

**Terms of Reference**  
**Preparation of IsDB Agriculture and Rural  
Development Policy Update**

The Islamic Development Bank (IsDB) has approved an administrative budget for financing consulting services (*the Services*) for the above subject. The Terms of Reference (TOR) for the Services are in Appendix A. The Services will be provided by a highly experienced Senior Consultant (the Consultant) who may be a self-employed professional or an employee of a consulting firm. IsDB will select and engage the Consultants in accordance with the IsDB Corporate Procurement Policy (Policy).

2. IsDB now invites Expressions of Interest (EOI) from potential applicants for consideration by IsDB in selecting qualified candidates.

3. The Senior Consultant should complete the EOI Form in Appendix B, and submit it along his/her CV.

4. The full set of documents should be submitted through email to the following authorized IsDB representative, not later than **23<sup>rd</sup> April 2025 (0800 PM GMT)**: EOI Submission - 18147 BCC2025-010 Preparation of IsDB Agriculture and Rural Development Policy Update [a8090f74.isdb.org@emea.teams.ms](mailto:a8090f74.isdb.org@emea.teams.ms)

5. For general Inquiries please contact through email : Inquiries - 18147 BCC2025-010 Preparation of IsDB Agriculture and Rural Development Policy Update [2ab7cfe1.isdb.org@emea.teams.ms](mailto:2ab7cfe1.isdb.org@emea.teams.ms)

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

#### **Appendix B: EOI Form**

**Appendix A: Terms of Reference (TOR) of the Assignment**

**I. BACKGROUND**

1. The Islamic Development Bank (IsDB) is a South-South Multilateral Development Bank (MDB), focused on fostering socio-economic development of its 57 member countries (MCs) located across Africa, Asia, Europe, and the Caribbean.
2. The IsDB mission is to promote people’s dignity and prosperity by nurturing economic growth to alleviate poverty, equipping people to drive their own economic and social progress at scale and putting the infrastructure in place to enable them to fulfil their potential.
3. To fulfill its objective, the Bank provides financial resources through various modes of financing to support development activities in its MCs as well as in Muslim communities in non-MCs. In addition, it provides technical assistance for capacity building and scholarships for human capital development.
4. The Agriculture, Water Resources and Rural Development Division (AWRD) under the Economic and Social Infrastructure Department (ESID) within the IsDB Global Practice and Partnerships Directorate (GPP) is seeking the services of a consultant with extensive expertise in Agriculture and Rural Development policy review and development. The consultant should be familiar with the policy and institutional framework interface of MDBs to review and update the IsDB Agriculture and Rural Development Policy. The context and the purpose of the consultancy and the Terms of Reference for the consultants are presented below.

**Overview of IsDB Operations Related to Agriculture and Rural Development Sector**

5. Since its inception, the Bank has placed agriculture and rural development high among its priorities in financing development in its member countries. The IsDB Group (IsDB and its affiliates) approval in the agriculture sector is USD 25.61 Billion. The active portfolio is USD 4.49 Billion, and the breakdown of the active portfolio by sub-sector is below.

**Figure 1: Agriculture and Rural Development Sub-Sector Active Portfolio (USD Billion)**



## **II. RATIONALE FOR AN AGRICULTURE AND RURAL DEVELOPMENT SECTOR POLICY UPDATE**

6. The IsDB Agriculture and Rural Development (ARD) Sector Policy was approved in 2018. The Policy provided strategic direction for investment by the Islamic Development Bank (IsDB) in its Member Countries' agricultural and rural development. The policy outlines a framework for IsDB Group support to Member Countries to improve food security through rural and agricultural development for rural economic growth and employment generation. As per the IsDB guidelines, the sector policies must be updated every 5 years.
7. The world has changed since the previous policy was developed more than 5 years ago. Food insecurity in the MCs has been exacerbated by numerous factors, including the ongoing geo-political tensions, climate change, water scarcity, and the COVID-19 pandemic. The conflict in Eastern Europe has led to a sharp increase in food prices, with cereal grain prices soaring by more than 50% by the end of 2022. This worsened the already fragile food security situation in many IsDB MCs.
8. Climate change has also played a significant role in exacerbating food insecurity in MCs. Extreme weather events including droughts, floods, and wildfires have led to low productivity and crop failures, particularly in agrarian communities. This has created a fertile environment for conflict, as communities compete for limited resources such as water and grazing land. Sub-Saharan Africa and MENA MCs are particularly exposed to increased food insecurity and malnourishment.

