: General - BCC2022-052 AI-Quds Empowerment Fund Management Unit Coordinator c9546bad.isdb.org@emea.teams.ms
- 8.5 The only shortlisted candidates may called for interviews.
- 8.6 Additionally, and most importantly, IsDB currently Implemented the Procure to Pay Solution with SAP Ariba, you are kindly required to register yourself/Esteemed Firm through Self registration link as follows for the RFP and future Business with IsDB. <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>.