

SKILLS, TRAINING AND EDUCATION PROGRAM (STEP) FOR FORCED DISPLACED PEOPLE AND HOST COMMUNITIES IN ISDB MEMBER COUNTRIES 2022- 2027

Terms of References (ToR) of the
Program Monitoring Officer for the
STEP

I. Background

1. The Islamic Development Bank (IsDB) is a Triple A rated international financial institution with a current membership of 57 countries. Its mission is to promote comprehensive human development, with a focus on the priority areas of alleviating poverty, improving health, promoting education, improving governance and prospering the people.
2. The Islamic Solidarity Fund for Development (ISFD) was established by the Third Extraordinary Session of the Organization of Islamic Cooperation Summit, held in Makkah Al Mukarramah, 7-8 December 2005, as a Special Fund within the IsDB. ISFD is dedicated to reducing poverty in its Member Countries (MCs) through promoting propoor growth, emphasizing human development, especially improvements in health care and education and providing financial support to enhance the productive capacity and sustainable means of income generation for the poor.
3. The Skills, Training & Education Program (STEP) is an innovative and transformative program that contributes to reducing poverty by improving socio-economic wellness for the displaced, refugees, and host communities in IsDB MCs. The program aims to inspire the young displaced, refugees, and vulnerable host communities to believe in their future and empowering them with skills and tools necessary to do so.
4. STEP is derived from the approved operational strategy and 5-Years action plan of the IsDB fragility and resilience policy to reduce poverty and improve livelihoods by supporting the refugees, Internally Displaced People (IDPs) and host communities in IsDB member countries. The program is designed to address the needs of refugees, IDPs and host communities through a holistic approach ensuring that they access skills development, economic and social opportunities. The program brings together all the main development actors including philanthropists, the private sector, and other donors to support livelihoods, education, and skills development of forcedly displaced people in the MCs.
5. The program conforms to and is fully aligned with the new ISFD strategy and mandate to support the refugees, Internally Displaced People (IDPs) and host communities in the MCs. The program is aligned with the Education Sector Strategy objective of building the foundation for human development and empowering learners to discover pathways to harness their potentials. It also conforms to several Sustainable Development Goals (SDGs) including goals 4,5,8,10,16, and17.

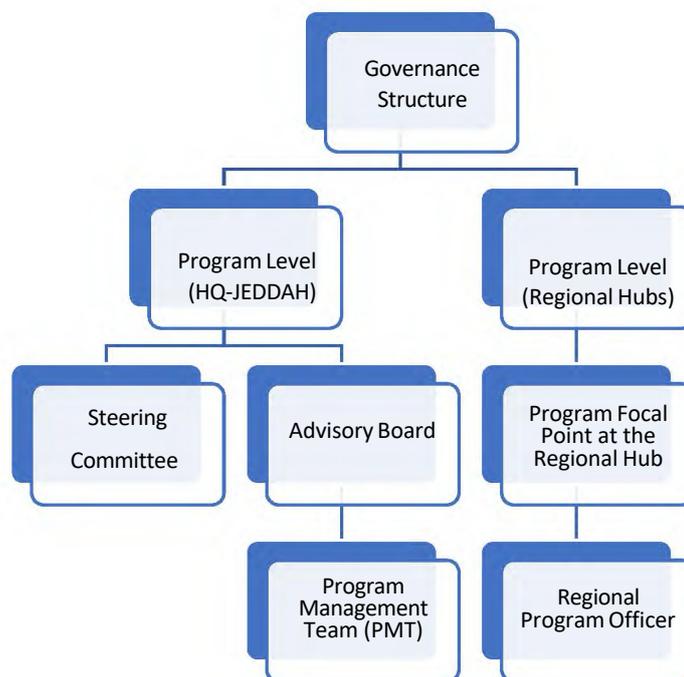
II. Program Objectives and Key Results

6. The developmental objective of the Program is to contribute to reducing poverty in IsDB MCs through supporting young refugees, IDPs and vulnerable hosting communities. More specifically, STEP will contribute to (i) increasing access to education focusing on smart education, (ii) providing skills development and entrepreneurship incubators, and (iii) creating jobs including green jobs. The key development results of the Project include:
 - increased access to education for the young refugees, IDPs and host communities through smart education that will target a minimum of 0.5 million displaced children and youth in MCs, with the necessary equipment, tools and teaching kits to improve quality of basic education supplied,
 - provision of relevant skills development to 40,000 young refugees, IDPs and host communities,

- provide 100,000 young refugees and IDPs access to green/digital jobs and entrepreneurship development programs. STEP will make sure that at least 75% of the 40,000 (30000) trainees will report business readiness at the end of the program,
- delivering 70 psycho-social wellbeing supports to refugee and local youth, and 50% of trainees report improved wellbeing,
- contribution to SDGs 1, 4, 5, 8, 16, and 17.

III. Governance Structure of the Program

7. To achieve the objectives of the Program and to ensure division of work and transparency, the Bank and the ISFD in consultation with different stakeholders, departments and regional hubs, have introduced the governance structure of the Program.



