**Position: Project Manager (Consultant)**

**About the Islamic Development Bank Group (IsDBG)**

The Islamic Development Bank (IsDB) is a Triple A rated international financial institution with a current membership of 57 countries. Its mission is to promote comprehensive human development, with a focus on the priority areas of alleviating poverty, improving health, promoting education, improving governance, and prospering the people.

The Islamic Development Bank (IsDB) approved its first Women’s Empowerment Policy in February 2019 to guide its investments and strategic engagement in advancing women’s economic empowerment, with a strong emphasis on improving women’s access to finance. The overall goal of the Policy is to “empower women and girls to participate in and benefit from the development of their societies and communities,” recognizing inclusive financial access as a critical enabler of sustainable development.

The Policy’s four strategic pillars—Access, Mainstreaming, Agency, and Learning—integrate financial inclusion, with a specific focus on expanding women’s access to financial services, productive assets, and market opportunities. This includes targeted support for women-owned and women-led MSMEs, development of inclusive financial infrastructure, and promotion of Sharia-compliant financing instruments tailored to the needs of underserved women entrepreneurs.

This positions IsDB strongly to engage in global efforts such as the Women Entrepreneurs Finance Initiative (We-Fi), aligning with its mandate to foster inclusive growth and expand access to finance for women across its Member Countries.

**About WE-FI**

The Women Entrepreneurs Finance Initiative (We-Fi) is a global partnership launched in 2017 by 14 donor governments to advance women’s economic empowerment. We-Fi works to unlock financing and eliminate systemic barriers that prevent women-led businesses in developing countries from reaching their full potential. The initiative addresses both financial and non-financial constraints including restricted access to finance, markets, skills, and mentoring that continue to limit the growth and success of women entrepreneurs in developing countries.

This collaborative partnership brings together donors from 14 governments (Australia, Canada, China, Denmark, Germany, Japan, the Netherlands, Norway, the Russian Federation, Saudi Arabia, Republic of Korea, the United Arab Emirates, the United Kingdom, and the United States) who have, to date, collectively committed over USD350 million to the Fund. It includes six pre-qualified Multilateral Development Banks: African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank, Islamic Development Bank, and the World Bank Group (World Bank and IFC) who serve as implementing partners to which funds are allocated and other stakeholders.

The Fund is managed by a Secretariate that is hosted by the World Bank Group. The WYE Division, under the Resilience and Climate Action (RCA) Department serves as the IsDB focal point for We-Fi, managing all fund engagement on behalf of the IsDB. This encompasses execution, supervision, monitoring, financial management, stakeholder collaboration, reporting, donor engagement, and ensuring alignment with fund objectives and resource efficiency. Country-level implementation is coordinated through the respective regional hubs where the projects are being carried out.

**About the Khadijah WE Program**

In October 2023 We-Fi established the global initiative the WE Finance Code (WE Code), to address the persistent financing gaps faced by women-led micro, small, and medium enterprises (WMSMEs) to drive sustainable transformation in how women entrepreneurs are perceived, supported, and financed globally. Despite the significant economic contributions of women entrepreneurs, they continue to encounter barriers such as limited access to capital, markets, and networks. These challenges are often exacerbated by a lack of sex-disaggregated data, which hinders the development of targeted financial solutions. The WE Finance Code was established to tackle these systemic issues by promoting transparency, accountability, and collaborative action among financial stakeholders.

The WE Finance Code is a voluntary commitment by financial service providers (FSPs), regulators, development banks, and other financial ecosystem players to increase funding for WMSMEs. Participants in the Code commit to three core principles: Leadership: Appointing a senior executive to champion efforts supporting women-led businesses. Action: Implementing new measures and expanding existing ones to better serve WMSMEs. Data: Collecting and reporting sex-disaggregated data annually to monitor progress and inform strategies.

To support the implementation of the Code We-FI allocated the 5th Call for receiving proposals from implementing partners to implement pilots. The pilots were required to be structured around the three key pillars of the Code: 1. promoting champions who advocate for increased funding for women-led businesses, 2. addressing the critical lack of sex-disaggregated data to ensure the banking and financing institutions have the necessary information to make informed decisions to tailor their services to better meet the needs of WSMEs and 3. supporting the implementation of concrete actions to boost financing for women.

The IsDB led by the WYE team collaborated with the IsDB Institute (IsDBI), Otoritas Jasa Keuangan (OJK) – the Financial Services Authority, Komite Nasional Ekonomi dan Keuangan Syariah (KNEKS) – the National Committee for Shariah Finance Financial Services, and the Asian Development Bank (ADB) to develop the Khadijah WE Code.

The Khadijah Women Entrepreneurs (WE) Program is a groundbreaking initiative inspired by the legacy of Khadijah bint Khuwaylid (RA), a revered woman entrepreneur in Islamic history. Khadijah's pioneering spirit and business acumen, conducted through ethical practices and financial stewardship, serve as a powerful symbol for empowering women in the Islamic finance sector.

The project builds upon Indonesia's existing financial inclusion efforts and leverages the investments and ongoing work of the ADB under the WE DATA program[[1]](#footnote-1), to extend and customize this work for the Islamic finance and banking sector by: further enhancing policy dialogue, capacity-building, and knowledge-sharing in the realm of gender-responsive financial and banking system. The project brings a crucial focus to Sharia finance, ensuring its integration within the broader national financial inclusion strategy. Furthermore, the project aligns with and supports the "Enhancing Women's Financial Inclusion Through Islamic Finance" (IF4W) Program, a joint initiative by IsDB and the IsDB Institute. The program aims to empower women entrepreneurs in Indonesia by enhancing their access to finance and entrepreneurship opportunities within the Islamic finance sector. IF4W Program aims to position Islamic finance as a key driver of financial inclusion for women by promoting gender-sensitive practices, building capacity, and developing tailored products that address barriers to access.

