



## TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO ISFD MEMBER COUNTRIES JOINT COUNTRY FUND COORDINATOR

### 1. INTRODUCTION:

1.1 The ISFD is working with several Member Countries (MCs) on the establishment of an Endowment Joint Country Fund. Several initiatives are in advance stage with State of Libya, State of Qatar and Kingdom of Bahrain, ..etc. The State of Libya has committed already its entire expected contribution of USD 225 million to the ISFD capital, and the payment arrangement of this committed will be in the context of the establishment of joint Country Fund. The process of the establishment of these Funds is already engaged, given the strategic importance of them for both of ISFD and MCs, and to accelerate the process of establishment and implementation, it is suggested to use the Service of Consultant with a very good exposure to the ISFD/IsDB and targeted Member Countries contexts. These countries can be the donors to the Funds or other countries which are priority for the donor countries of the Funds.

### 1.2 ISFD MEMBER COUNTRYS JOINT FUNDS OBJECTIVE AND MISSIONS:

The main objective of these Funds is to finance programs and projects for economic and social development in the targeted MCs. The Funds will undertake the following tasks:

- a) Mobilizing financial resources to support the programs and projects for the targeted MCs
- b) Mobilizing financial resources as endowments and investing them for the benefit of MCs.
- c) Directing the income to support development projects and economic empowerment projects.
- d) Supervising the implementation of projects financed by the Funds.
- e) The Fund will have areas of intervention within the limit of their annual budget
- f) Supporting social and community development programs, in this respect, specific projects will be proposed by the Fund's donors in coordination with the relevant Ministries.
- g) Supporting technical assistance programs.

## **2. CONTEXT AND PURPOSE OF THE ASSIGNMENT**

2.1 The ISFD would like to recruit a coordinator for the establishment of the Joint Country Funds.

In line with the paragraph 1.2, this will be:

- a) Supervising and coordinating the process of the establishment of the Funds
- b) Coordinating the work of the Funds once they are established
- c) Leading the efforts for resource mobilization for the Funds

## **3. SCOPE OF WORK:**

3.1 The person recruited will provide technical support to the ISFD Resource Mobilization team and carry out the following tasks:

- a) Coordinate and liaise with the MCs partners for the all the aspects related to the establishment of the Funds,
- b) Assist the ISFD team in the preparation of all documents to be submitted to the ISFD Board of Directors for approval
- c) Prepare and coordinate all preparatory documents and meetings of the Funds and implement the outcomes of these meetings,
- d) Identify strategic partners for the Funds,
- e) Lead the efforts of Resource Mobilization for the Funds and engage with all potential donors and encourage them to contribute to the Funds,
- f) Build pipeline of projects and programs to be financed by the Funds in coordination with beneficiaries, partners, and relevant Ministries in MCs,
- g) Gathering information and carrying out studies on economic and social empowerment projects; setting standards and controls for contracting implementing partners,
- h) Catalyse funds and institutions to co-finance projects and programs with the Funds
- i) Prepare and coordinate the administrative and financial reports of the Fund
- j) Submit monthly detailed report on all works during the various stages of establishment and implementation of the Funds

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 120 working days beginning in August 2024.

## **4. DELIVERABLES**

4.1 The coordinator is expected to submit a Report on monthly bases covering all the activities particularly the supervision of the establishment of the Fund's and the progress made.

## **5. DURATION OF AND PAYMENT FOR THE ASSIGNMENT**

5.1 The coordinator is expected to start the assignment by November 1st, 2024, and complete it by end of May 2025. He/she will carry out the assignment by being in Jeddah (KSA) and (MCs) , 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 6 months.

- 5.3 The assignment cost budgeted US\$ 66,000. 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.

## 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...	30
Knowledge of the geographic assignment location to work more effectively on the assignment	20
Exposure to IsDB and/or peer developmental institutions	20
Language (Arabic) : Excellent Arabic => 8 Pts	8
Language (English): Excellent English => 7 Pts	7
*Minimum score for the qualified consultants is 75	

## 7. COORDINATOR PROFILE

- 7.1 The coordinator will be an expert with an advanced university degree in development, economics, social sciences, or related field, with extensive experience in development projects in targeted MCs and knowledge of IsDB context in targeted MCs. 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

- Interested Consultants are invited to submit Their EOI no later than October 19th, 2024 at 3:00 p.m., Jeddah time to the following designated email address: Proposal Submission and Clarifications - BCC2024-073 Hiring a Consultant Coordinator for ISFD - Member Countries Joint Funds [6a8b976e.isdb.org@emea.teams.ms](mailto:6a8b976e.isdb.org@emea.teams.ms)
- For any Clarification or General Queries please contact thru given email: Proposal Submission and Clarifications - BCC2024-073 Hiring a Consultant Coordinator for ISFD - Member Countries Joint Funds [6a8b976e.isdb.org@emea.teams.ms](mailto:6a8b976e.isdb.org@emea.teams.ms)
- 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 : <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>

**Annex A**  
**Expression of Interest (EOI) by Applicant**  
**Project: Hiring a Consultant Coordinator for ISFD - Member Countries Joint Funds**

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

Consultant Selection Panel  
Islamic Development Bank

I have read carefully your Invitation for Expression of Interest 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 for our firm being considered for the Shortlist. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI supporting documents highlighting the relevant expertise and Experience for your consideration. Some of the key information is highlighted below:

**Personal Profile**

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

**Past Consultancy Assignment References**

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

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

**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 (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.

**Name of the Applicant**

**Signature**