- (i) Steering Committee: The role of the steering committee (SC) would be to: (a) provide strategic guidance to the Program; (b) ensure that the projects/activities undertaken are innovative and in-line with the Program objectives as well as global best practices; (c) share knowledge, experience and advice to foster partnership to deliver effective solutions for the Program; (d) advocate and provide support to successful projects development; (e) review and monitor the operations under the Program (success and failure); and (f) monitor the progress of the Program Implementation.
- (ii) Advisory Board: For effective branding and promotion, an advisory board comprising representatives from the Bank, ISFD and distinguished and prominent figures in the key region to showcase the Program will be established.
- (iii) Program Management Team (PMT): STEP will also have a Program Management Team (PMT) to carry out the overall coordination of critical activities of the program such as overseeing the planning, implementation, and monitoring of activities with

the different stakeholders and ensures the achievement of its objectives. Its mandates are (i) to review the detailed action plans, (ii) to assess the progress against initial activities' timeline, (iii) to monitor the disbursement and expenditures plan.

- (iv) The PMT would be housed in the RSD will closely work with the concerned RHs for the implementation and management of the projects under the program. The PMT will have Senior Partnership and Resource Mobilisation Officer, and Forced Displacement Officer, and Program Monitoring Officer (PMO); (ii) Monitoring and Evaluation Consultant to closely follow up and report the status, implementation, progress and challenges of the program; and (iii) communication materials and funding raising campaigns, meetings, forums to attract the donors, philanthropists, private sector, foundation and partners, newsletters, leaflets, brochures and forums.
- (v) Regional Hubs: The RHs on their part will be fully responsible for the follow up and supervision of the implementation of the respective projects of the program and will work closely with the RSD. Based on the inputs from the RHs, the RSD will submit progress and status reports to the steering committee of the program.

IV. Job description of the Program Monitoring Officer

- 8. The Bank is looking for qualified candidate(s) to fill in the position of the Program Monitoring Officer for the Skills, Training and Education Program (STEP).

Job Purpose

- 9. The Program Monitoring Officer's (PMO) responsibilities are to ensure the achievement of the Program objectives through arranging coordination meetings, annual meetings and other events for STEP, overseeing the planning, implementation, and monitoring of the Program, developing and implementing the Program communication and information plan, managing the relationship with the Program partners, preparing reports on the progress of the Program to different stakeholders. In addition, program officer must perform administrative duties including database management, handling general correspondence, and compile and analyse data, and all program documentation activities. The PMO will be responsible for managing the portfolio and will conduct both monitoring and administrative activities of the program.

Roles and Responsibilities

- 10. The roles and responsibilities of the Program Coordinator will be as follows:

Program Monitoring

- Monitoring the progress of the Program, while ensuring that the project deliverables are on time, within budget and at the required level of quality, and report on quarterly basis the obstacles, delays, budget variations, and quality deviation.
- Oversees the planning, implementation, and monitoring of activities of the Program with the different stakeholders.
- Handling administrative and financial issues pertaining to the Program (processing financial request, disbursement, settlement, procurement...);
- Assessing the progress against initial activities' timeline.
- Manage the documentation of program and monitor all program activities, expenditures and progress towards achieving the program output;

- Monitor and evaluate overall progress on achievement sustainability of the program's results;
- Liaise with /RSD/ISFD/RH/STAKEHOLDERS wide technical experts and specialties throughout program implementation.
- Develop monitoring and impact indicator and a monitoring strategy for the program success;
- Support monitoring of the effects and impact of the program on poverty alleviation and report it to ISFD on quarterly basis.
- Manage project proposals processes under the program through RCA Fragility and Resilience Team

Program Meetings

- Manages the arrangement of different meetings such as internal coordination meetings between ISFD and HD-RSD/IsDB, the strategic steering committee meetings, the advisory board;
- Organizing local and regional events including the Annual Meetings of the Program, and Midterm review meetings;
- Prepares agenda, minutes, reports, and call for meetings;
- Coordinate the logistic arrangements with concerned units (internal and external);

Program Reporting

- Report monthly, quarterly, half-yearly and annual progress on all program activities.
- Provide inputs, information and statistics for quarterly, annual and other reports to Program Management Team

Program Communication

- Developing and implementing the Program communication plan that ensure balanced visibility for the different stakeholders.
- Developing and implementing the Program Information Platform, and ensure valid access to different stakeholder.
- Coordinating these activities very closely with THIQA as ISFD communication and marketing agent, and IsDB Communication Department.
- Ensuring the knowledge capturing and sharing through the platform horizontally (between beneficiary countries) and vertically (bringing new concepts and technology from outside beneficiary countries);
- Assist with event logistics, including audio/visual and PowerPoint presentations, registrations and materials for the event.
- Utilize computers for communications, creation of excel spreadsheets, word documents, and PowerPoint presentations.

