**Invitation for Expression of Interest (IEOI) – Consulting Firm**

**Invitation for Expression of Interest**

*Date*:25th December 2024

Sustainability Reporting Consultant

1. The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (Sustainability Reporting) for the above project. The Terms of Reference (TOR) of the Services is in Appendix A. The Services will be provided by consulting firm. IsDB will select and engage the Consultant in accordance with the IsDB Corporate Procurement Policy (Policy).

2. IsDB now invites Expression of Interest (EOI) from a potential Consulting Firm for consideration by IsDB in determining a shortlist of potential bodies to be invited to submit proposals. Depending on the number of the EOIs received and the qualifications of the applicants, IsDB may or may not short list all potentials who have submitted EOIs.

3. Firm who wish to submit an EOI should complete the EOI Form in Appendix A and submit it through IsDB’s online IEOI facility or by email to the following authorized representative of IsDB:

4. EOIs must be submitted no later than **13th January 2025** to the following address:

**Contact Information:**

Consultant Selection Panel

Islamic Development Bank

**Email:**

General Queries: CSP - Sustainability Reporting Consultant: f7ff2411.isdb.org@emea.teams.ms

EoI Submission - Sustainability Reporting Consultant:b6bb652e.isdb.org@emea.teams.ms

**Appendix A:** EOI Form

**Appendix B:** Terms of Reference

**Appendix A:** EOI Form

**Expression of Interest (EOI) by Consulting Firm**

**[Copy the Name of the Assignment/Project from the IEOI ]**

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

Consultant Selection Panel

Islamic Development Bank

Email: Designated email address

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:

**Firm’s Profile**

|  |
| --- |
| Country of incorporation: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 theContract |
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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 (Appendix B), 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.

*Signature: Name of the Applicant*

Appendix B:

**Terms of Reference for a Sustainability Reporting Consultant**

**Scope of Work**

The consultant will be responsible for assisting IsDB in developing a roadmap and requirements for alignment with ISSB S1 and S2 in FY2025.

**Key deliverables:**

* **Roadmap:** A detailed timeline outlining the steps necessary to align with ISSB S1 and S2.
* **Requirements:** A comprehensive list of specific data points, disclosures, and methodologies required to comply with the standards.
* **Gap analysis:** An assessment of IsDB’s current sustainability reporting practices against the requirements of ISSB S1 and S2.
* **Recommendations:** Suggestions for improving IsDB’s sustainability reporting practices, including potential changes to processes, systems, or data collection methods.

**Specific Tasks**

1. **Conduct an initial assessment:**
	* Review IsDB’s existing sustainability reporting practices.
	* Assess the IsDB’s understanding of ISSB S1 and S2.
	* Identify potential gaps between current practices and the requirements of the standards.
2. **Develop a roadmap:**
	* Create a detailed and realistic timeline for IsDB’s alignment with ISSB S1 and S2.
	* Define key milestones and deliverables. Provide detailed guidance and practical considerations on ISSB requirements as part of the activities defined in the roadmap to implement a sustainability report in line with ISSB standards.
	* Provide clear and detailed explanations on ISSB requirements, especially those principles-based requirements, specific to IsDB
	* Identify potential challenges and mitigation strategies.
3. **Define requirements:**
	* Identify the specific metrics and data points, disclosures, and methodologies required to comply with ISSB S1 and S2. Provide an internal data collection template for reporting purposes to guide related departments.
	* Conduct an IsDB materiality assessment (single or double) to comply with ISSB S1 and S2
	* Develop a data collection plan based on current systems, and data availability
	* Assess the availability of data and identify any data gaps.
	* Determine the internal IsDB resource requirements (personnel and systems) for ongoing sustainability reporting
4. **Conduct a gap analysis:**
	* Compare IsDB’s current sustainability reporting practices against the requirements of ISSB S1 and S2.
	* Identify areas where improvements are needed.
5. **Provide recommendations:**
	* Suggest potential changes to processes, systems, or data collection methods to improve sustainability reporting.
	* Leverage on best market practices and recommend the most relevant practice(s) to the Bank in accordance with ISSB.
	* Recommend areas for further development or investment.
	* Recommend resource requirements to build IsDB internal capacity for ongoing annual reporting in line with S1 and S2
	* Recommendation on the ISSB reporting framework, necessary internal data request/templates, and ability for IsDB to deliver the sustainability report in-house.
	* Review the output being developed by the respective departments of the Bank for inclusion in the financial statements.

**Qualifications and Experience :** The consultant should have:

* **Expertise in sustainability reporting:** A deep understanding of sustainability reporting frameworks, including ISSB S1 and S2.
* **Experience with financial institutions:** Knowledge of the specific challenges and opportunities faced by financial institutions in sustainability reporting.
* **Strong analytical skills:** The ability to assess complex data and identify trends.
* **Excellent communication skills:** The ability to effectively communicate findings and recommendations to stakeholders.

**Deliverables**

* **Draft roadmap**
* **Final roadmap**
* **List of requirements**
* **Gap analysis report**
* **Recommendations report**