**Terms of Reference**

**THE SUPPORT TO DEVELOPMENT OF THE ISLAMIC HIGHER EDUCATION PROJECT, Indonesia**

Project title : **BCC2024-015 THE SUPPORT TO DEVELOPMENT OF THE ISLAMIC HIGHER EDUCATION PROJECT, (IND0168)**

Location : Indonesia

Duration : 20 days

Starting Date : May 2024

EOI Submission Email : [aea930c4.isdb.onmicrosoft.com@emea.teams.ms](mailto:aea930c4.isdb.onmicrosoft.com@emea.teams.ms)

# Purpose

1. Project completion review is an essential form of assessment that constitutes a link between project management and evaluation. The Project Completion Report (PCR) is a vital document that provides basic information on project implementation and draws lessons to be learnt by the Bank and the Beneficiary Government in order to improve the design and performance of future projects. It constitutes the first step of the post evaluation exercise, a self evaluation instrument that provides basic data against which the Bank may assess its progress over time and benchmark its performance against other financing institutions. By and large, the PCR mainly aims at both showing concrete results to the IsDB Management, Board and shareholders and at the same time accumulating knowledge within the Bank Group.
2. The PCR shall capture and analyze information on the various cycles of the project including: (i) the quality-at-entry standards applied through the Readiness Review (ii) the results-based logical framework to guide results-based monitoring, (iii) the implementation progress and results report and (iv) enhancing quality-at-exit through an increased focus on results, risks and lessons learned.

# Background

1. The project was approved on 31/03/2013. The financing agreement was signed in February 2014 and declared effective on 14/04/2014. The original last date of disbursement (LDD) was 31/12/2017. The total approved funding was through an Istisna’a amounting to US$ 174.01 million for the construction of the assets under the Support to Development of Islamic Higher Education (the **Project**) and sale of the same to the Government of Indonesia (the **Recipient**).
2. The key objective of the project was to support the Higher Education Strategy of the Government of Indonesia (GOI) to produce qualified and competitive graduates needed in the labor market. More specifically, the project improves access to, quality, and relevance of higher education institutions (HEIs) by expanding, renovating, and equipping facilities and improving curricula and skills of the academic staff of six universities.
3. The project covere six (6) universities and the scope of included (i) Improving the access to higher education, (ii) Improving the quality of higher education, and (iii) Support to Project Management,
4. The Human Development Division of the Islamic Development Bank (IsDB) is seeking the services of an individual Consultant to assist IsDB to conduct a PCR for the project. The service shall be performed within a period of 20 calendar days spread over three months period starting from May 2024 or any other period as may be subsequently agreed by both parties in writing.

# Duties of the Consultant

1. The selected Consultant will prepare a Project Completion Report (PCR) for the the Support to Development of Higher Education Project in Indoinsia, (IND0168). Specifically, the Consultant will:
   * Examine the historical background and development objectives of the project, implementation performance (Contractors, Consultants, supervision by both EA and IsDB), cost and related Financing Plan (as per original estimates and actual disbursements).
   * Assess the performance of the key stakeholders and assign Performance Rating to each of the following based on specific and measurable criteria: Overall, Project Objectives and Framework dimensions, cost variation, adherence to time schedule, Institutional Performance, Output and Outcome Performance, Sustainability and Preliminary Impacts, Final Project outlook, Reporting and Deliverables during implementation, Follow-up of mid-term project reviews,
   * Identify outstanding or emerging issues from the project, if any, and suggest on how to finalize or mitigate them.
   * Compile lessons of experience and make recommendations thereof for future operations.
   * Provide photos of the completed project (civil work structures and goods delivered on site and of the current use of the facilities).

**Processing**

1. In order to accomplish the above, the Consultant will:
   * Review the relevant project documents (to be provided by the IsDB upon signing the contract) including identification, preparation and appraisal reports, Financing Agreement, supervision reports and summaries, quarter progress reports, mid-term reviews, audit reports and Borrower’s completion reports, disbursement records, etc.;
   * Collect from the Executing Agency (EA) all project-related quantitative data including those on results achieved with a view to shaping the completion review in close consultation with the EA and framing the conclusions within the broader strategic context.
   * Undertake thorough discussions with its Executing Agency, Project Management Units and Beneficiaries to gather their views on the project execution & relevance and to make an informed judgement on their performance as well as stakeholders;
   * Visit project site and take photographs to capture the actual situation on the ground of all outputs and of its current usage;
   * Update the project log frame at completion indicating the overall project development objective, the major outpus of the components of the project and the main activities of each component and their outputs, outcomes, and the level of achievement of these outcomes.
   * The Consultant will prepare a short presentation highlighting the findings from the implementation, key issues and lessons learned from the sites’ visit for the purpose of the debriefing meeting with the Executing Agency after the site visit as part of the consultations and to validate the findings.

