

**TERMS OF REFERENCE**  
(SCOPE OF SERVICES AND ASSIGNMENT OF THE CONSULTANT)

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**I- Objectives of the assignment**

1. The Project Completion Report (PCR) is a basis for comparing the project's expected state at the time of appraisal and its actual state at the time of completion. It is a vital document that records how the project was implemented to allow the post-evaluation team to draw lessons to be learnt by IsDB and its beneficiary(s) to improve future projects' design and performance. Thus, it constitutes the first step of the post-evaluation exercise. This self-evaluation instrument provides primary data against which the IsDB may assess its progress over time and benchmark its performance against other financing institutions.
2. The objective of the assignment is to recruit a consultant **to prepare a Projects Completion Reports (PCRs) for:**
  - a. Emergency Flood Response project for Pakistan in Sindh, (PAK1059).
  - b. IVAC COVID-19 Vaccine Support for Pakistan all the country, **(PAK1054)**, according to IsDB standards, guidelines, and procedures (template of PCR will be provided).

**II- Scope of the assignment**

1. *Preparation of PCRs Draft 1 (Inception Report) and Tele/video-conference Review.* Based on projects documents (Project Appraisal, Financing Agreement, Contracts, Project Implementation Assessment Reports, Disbursements, etc..) provided by IsDB and initial contact with projects stakeholders in the country.
2. *Field Mission:* Following clearance of PCRs Draft 1 and IsDB's decision to proceed with the exercise, the Consultant will conduct field visits to safe areas, depending on the consultant's judgement on the prevailing circumstances in the area.
3. *Preparation of PCRs Draft 2:* The Report is a further elaboration and completion of the PCR Draft 1 and should point out and explain the eventual variations in terms of projects cost, implementation schedule, financing plan and stakeholders' performance. On top of updating the information that is in the inception report, it should include, among other the Evaluation of the performance of the executing agency, the Bank and the Implementing Agency (ies), if any.

4. The Consultant should share the draft with the Executing Agencies (EAs) for review and comments and capture the EAs's views of the challenges met during implementation and recommendations for future intervention. Completing the step, the Bank and the Consultant will remotely review this report through available means.
5. The Consultant should take quality photos during the field visit and provide visual evidence of the work.
6. Prepare one case study for each project comprising a share knowledge product, including photos and PCRs brief for each project highlighting the Bank's impact.
7. The final drafts will be presented to the Bank first by the Human Development Division (HDD) Team for its review and comments prior to approval and onward presentation to the ESID Monthly Departmental Meeting.

### III- Duration – Deliverable - Reporting:

The Assignments will be completed in 14 weeks maximum, by the presentation of detailed reports, to be provided to the IsDB with required annexes as follows:

- One field visit to the project sites (10 days for each PCR).
- The PCRs Draft 1 shall be submitted to IsDB within 7 days (for each PCR) starting from the date of receiving Project Documentation from IsDB.
- The PCRs Draft 2 shall be submitted to the Executing Agency within 7 days (for each PCR) after the Mission for comments.
- The Drafts with Executing Agencies' comments shall be submitted to IsDB within 7 days (for each PCR) after receiving the comments.
- One case study for each project comprising a share knowledge product, including photos and PCR brief for each project highlighting the Bank's impact (2 weeks for each study).

6. Project Task Team Leader: Team Leader Name: Dr Ammar Abdo Ahmed  
Position: Manager, Human Development  
Islamic Development Bank

### IV- Instructions to Consultants:

Expression of Interest: Interested Consultants are invited to submit a technical proposal which should include:

- A detailed curriculum vitae,

- Provide examples and gender / youth country profiles or similar technical reports
- A proposed Template that will be used for this assignment, and
- At least three references attesting to the candidates experience with similar assignments.