**Job Summary**

The Project Manager (PM) will play a central role in ensuring the effective and timely implementation of the Khadijah WE Program. This position will provide technical, operational, and administrative support to KNEKS and coordinating with other implementing partners and stakeholders and oversee the day-to-day operations of the project to ensure compliance with IsDB guidelines across procurement, financial management, and reporting. The PM will coordinate closely with stakeholders including KNEKS, IsDB Institute (IsDBI), ADB and implementing partners to support delivery of program activities of the project.

**Key Responsibilities**

**Project and Financial Management**

* Develop and maintain detailed work plans, budgets, and implementation schedules aligned with project milestones.
* Monitor project finances, manage fund disbursements, and support preparation of financial reports in accordance with IsDB financial and donor reporting requirements.
* Complete and submit mid-term and annual progress reports in line with We-Fi templates and reporting guidelines.
* Track program performance using M&E tools and coordinate submission of timely progress updates and reports.

**Procurement and Contract Oversight**

* Manage procurement processes in line with IsDB guidelines, including drafting TORs, supporting proposal evaluations, and overseeing contract administration.
* Coordinate procurement of consultancy and non-consultancy services such as communication firms, event organizers, and technical experts.

**Stakeholder Coordination and Communication**

* Serve as the daily liaison between KNEKS, IsDB, IsDBI, and other stakeholders.
* Coordinate implementation planning with the Ministry of SMEs (MoSMEs), OJK, and the ADB, particularly related to WE Code national coordination and knowledge-sharing events.
* Organize and schedule stakeholder meetings, workshops, and coordination sessions, ensuring timely follow-up and documentation.
* Support planning and execution of advocacy and engagement events, such as the WE Code launch and peer exchange activities.

**Monitoring, Systems, and Hub Support**

* Oversee and manage the use of the IsDB’s Operations Management System (OMS) for the project, ensuring timely input and system updates in line with institutional requirements.
* Provide operational support to the IsDB Regional Hub in Jakarta for coordination with the Executing Agency.
* Facilitate project meetings, maintain documentation, and ensure alignment with IsDB project implementation protocols.

**Technical Support**

* Provide technical support to KNEKS and relevant stakeholders in the implementation of the WE Code, including adaptation of global tools to the Indonesian context.
* Assist in the design and rollout of activities that expand access to Islamic financial products for women-led MSMEs, including support to consultations, product development, and pilot testing.
* Coordinate with technical consultants and institutions supporting the development of a national definition of women in business, sex-disaggregated data frameworks, and financial inclusion baselines.
* Ensure technical quality of deliverables across all components of the program.

**Hub Support**

* Provide support to the Jakarta hub's daily activities, as needed, including operational tasks, administrative duties, and coordination with IsDB headquarters.
* Develop and provide completion report upon the project closing.

**Job Requirements**

* Master's degree in a relevant field, such as development studies, business administration, economics, or Islamic finance.
* At least 6 years of experience in project management, with a proven track record of successfully implementing development projects.
* Strong understanding of project management principles, procurement procedures, and financial management practices.
* Excellent communication, interpersonal, and negotiation skills, with the ability to effectively coordinate with diverse stakeholders.
* Familiarity and knowledge of MDBs policies and procedures, particularly in procurement and financial management, is highly desirable.
* Familiarity and knowledge of projects focused on women’s economic empowerment, financial inclusion, or MSME development.
* Strong familiarity with Indonesian financial sector institutions and regulatory environment.

**Technical Competencies:**

* Strong understanding of Islamic finance principles, gender-lens investing, and inclusive financial systems.
* Familiarity with multilateral development bank (MDB) procedures (IsDB a plus), particularly related to procurement, financial management, and results-based reporting.
* Capacity to oversee the technical quality of consultant deliverables, policy tools, and training content relevant to women-led MSMEs and financial access.

**Reporting and Location**

The Project Manager will report to both:

* The designated focal point within the IsDB.
* The KNEKS Secretariat.

The Project Manager will be based in Jakarta, Indonesia.

**Scope of Technical Assistance**

KNEKS, with the assistance of IsDB, will hire a Project Manager for this technical assistance initiative. The Project Manager will focus on providing comprehensive support to KNEKS in implementing the Khadijah WE Program with IsDB’s support. Key responsibilities include:

* Assisting KNEKS in managing all aspect of the project, from strategic planning and execution to robust monitoring and evaluation, ensuring all project milestones and objectives are achieved.
* Supporting KNEKS in managing project's financial management, including budget formulation, oversight of expenditures, and ensuring the timely and accurate submission of financial reports to all stakeholders.
* Assisting KNEKS in the recruitment of external experts and consultants required to deliver key project activities.

**About Application Process**

If you meet the criteria and you are enthusiastic about the role, we will welcome your application. To complete the application, you would need the following document(s):

1. Cover Letter
2. Resume/CV

1. WE DATA is the We-Fi grant awarded to ADB, which complements the Khadijah program. It focuses on developing a national definition of women in business and collecting and analyzing sex-disaggregated data to advance women's economic empowerment. [↑](#footnote-ref-1)