

Invitation for Expression of Interest (IEOI) – Individual Consultant

Invitation for Expression of Interest

FOR

LONG-TERM CONSULTANT:

**PROJECT AND PORTFOLIO COMMUNICATIONS SPECIALIST FOR THE
LIVES AND LIVELIHOODS FUND (LLF)**

31st March, 2024

The Lives and Livelihoods Fund (LLF) (www.livesandlivelihoodsfund.org) is a trust fund within the Islamic Development Bank (IsDB) that provides concessional financing to eligible member countries to support vulnerable populations through Health, Social Infrastructure, and Agriculture projects.

The LLF Management Unit (LLFMU) seeks to hire a seasoned, multilingual specialist with experience in development projects and communications as a long-term consultant. The communications specialist will support capacity development, streamline communications and visibility interventions, and assist in planning for the current and future LLF portfolio of projects. The consultant will be hired with annual contracts that will be renewable for the duration of the LLF and will be based at IsDB HQ in Jeddah, KSA, but may support remotely.

The Terms of Reference (TOR) for the Services are attached in Appendix A. The services will be provided by individual consultants. IsDB and the LLFMU will select and engage the consultants in accordance with the IsDB and Corporate Procurement Policy (Policy). IsDB and the LLFMU invite Expression of Interest (EOI) and proposals from individual consultants for consideration to advance the recruitment process.

Applicants wishing to submit a proposal are required to complete the EOI and standard forms for proposal submission (Appendix B) and their portfolio and submit them via email no later than **10th April 2024** at 23:59 (Arabian Standard Time). Please note that no submissions will be accepted after this time. It is strongly recommended to take appropriate measures for submitting proposals well in advance of the submission deadline in case technical issues arise for which there may not be sufficient time to resolve. The email address for submission is noted below. All materials should be sent to the authorized representative of the IsDB:

Dr. Mohammed Umer Mir
LLF Management Unit
Special & Trust Funds
E-mail: e46509db.isdb.org@emea.teams.ms

Yours sincerely,

Head of Lives and Livelihood Fund Management Unit

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Appendix A: TERMS OF REFERENCE

Overview of Job Details

Job Title:	Project and Portfolio Level Communications Specialist
Division/Section:	Lives and Livelihood Fund Management Unit (LLFMU)
Department:	Special and Trust Funds
Location:	IsDB HQ, Jeddah, KSA or Remote placement
Travel:	20% and above, depending on need.

Job Purpose:

- Support capacity development and streamlining of communications and visibility interventions and planning among projects in the existing LLF portfolio.
- Support the integration of this high-priority area in future project design and execution.

Key Accountabilities:

- **Operational Planning, Implementation, and Follow-Up:**
 - Deploy LLF's communications efforts at the project and portfolio level, ensuring effective operation at HQ, regional, and country levels, encompassing both fund-level strategic communications and operational aspects for LLF1.0 and LLF 2.0 portfolios.
 - Execute the approved communications strategy and action plan as endorsed by the Impact Committee, ensuring its functionality across diverse platforms and channels. Maintain a coherent and cohesive approach to reach all target audiences throughout the year.
 - Effectively manage and oversee the communications contractors and project communication focal points, ensuring the successful execution of LLF's communication strategy and plan. This includes overseeing service providers and third-party vendors to foster seamless coordination in achieving LLF's communication objectives.
 - Establish and maintain processes and routines for gathering stories and insights from PMUs and Regional hubs, ensuring the efficient functionality of communication processes.
 - Lead the development and implementation of LLF's communications workplans in projects during pipeline developments, and implementation. This includes working with the regional hubs, external partners, and project teams as well as other relevant units at IsDB and PMUs to support the design of projects with a focus on communications and provide practical advice on how to integrate communications and visibility dimensions in operations.
 - Lead the communications monitoring and facilitation of the progress of the projects and portfolio as per the relevant communications Plan, flag any quality or delivery issues and troubleshoot and resolve the same in a timely manner.
 - Ensure consistent brand management across all communication materials, publications, and online platforms.
 - Lead and provide necessary communications-related technical guidance to PMUs and RHs for communications plan implementation and support.
 - Provide technical leadership to the LLFMU team on all strategic matters related to the communications and visibility.
 - Vigilantly monitor and enforce adherence to all communication policies, ensuring that all donor coverage is consistent with the fund's guidelines and standards.
 - Take charge of the safeguarding and uniform application of branding standards across all communication materials and donor reports, guaranteeing that each piece reflects the fund's mission and the expectations of its contributors.