**Deliverables:**

1. The consultant will submit an inception report, a comprehensive draft PCR and a final report (soft copies) as per the PCR template of the IsDB. The PCR should be short and to the point with supplementary material provided as Annexes.

# Reporting Requirements, deliverables and Timelines:

1. The Consultant will submit to IsDB for review, a soft copy in English of the following:
   * An inception report 10 -15 calender days before the field visit to project sites outlining the methodology to be deployed including the stakeholder analysis, the proposed work plan and any reactions on the TORs with specific indications of any deviations thereof;
   * A detailed draft report within 10 – 15 calender days after the firld visit; and.
   * A final report within 1 week after receiving and incorporating the Client's comments and inputs from IsDB on the draft PCR report.
2. The Consultant will submit a Final PCR report in soft copies.

# Qualification Requirements:

1. The consultant must meet the following minimum requirements:
   * A master’s degree in Education or relevant fields in the social sector or related field.
   * Experiences in the Monitoring and Evaluation of donor funded social sector projects or preparation of PCR and or project/program evaluations, or in general project appraisal and implementation in the social sectors;
   * Experience in handling similar consultancy tasks for IsDB or other multilateral development agencies
   * Advanced knowledge of written and spoken English is necessary.

**Evaluation Criteria:**

1. The contract will be awarded to the highest-ranked evaluated candidate within the available budgetary limit. The following criteria will be used for evaluation of the applicant’s CV:

- General Qualification : 15 points

- Adequacy for the Assignment : 60 points

- Work Experience : 20 points

- Language skills : 5 points

Total : 100 points

**Estimated Budget and Payment Schedule**

1. The total estimated overall fixed budget for this assignment is USD$13,700. Payments are linked to deliverables as defined below:
   * 20% of contract amount upon submission of the inception report;
   * 40% of contract amount upon submission of draft report; and
   * 40% of contract amount upon submission and acceptance/clearanc of the final incorporating IsDB comments/inputs on the draft by IsDB Management.
2. The remuneration perceived by the Consultant includes all his/her costs and profits as well as any tax obligations that may be imposed on the Consultant.

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Unit** | **Quantity** | **Rate (currency) US$** | **Amount**  **US$** |
| 1. | Remuneration Fees | Lump Sum | 20 | 400 | 8,000 |
|  | **Subtotal (1)** |  |  |  | **8,000** |
| 2. | Reimbursable Expenses |  |  |  |  |
|  | 1. Domestic travel to project sites | Trip |  |  | 3,000 |
|  | 1. Accommodation | Day | 10 | 105 | 1,050 |
|  | 1. DSA | Day | 10 | 105 | 1,050 |
|  | 1. Local transportation costs | Actual |  |  | 400 |
|  | 1. Communication | Actual |  |  | 200 |
|  | **Subtotal (2)** |  |  |  | **5,700** |
|  | **Total** |  |  |  | **13,700** |

**Contract Administrative requirements**

1. Client’s Inputs: The IsDB will provide the Consultant access to all required documents comprising IsDB standard template for Project Completion Report (PCR), Project Appraisal Document, Financing Agreement, Project Progress Reports, Disbursement records, relevant official communications on the project, etc.
2. Logistics: The IsDB Regional Office in Jakarta will make necessary arrangements to facilitate the Consultant’s field visits to project sites including an introduction to the University and local authorities through the Executing Agency. The Consultants shall be granted access to tour the facilities and interact with stakeholders and beneficiaries.
3. Confidentiality: The Consultant shall not, during the term of this Contract and within 3 years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the IsDB's business or operations without the prior written consent of the IsDB.
4. Ownership of Material: Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the IsDB under this Contract shall belong to and remain the property of the IsDB.

**EOI Submission for the assignment :**

**Important Consultant instruction:** It is essential for all consultants to adhere to the designated email address provided below for any questions, queries, and proposal submissions. Emails sent to any other address listed below may not be acknowledged or considered as a submission from the consultant.

**Deadline for EOI/Proposal Submission:** **14th April 2024**

**Contact for Clarification Email:** General - BCC2024-015 THE SUPPORT TO DEVELOPMENT OF THE ISLAMIC HIGHER EDUCATION PROJECT\_ \_IND0168\_ [2d483254.isdb.onmicrosoft.com@emea.teams.ms](mailto:2d483254.isdb.onmicrosoft.com@emea.teams.ms)

**Expression of Interest Submission Email:** EOI Submission - BCC2024-015 THE SUPPORT TO DEVELOPMENT OF THE ISLAMIC HIGHER EDUCATION PROJECT\_ \_IND0168\_ [aea930c4.isdb.onmicrosoft.com@emea.teams.ms](mailto:aea930c4.isdb.onmicrosoft.com@emea.teams.ms)

**Appendix: PCR Template**