Invitation for Expression of Interest (IEOI) – Individual Consultant

Date:

**Hiring a Consultant for Supporting Processing, Implementation and Supervision of Afghanistan Humanitarian Trust Fund (AHTF) Projects**

1. The Islamic Development Bank (IsDB) is hiring an individual consultant to support processing, implementation and supervision of AHTF Projects.

The Terms of Reference (TOR) of the Services are attached. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy.

1. IsDB now invites Expression of Interest (EOI) and proposals from potential individual applicants for consideration by IsDB in selecting the consultant.
2. Applicants who wish to submit an EOI with proposal should complete the EOI Form in Appendix B or obtain the template by writing to [akayar@isdb.org](mailto:akayar@isdb.org) (cc:  [kaminov@isdb.org](mailto:DAbylkhan@isdb.org)) and submit it to the IsDB by email to the following authorized representatives of IsDB by 30 April 2024.

Ali Kayar

Project Management Specialist

Regional Hub Turkiye

Islamic Development Bank

Email: [akayar@isdb.org](mailto:akayar@isdb.org) / kaminov@isdb.org

**Appendix A:** Terms of Reference of the Assignment

**Appendix B:** EOI Form

Appendix A

TERMS OF REFERENCE

Consultancy for the Provision of Implementation and Support Services for the AHTF Projects

**BACKGROUND:**

The Islamic Development Bank (IsDB) Group (www.isdb.org) is an international financial institution with 57 member countries. It was founded in 1975 with the purpose of fostering economic development and social progress of member countries and Muslim communities individually as well as jointly, in accordance with the principles of Shariah, i.e., Islamic Law.

In 2015, the IsDB Group established its Country Gateway Office (CGO) in Türkiye. The CGO was upgraded to a Regional Hub in 2017, facilitating cooperation of IsDB Group with all the stakeholders in Hub Countries, namely; Afghanistan, Albania Azerbaijan, Iran, Pakistan and Türkiye. The Regional Hub galvanizes collaboration with the Government, private sector, academia, civil society, and development partners, and serves as a single access point for all the products and services offered by the IsDB Group in referred countries.

The Regional Hub oversees a sizable portion of the Bank’s portfolio and is also implementing projects funded by the Afghanistan Humanitarian Trust Fund (AHTF). The establishment of the AHTF was announced during the 17th Extraordinary Meeting of OIC Foreign Ministers held in Islamabad on 19 December 2021. In response to the OIC’s call, the Board of Directors (BED) of IsDB approved the establishment and operationalization of the AHTF in 2022 and IsDB has undertaken the Trustee role of the Fund. Saudi Fund for Development (SFD), King Salman Humanitarian Aid and Relief Center (KSRelief), Kuwait Society for Relief (KSR), Turkiye, Nigeria, Kuwait, Malaysia, Uzbekistan and Algeria are the donors of AHTF as of February 2024. New partners are also welcome to join the Fund as donors.

To date, 14 AHTF projects have been approved and signed from various sectors including water, food security, livelihoods, health and education which are at different stages of implementation. AHTF aims to address most critical and basic needs of the Afghan people with a long-term objective to empower them towards self-reliance. More information is available at <https://www.isdb.org/publications/afghanistan-humanitarian-trust-fund>.

**DESCRIPTION:**

The Consultant will be an integral part of the Operations Team of the Hub and is expected to assist the project teams in design, implementation, supervision, reporting, follow up of AHTF operations via preparation of reports, data collection/entry, coordinating with implementing partners and relevant IsDB units.

Under the general direction of the AHTF Technical Team, the Consultant will be responsible for;

* Improving and finalizing AHTF project proposals in coordination with implementing partners and relevant IsDB units,
* Facilitating disbursements for projects under AHTF,
* Keeping electronic databases of IsDB up to date based on latest project data received,
* Following up and receiving progress reports from implementation partners for all projects implemented under AHTF,
* Quarterly implementation progress reports prepared for each donor and OIC,
* AHTF update reports prepared for IsDB Board of Executive Directors,
* Visibility materials to be developed in coordination with Communications and Outreach Department of IsDB,
* Tables and presentations requested by IsDB Management.

**MINIMUM REQUIREMENTS:**

**EXPERIENCE AND SKILLS:**

* At least three years of work experience in project implementation or in similar areas.
* Ability to read and understand technical reports in English.
* Ability to draft reports, tables, presentations in English.
* Good communications and teamworking skills.
* Advanced MS Office skills (Word, Excel and PowerPoint).

**EDUCATION:**

* The minimum requirement is to have a Bachelor’s degree in Economics, Management, Engineering, Development Studies, Information Technology, Library Sciences, or any other related field.

**ESSENTIAL RESPONSIBILITIES:**

* Undertakes day-to-today implementation of AHTF operations.
* Designs AHTF project proposals in coordination with internal and external partners.
* Follows up and receives progress reports from implementation partners for all projects implemented under AHTF,
* Prepares quarterly implementation progress reports for each donor of AHTF and OIC,
* Prepares biannual AHTF update reports for IsDB Board of Executive Directors,
* Prepares visibility reports in coordination with implementation partners and Communications and Outreach Department of IsDB,
* Facilitates disbursements for AHTF projects,
* Prepares tables, presentations and speeches requested by IsDB Management,
* Assists in preparation and logistical planning for various AHTF events (such as preparing mission agendas and facilitating logistics, drafting letters, organization of meetings with stakeholders) and undertaking other duties and special assignments as required.