- Lead the ideation and conceptualization of innovative communication initiatives that advance the fund's objectives, increase engagement, and enhance visibility among stakeholders.
 - Pioneer the development of cutting-edge projects and campaigns that resonate with the fund's audiences, leveraging the latest communication trends and technologies.
 - Strategically ensure the fund's visibility across all relevant platforms, including digital, social media, on-site events, and other public forums, to maximize outreach and impact.
 - Take a proactive approach in identifying new opportunities for presence and engagement, and oversee the implementation of tactics that elevate the fund's profile in diverse settings—online and offline.
- **Coordination, Communication & Follow-Up:**
 - Serve as the focal point on all matters linked to LLF's project and portfolio communications work for both internal and external stakeholders.
 - Coordinate with relevant stakeholder departments within the Bank and with external partners to ensure alignment of LLF communications activities with current communications Strategy, plans, and priorities.
 - Establishing and maintaining relationships and communications within IsDB as well as external partners (PMUs, LLF Donors, development partners, government counterparts, others) and promote linkages in the relevant areas.
 - Provide technical executive briefings and advice to the Head LLFMU and other stakeholders and proposals to aid in decision making related to communications and visibility issues in LLF.
 - Collaborate with third-party vendors to build and nurture strong relationships with local and international media outlets.
 - Proactively engage with the media to secure coverage of LLF's initiatives and success stories. Work toward enhancing LLF's independent media presence, reducing reliance on external entities for media engagement.
 - **Knowledge Sharing and Development:**
 - Oversee and track the proper management of communication assets shared by PMUs and those developed at the HQ level.
 - Continue building on communications work initiated during the LLF aRBM program. Strengthen ongoing communications capacity development for the 37 LLF projects and future LLF 2.0 initiatives.
 - Support the development of communications plans, co-branding strategies, and coordination among PMUs, hubs, HQ, and donors.
 - Share knowledge and experience of LLF communications with other Units within IsDB and seek opportunities for joint collaborations.
 - Coach, mentor and develop Analysts in the Unit.

Academic and professional qualifications:

- 8+ years of experience in communications.
- University degree in communications, marketing, or related field.
- Experience in relevant sectors, such as international development, nonprofit organizations, or government agencies
- Strong strategic planning skills with a track record of developing and implementing effective communication strategies aligned with organizational goals.
- Proficiency in project management methodologies to oversee multiple communication initiatives and ensure they are delivered on time and within budget.
- Proven ability to manage and ensure delivery from contractors.
- Proficiency in digital and social media platforms.
- Strong interpersonal and networking skills.

- Ability to work effectively in a multicultural and diverse environment.

Skills & Necessary Knowledge:

- Project management skills
- Communications in social development
- Results and MEL management
- Analytical skills
- Relationship building and interpersonal skills
- Time Management skills
- Report writing and communication skills
- Risk management skills

Languages of Proficiency:

- English – mandatory
- French – mandatory
- Arabic – preferred

Appendix B

EXPRESSION OF INTEREST FORM

Dear Dr. Mohammed Umer Mir, LLF Management Unit,

I have carefully read your Invitation for Expression of Interest (EOI) for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest in being considered for the Shortlist. I understand that the LLF Management Unit and IsDB do not have an obligation that I must be selected. I have attached to this EOI my **Curriculum Vitae (CV) and portfolio of work** for your consideration. Some of the key information is highlighted below:

A. Personal Profile

Nationality:
Date of Birth:
Permanent Address:
Phone No.:
Email:

B. Eligibility Declaration

I, the undersigned, certify to the best of my knowledge and belief:

- I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.
- I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.
- I confirm that I have never been convicted of an integrity-related offense or crime related to theft, corruption and fraud.
- I understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB's Integrity and Anti-corruption Policy.

C. Attach Applicant's CV

*Signature:**Name of Applicant:***Appendix C****EVALUATION CRITERIA**

Criteria	Score
General Qualification	40
Professional Qualification	25
Academic Qualification	5
Demonstrated written/verbal communication skill	10
Experience in the Sector	60
Specific experience related to the assignments mentioned in the ToR	30
Experience with Multi-lateral/International/Development Aid Organization or working with IsDB	10
Exposure to relevant countries	10
Proficiency in strategic languages	10
Total	100