Assisting Management

- Provide management oversight and direction for program operations with focus on operational optimization.
- Participate in annual program reviews and planning workshops and assist the Program Management in preparing relevant reports.
- Provide feedback to the Program Management on program strategies and activities;

- Suggest strategies to the Program Management for improving the efficiency and effectiveness of the program by identifying bottlenecks in completing program activities and developing plans to minimize or eliminate such bottlenecks;
- Perform other duties as required;
- Any other assignments given to him by the Director General of the ISFD.

Academic Qualifications and Work Experience

11. The minimum required qualifications and work experience are:

Program Monitoring Officer

- Minimum of master's degree in business administration, Economics, or related field.
- Project or Program Management certifications are recommended.
- 7 years of experience in similar post or close.
- Experience in designing tools and strategies for data collection, analysis, and production of reports.
- Proven ICT skills,
- Excellent written and oral communication skills in Arabic and English.
- Ability to respond positively to critical feedback and different points of view.
- Relevant regional and international experience will be an added advantage.

Skills

12. The required skills are:

- Nurture Teamwork: Work cooperatively and effectively with others and contribute to enhance effectiveness and efficiency of the program.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using proper and effective communication tools and techniques.
- Behave Ethically: Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the Islamic Development Bank.
- Organize set Priorities, develop a work plan, monitor progress towards goals, and track details/data/information/activities.

Languages

13. Excellent written and spoken communication skills:

- Arabic (Mandatory)
- English (Mandatory)

General Conditions of the Contract of the Program Monitoring Officer

Contract type

14. Full-time Program Monitoring Officer based at the IsDB HQ in Jeddah, Saudi Arabia

Duration of the Assignment and contract renewal

15. The assignment is for Five years (2024-2027.) and the contract is renewable every year based on the performance and the achievements of the Program Monitoring Officer.

Reporting

16. The Program Monitoring Officer will be reporting to the Head of the Program Management Team, in RCA and stay in close contact with the ISFD, RCA, Regional Hubs of IsDB and should provide regular reports about the progress of the work plans.

Obligations

17. The Program Coordinator must complete the assignments set out in the Terms of Reference for the contract with due diligence and efficiency, in accordance with generally accepted professional techniques and practices. The Program Monitoring Officer must respect the impartiality and independence of ISFD/IsDB and in connection with this contract must neither seek nor accept instructions from anyone other than the above-mentioned reporting system. During the term of this contract, the Program Monitoring Officer must refrain from any conduct that would adversely reflect on IsDB/ISFD and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of IsDB. The Program Monitoring Officer must exercise the utmost discretion in all matters relating to this contract.

Travel

18. Travel costs shall be set out in the contract, on the following basis:
 - a STEP will pay for travel in economy class via the most direct and economical route,
 - b STEP will provide the Program Monitoring Officer with daily subsistence allowance similar to ISDB officers undertaking similar travel for official purposes.

Statement of Good Health

19. Before commencing work, the Program Monitoring Officer must deliver to ISFD/IsDB a certified self-statement of good health and to take full accountability for the accuracy of that statement. The Program Monitoring Officer will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

Termination of Contract

20. Either party may terminate the contract before its specified termination date by giving notice in writing to the other party. The period of notice shall be a month. In the event of impropriety or other misconduct by the Program Monitoring Officer. ISFD/IsDB shall be entitled to terminate the contract without notice.

Selection and Evaluation Criteria:

21. The selection method for the Program Monitoring Officer will be a competitive selection process with a Framework Agreement.
22. A two-stage procedure will be utilized in evaluating the candidates, with evaluation of the technical candidate including the CV of the candidates and a brief proposal of 2 pages maximum (70%) and an interview of the candidates (30%).

23. The contract will be negotiated/awarded to the candidate (consultant) obtaining the highest score.
24. The CVs and technical criteria include the methodology, approach to undertake such assignment, the candidate relevance to the assignment, its experience in the related field as well as its key staff qualification for conducting the assignment. **Minimum score of technical qualification is 80.**
25. The following technical scores and evaluation criteria will be used through the selection and evaluation process:

No	Evaluation Criteria	Point
1.	Relevance to the assignment	10
1.1	English proficiency	04
1.2	Arabic Language	04
1.3	Knowledge of another language and the constraint	02
2.	Adequacy for the assignment	30
2.1	Comprehension of Terms of Reference	15
2.2	Organization, methodology	15
3.	Qualifications and Competencies of the consultant in the assignment	30
3.1	General qualifications (academic profile, years of experience)	15
3.2	Similar experience with development program	15
4.	Interview	30
	TOTAL	100

Proposal Requirements

Submission of Proposal

26. The Bank accepts CVs and brief Technical Proposals (2 pages maximum) delivered through e-mail in PDF Format. As such, the Technical Proposal should be sent to AAbdullahi@isdb.org, M.alhadi@isdb.org, and rrabbaa@isdb.org.
27. The email subject should clearly indicate “**Proposal for Program Monitoring Officer for the STEP**”. Proposals submitted after the deadline stated in the letter of invitation will not be accepted. It is suggested to submit the proposals as early as possible.