## **III. DESCRIPTION OF THE ASSIGNMENT**

### **Objective**

9. The IsDB would like to engage the services of an experienced consultant for the review and update of the Agriculture and Rural Development Sector Policy as a framework for guiding IsDB interventions in the sector in its MCs.
10. The Consultant will be responsible for the overall delivery and coordination of the assignment as outlined in the following sections.
11. The policy update would enable the Bank to better address the needs of the MCs. In addition, it would attract MCs to request the Bank bringing the climate-smart agriculture (CSA) practices and integrating early warning systems, disaster risk reduction strategies, agriculture insurance including water-saving technologies (e.g., drip, sprinkler) and integrated water and agricultural management, and renewable energy for agriculture.

12. In addition, the policy update will take into consideration the opportunity presented by mainstreaming the Earth Observation Technologies and digital tools for climate and water management, soil health management, etc.

## Scope

### Policy Update proposal

13. Within three weeks from the assignment, the consultant shall provide a proposal in the form of an inception report structured into introduction, objective, scope and expected outcomes, proposed methodology, key activities, inputs and sources of data /information, timeline for deliverables, and table of content for all deliverables.

### Policy Update Study

14. The policy study involves a comprehensive review of the current AGRD Policy, analyzing its strengths, weaknesses, and impact on IsDB operations. It will benchmark the AGRD Policy against similar policies from other multilateral development banks and relevant international organizations, and it will ensure synergy with other policies from relevant sectors and thematic areas of the Bank, such as Water, Energy, Transport, Climate, Gender, Science, Technology, and Innovation (STI), ICT, etc.
15. The study will involve engagement of key stakeholders, including IsDB staff, member country representatives, agricultural experts, and relevant NGOs, to gather insights and feedback on the existing policy. It will involve conducting interviews, focus groups, and/or surveys as necessary to ensure a broad and inclusive consultation process. **Virtual consultation with stakeholders will be facilitated by the Bank.**
16. The study will include identifying **gaps** and conducting **SWOT** (strengths, weaknesses, opportunities, and threats) analysis of the current AGRD Policy due to new challenges such as climate change, food security, digital agriculture, and sustainable development goals (SDGs), and provide recommendations for policy revisions, including new strategic directions, objectives, and implementation mechanisms.
17. The policy study will contain a synopsis of global agriculture and rural development sector status, challenges and strategies in IsDB MCs and regions. An overview of the MDBs interventions in MCs (at sub-sectoral and regional levels) and critical review of major roles MDBs play in developing the sector, a strategic positioning of IsDB vis a vis other DFIs and a comprehensive analysis of IsDB interventions, a review of best practices from MCs and regions and initiatives/trends/perspectives that have a transformational potential, a review of key challenges that have not been addressed adequately in the sector and hinder the development impact of MDB interventions.
18. The study should demonstrate the alignment and synergy of the Agriculture and Rural Development Sub-Sectors (See Figure 1 for the sub-sectors).

19. The comprehensive analysis should be guided by feedback from MC counterparts and show key strengths and weaknesses in the various sub-sectors/regions of interventions. The policy update study will discuss potential synergies with other sectors and strategies of the Bank.
20. The process will involve compilation of information and discussions on technical and agriculture and rural development policy related matters in MCs. The objectives of these discussions are: (i) to ensure that the identified policy direction considers regional and national peculiarities; (ii) to benefit from the best practices of MCs; and (iii) to solicit views of MCs on the intermediate and final outcomes of the process.
21. A draft plan and indicative topics of interest for guiding such discussions in the IsDB MCs will be agreed with the IsDB team.
22. A 15 to 20-page policy update study report (annexes excluded) shall be submitted.

#### **Policy Update Document Preparation**

23. This involves the preparation of the draft of the revised AGRD Policy, ensuring clarity, coherence, and alignment with IsDB's overall strategic framework, and incorporation of feedback from IsDB and key stakeholders into the draft policy update document.
24. **A Final Policy Update Document shall include** a summary of the review process, key findings, recommendations, and the revised AGRD Policy. Findings of the revised policy shall be presented to IsDB senior management and other relevant stakeholders.
25. The policy document shall be 10 -12 pages long excluding relevant annexes. A user-friendly one-page summary in graphic format of the policy shall be prepared by the Consultant for dissemination purposes. The annex should include a robust result monitoring framework that aligns with the updated ARD Policy.
26. Further guidance on the format and content of the policy document shall be provided during the assignment.

#### **Deliverables**

27. The consultant is expected to deliver the following:
  - **Policy Proposal (Inception Report):** A report outlining the methodology, work plan, and timeline for the assignment.
  - **Policy Update Study Report:** A detailed report on the findings from the policy review and stakeholder consultations.
  - **Draft Updated AGRD Policy:** A draft version of the revised policy for review and feedback.
  - **Final Updated AGRD Policy:** The final version of the revised policy.