For Any Inquiry, please contact through below email: General Inquiry - 17669 \_BCC2025-004\_ 1-Emergency Flood Response Project \_PAK1059\_ Pakistan in Sindh 2- IVAC COVID-19 Vaccine Support for Pakistan\_ \_PAK1054\_ in Pakistan all the country. [e8b32781.isdb.org@emea.teams.ms](mailto:e8b32781.isdb.org@emea.teams.ms)

All proposals should be sent to no later than 4:00 p.m., Jeddah time, 03 March 2025 to: EOI Submission - 17669 \_BCC2025-004\_ 1-Emergency Flood Response Project \_PAK1059\_ Pakistan in Sindh 2- IVAC COVID-19 Vaccine Support for Pakistan\_ \_PAK1054\_ in Pakistan all the country. [01f760c4.isdb.org@emea.teams.ms](mailto:01f760c4.isdb.org@emea.teams.ms)

- A. IsDB reserves the right to the following:
  - i) Reject any and all proposals, and to waive minor irregularities in any proposal.
  - ii) Request the clarification of information submitted.
  - iii) Request additional information from any proposer.
  - iv) Grant the contract to the next most qualified consultant, if the selected consultant does not start the job within fifteen (15) days after granting of the proposal.

IsDB shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its response to the RFP.

**V- Payment:**

- 3. For indication, the payment of **19000** USD (US Dollars **Nineteen Thousand** only) will be paid for the preparation of the PCRs, as a lump sum which includes all the expenses, travel (airfare), accommodation and meals during the mission.

No.	Item	Qty	Unit Cost (US\$)	Total (US\$)
1	Professional fees PCRs consultancy services, including report preparation (unit rate) per day <sup>1</sup>	30 days		
2	Field visit expenses, including travels for international and local consultant	15 days		
3	Travel Cost (Including flight ticket, accommodation and transportation)	One country		
	<b>Grand Total</b>		<b>Lamp Sum</b>	19,000

4. The remuneration the Consultant perceives includes all his costs and profit and any tax obligations that may be imposed on the Consultant.
5. The payment schedule for the preparation of the PCRs will be as follows:
- a) First payment in the amount of 20% of the Contract Price upon receipt by the Bank of:
    - a1. Signed contract and
    - a2. The first drafts of the Projects Completion Reports (PCRs) with professional editing.
  - b) Second progress payment in the amount of 30% of the Contract Price upon receipt and written acceptance by the Bank of:
    - b1. The final drafts of the Projects Completion Reports (PCRs), incorporating inputs from the Executing Agencies and Bank, with professional editing.
    - b.2. The first drafts of the Case Studies (one for each PCR) as detailed in Appendix-A by the Bank; and

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<sup>1</sup> Includes any overhead costs while working at place of residence.

- c) The final payment is 50% of the Contract Price upon receipt and written acceptance of the Final Drafts of the Case studies with professional editing by the Bank.

**VI- Evaluation Criteria :**

<b>Criteria</b>	<b>Scores</b>
<b>General Qualification</b>	<b>30</b>
▪ Academic Qualification (Master degree required)	20
▪ French Language Proficiency	5
▪ English Language Proficiency	5
<b>Adequacy for the Assignment</b>	<b>50</b>
▪ Similar Assignment report prepared before	20
▪ Area of Expertise related to the Assignment mentioned in the TOR	30
<b>Experience in the Sector</b>	<b>20</b>
▪ Specific Experience related to the Assignment mentioned in the TOR	10
▪ Multi-lateral/International Organization	5
▪ Regional Exposure	5
Technical Scores <i>(Cut-off point for consideration is 75 points)</i>	<b>100</b>

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## Annex B

### Expression of Interest (EOI) by Applicant

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Emergency Flood Response project for Pakistan (PAK1059)

IVAC COVID-19 Vaccine Support for Pakistan (PAK1054)

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

Dear, Mr. **Ebad Lodhi**, Islamic Development Bank.

I have read carefully 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 to be considered for the Shortlist of STCs. I understand that IsDB does not have an obligation that I must be shortlisted.

I have attached to this EOI my Curriculum Vitae (CV) 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 a lead consultant or as a 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 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 Integrity and Anti-Corruption Policy.

*Signature:*

*Name of the Applicant*