**DELIVERABLES:**

The Consultant will produce the following major outputs:

Output 1: Finalized AHTF Project Proposal 1

Output 2: Finalized AHTF Project Proposal 2

Output 3: Finalized AHTF Project Proposal 3

Output 4: Finalized AHTF Project Proposal 4

Output 5: Submission of AHTF Progress Report 1

Output 6: Submission of AHTF Progress Report 2

Output 7: Submission of AHTF Progress Report 3

Output 8: Submission of AHTF Progress Report 4

Output 9: Drafted or updated AHTF tables (up to 6), speeches (up to 3) and presentations (up to 4)

Output 10: Logistical Support Provided for AHTF Events and Meetings (up to 2)

Output 11: Supported Visibility of AHTF Stakeholders in Coordination with the Communications and Outreach Department of IsDB by Preparing and/or Receiving Communication Materials from Implementation Partners (up to 30)

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

* Demonstrated skills in project implementation systems
* Demonstrated skills in administrative and logistics related support provision
* Ability to effectively multi-task in an environment with changing priorities
* Ability to organize work, set priorities, meet critical deadlines and follow up assignments with minimum of supervision
* Ability to understand and rapidly respond to a broad range of demands concerning database and document control for multiple projects and programs
* Ability to maintain confidentiality and protect information and documents appropriately
* Ability to work as part of a team using excellent professional interpersonal skills
* Ability to manage assignments in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
* Excellent oral and written (English) communications skills and the ability to interact effectively with personnel at all levels, both inside and outside of the organization
* Ability to work under time constraints and maintain a calm demeanor and efficiency during emergencies or other stressful situations

**REPORTING LINE:**

* Reporting to the AHTF Technical Team (to be Nominated by the Head of Regional Hub).

**EVALUATION CRITERIA:**

The contract will be awarded to the highest-ranked technical proposal based on the following criteria:

* General Qualification 20 points
* Adequacy for the Assignment 50 points
* Relevant Experience 25 points
* Language 5 points
* Total 100 points

**BUDGET AND PAYMENT SCHEDULE:**

The Consultant is expected to commence the assignment tentatively by 07 April 2024. The distribution of the working days will be flexible. The Consultant will be paid a lump sum amount of up to USD 40,000 following the acceptance of deliverables by IsDB. This amount has been established based on the understanding that it includes all the Consultant's allowances and benefits, accommodation and transportation costs, as well as any tax and social security obligations and any related cost items that may be imposed on the Consultant. The Consultant will have the flexibility to work from home.

Breakdown of payments is given below:

* 11% upon submission and acceptance by IsDB the Output 1 listed under Deliverables.
* 11% upon submission and acceptance by IsDB the Output 2 listed under Deliverables.
* 11% upon submission and acceptance by IsDB the Output 3 listed under Deliverables.
* 11% upon submission and acceptance by IsDB the Output 4 listed under Deliverables.
* 8% upon submission and acceptance by IsDB the Output 5 listed under Deliverables.
* 8% upon submission and acceptance by IsDB the Output 6 listed under Deliverables.
* 8% upon submission and acceptance by IsDB the Output 7 listed under Deliverables.
* 8% upon submission and acceptance by IsDB the Output 8 listed under Deliverables.
* 8% upon submission and acceptance by IsDB the Output 9 listed under Deliverables.
* 6% upon submission and acceptance by IsDB the Output 10 listed under Deliverables.
* 10% upon completion and acceptance by IsDB the Output 11 listed under Deliverables.

Appendix B

Expression of Interest (EOI) by Applicant

Consultancy for the Provision of Implementation and Support Services for the AHTF Projects

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mr./Mrs. XXXXX**

**Email:**

Dear Mr. XXXXX

I have read your Invitation carefully for Expression of Interest (IEOI) for the captioned assignment 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 assignment. I understand that IsDB does not have an obligation that I must be selected.

I have attached to this EOI my Curriculum Vitae (CV) for your consideration. Some of the key information is highlighted below:

**I. Personal Profile**

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

**II. Past Assignment References**

*[****Notes to consultant:*** *Please select most relevant assignments you have recently completed to demonstrate your technical qualifications and experience.]*

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| **Period** | **Client** | **Project** | **Country** | **Your role (As lead consultant or as member of a team?)** | **Value of the**  **Contract** |
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**III. Availability**

I shall be available for the services from *\_\_\_\_\_\_\_\_\_\_\_\_* to*\_\_\_\_\_\_\_\_\_\_\_\_.*

**IV. 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, 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 ever 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.

{day/month/year}

Name of the Applicant Signature Date

Curriculum Vitae (CV)

**Position Title and No.:** *{Consultancy for the Provision of Implementation and Support Services for the AHTF Projects}*

**Name of Expert:** *{Insert full name}*

**Date of Birth:** *{day/month/year}*

**Country of Citizenship/Residence:**

**Contact information:**

\_\_\_

**Education:**

*{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}*

**Employment record:**

*{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Please mark if the assignment is considered relevant to the assignment.}*

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| --- | --- | --- | --- |
| **Period** | **Employing organization and title/position. Contact information for references** | **Country** | **Summary of activities**  **(Comment if relevant to the Assignment)** |
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Membership in Professional Associations and Publications: \_\_\_

Skills (language, technical, computer, others): \_\_\_

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

|  |  |
| --- | --- |
|  | Yes No |
| 1. *I am employed by the concerned Agency / (ies) related to this consultancy assignment* |  |
| 1. *I was involved with the preparation of the terms of reference for this consultancy assignment* |  |
| 1. *I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)* |  |