#### IV. CONSULTANTS' PROFILE

28. The Consultant should have the following profile and experience:

- A master's degree or PhD in Policy Studies/Agriculture/Rural Development /or Related Discipline.
- At least twenty (20) years of relevant experience in an international organization, international consultancy, or policy institution operating internationally.
- A thorough understanding of sectors and challenges.
- An extended field experience and country engagement experience across IsDB MCs and regions.
- Demonstrated knowledge and skills in facilitation of workshops and advocacy of policy tools.
- Strong communication, writing and presentation skills. Fluency in English. However professional proficiency in Arabic and French language skills will be a definite asset.

#### V. LOCATION AND SCHEDULE OF ASSIGNMENT

##### Location

29. This is a home-based consultancy (i.e. primary location of the assignment is the home country of residence of the Consultant) with the possibility of up to two visits to IsDB's HQ in Jeddah, Kingdom of Saudi Arabia.

##### Schedule

30. The activities of the assignment are envisaged to start **early May 2025 and be finalized in November 2025.**

31. The tentative schedule proposed by the consultant should allow for intermediate validation steps.

32. The revision of the related outputs and incorporation of IsDB comments after internal IsDB reviews shall be an integral part of the assignment.

#### VI. REPORTING

33. The following deliverables shall be submitted to the IsDB team:

| Deliverable                        | Indicative Timing  |
|------------------------------------|--|
| Policy Proposal (Inception Report) | 3 weeks after inception  |
| Policy Update Study Report         | 9 weeks after the approval of the Policy Proposal              |
| Draft Updated AGRD Policy          | 6 weeks after the approval of the Policy Update Study          |
| Final Updated AGRD Policy          | 3 weeks after the approval of the Draft Policy Update Document |

34. All deliverables shall be prepared in English.

35. All final deliverables shall be submitted in an electronic copy (in Word format).
36. The consultant shall allow for professional editing of the final version of each document (Policy proposal, policy study and policy document) and submission to the Bank via email before the end of the consultancy.

## VII. BUDGET

37. The Consultancy fees for the assignment are fixed with a Lump Sum Amount of **USD 30,000**.
38. The maximum duration of the assignment is 6 months. Payment of the professional fees shall be made in US Dollars in three installments:
- i. **20%** upon submission and approval of the Inception Report.
  - ii. **40%** upon submission and approval of the Policy Review Study.
  - iii. **40%** upon submission and approval of the Policy Update Document.
39. The payment for the travel to IsDB's HQ in Jeddah, Kingdom of Saudi Arabia shall be based on IsDB Travel Policy.
40. Subject to prior approval, payment of reimbursable expenses shall be made following submission of invoices to the IsDB team.

## VIII. EVALUATION CRITERIA

41. The method of selection will be a fixed budget. According to this method of selection, any financial proposal above the allocated budget for the assignment (**US\$ 30,000**), will be rejected. The following criteria will be used for technical evaluation of the submissions:

| Criteria                    | Sub- Criteria                      | Score |
|-----------------------------|------------------------------------|-------|
| General Qualifications      | Academic Background                | 15    |
|                             | Language Experience                | 5     |
| Adequacy for the Assignment | General Experience                 | 20    |
|                             | Experience with similar assignment | 45    |
|                             | Regional Experience                | 15    |
| Total                       |                                    | 100   |

**Appendix B**  
**Expression of Interest (EOI) by Applicant**  


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**[Preparation of IsDB Agriculture and Rural Development Sector Policy Update]**

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



Consultancy Service Unit  
 Procurement and General Services  
 Administrative Service Department  
 Islamic Development Bank  
 Dear ,

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 for 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:

**Personal Profile**

|  |
|--|
| Nationality:<br>Date of Birth:<br>Permanent Address:<br>Phone No.:<br>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 Senior Consultant, Research Assistant or Regional Consultant) | 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 (Appendix A), for this assignment.
- I confirm that the evidence submitted as part of this EOI accurately reflects my experience.
- 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*

Islamic Development Bank  
Banque Islamique de Développement



البنك الإسلامي للتنمية

### Curriculum Vitae (CV)

Position Title and No.:

Name of Expert:

Date of Birth:

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.}*

Membership in Professional Associations and Publications: \_\_\_\_

| Period | Employing organization and title/position. Contact information for references | Country | Summary of activities (Comment if relevant to the Assignment) |
|--------|---|---------|---|
|        |   |         |   |
|        |   |         |   |
|        |   |         |   |
|        |   |         |   |
|        |   |         |   |

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.

Name of Expert

Signature

{day/month/year}

Date

Yes No

- (i) *I am employed by the concerned Agency / (ies) related to this consultancy assignment*
- (ii) *I was involved with preparation of the terms of reference for this consultancy assignment*
- (iii) *I am not currently debarred by a multilateral development bank or*

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