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**ISLAMIC DEVELOPMENT BANK (IsDB) GROUP   
Project Procurement Division (PPR)**

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR A SHORT- TERM CONSULTANT

**For** **the Data Entry of Procurement Plan and Risk Management Matrix into the Operation Management System (OMS) system of Islamic Development Bank**

**June 2021**

**Assignment: Data Entry of Procurement Plan and Risk Management Matrix**

Location : Virtual (Any country)

**Duration** : 6 Months (Two Consultants)

**Starting date:** 1st July 2021(Expected)

**Finishing date:** 31st December 2021 (Expected)

**Invitation for Expression of Interest (EOI)**

*Date*: June 2021

**[Data Entry of Procurement Plan and Risk Management Matrix into the OMS System]**

1. The Islamic Development Bank (IsDB) has approved an administrative budget for recruitment of staff consults for the above assignment. The Terms of Reference (TOR) of the Services is attached. The Service will be provided by an individual consultant, who may be a self-employed professional or an employee of a consulting firm.
2. IsDB will select and engage the staff consultant in accordance with the IsDB Corporate Procurement Policy (Policy). The staff consultant for the assignment will be engaged based on a Fixed Budget Selection method based on monthly remuneration.
3. The Consultant should complete the EOI Form in Appendix B and submit it along with his/her CV.
4. The full set of documents should be submitted through email to the following authorized IsDB representative, not later than 09/07/2021 (08:00 PM GMT):

**Tahseen Ali**

Admin Assistant

Project Procurement Division

Islamic Development Bank

E-mail: [Tali@isdb.org](mailto:Tali@isdb.org)

**Annex A:** Terms of Reference

**Annex B:** EOI Form

**Annex C:** Evaluation criteria

**Annex A**

**TERMS OF REFERENCE**

**For Individual Staff Consulting Services for the** **Data Entry of Procurement Plan and Risk Management Matrix into the Operation Management System (OMS) system of Islamic Development Bank”**

# A) Background:

The Islamic Development Bank (lsDB) is an international financial institution established in pursuance of the Declaration of Intent issued by the Conference of Finance Ministers of Muslim Countries held in Jeddah, and the Bank was formally opened on 15th Shawwal 1395H, corresponding to 20th October 1975.

The purpose of the Bank is to foster the economic development and social progress of member countries and Muslim communities individually as well as jointly in accordance with the principles of Shari'ah i.e., Islamic Law. The functions of the Bank are to participate in equity capital and financing for productive projects and enterprises besides providing financial assistance to member countries in other forms for economic and social development. The Bank is also required to establish and operate special funds for specific purposes including a fund for assistance to Muslim communities in non-member countries, in addition to setting up trust funds.

In line with IsDB’s mission, to assist the Beneficiaries of lsDB financed projects in obtaining the best possible quality on competitive prices of Goods, Works and Services from providers/vendors.

# B) Objective and Scope:

The Project Procurement Division (PPR) has enhanced/developed new Procurement Plan and Risk Management Matrix into the Operation Management System (OMS) of Islamic Development Bank (IsDB).

Herewith, lsDB intends to employ services of two qualified, individual staff Consultants to assist the PPR with undertaking the review and Data Entry of Procurement Plan and Risk Management Matrix into the OMS.

This main purpose of the assignment is to undertake a review of the procurement plans and procurement risk matrix for active project in the range of 300-400 and enter/change data in the OMS. Ensuring the quality and accuracy of the data and work with the filed procurement officers(FPOs), Regional Procurement Officer (RPOs) and Administrative staff of the PPR.

# C) Deliverables:

In undertaking this assignment, the staff consultants shall carry out the following work activities:

1. Assess the work and prepare a plan covering the updating and uploading of new (i) procurement plan and (ii) risk management plan for all active projects
2. Ensuring that the data is entered into the OMS properly and quality is assured
3. Seeking clearance from FPOs/RPOs with regard to information and getting data verified
4. Monthly progress report to be provided on the work done

# D) Payment Schedule:

The Consultant will deliver the work 6 months of start of the assignment, and monthly progress report to be submitted on work done. Monthly payment could be released based on satisfactory delivery of work.

# E) Administration:

1. **Location:** The primary location of the assignment shall be remote working.
2. **Confidentiality:** The Consultant shall not, during the term of this assignment disclose any proprietary or confidential information relating to these services or the IsDB’s business or operations without the prior written consent of the IsDB.

# F) Ownership of Material:

Any studies, reports, or other materials, graphics, software or otherwise, prepared by the Consultant for the lsDB under this assignment shall belong to and remain the property of the lsDB.

**Annex B**

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

**[the Data Entry of Procurement Plan and Risk Management Matrix into the Operation Management System (OMS) system of Islamic Development Bank**]

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

Dear, Mr. **XXXX,**

I have read carefully your Invitation for Expression of Interest (EOI) for the captioned assignment 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 |
|  |  |  |  |  |  |
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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 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*

Curriculum Vitae (CV)

**Position Title and No.:** *{Individual Consultant for Preparation PCR}*

**Name of Expert:** *{Insert full name}*

**Date of Birth:** *{day/month/year}*

**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.}*

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and title/position. Contact information for references** | **Country** | **Summary of activities**  **(Comment if relevant to the Assignment)** |
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Membership in Professional Associations and Publications: \_\_\_

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.

{day/month/year}

Name of Expert Signature Date

|  |  |
| --- | --- |
|  | Yes No |
| 1. *I am employed by the concerned Agency / (ies) related to this consultancy assignment* |  |
| 1. *I was involved with the preparation of the terms of reference for this consultancy assignment* |  |
| 1. *I am not currently debarred by a multilateral development bank or other similar institutions (If yes, identify who)* |  |

**Annex C**. Technical Evaluation Sheets for Consultants Team

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Criteria** | **Maximum score** | **Evaluators** | | |
| **1** | **2** | **3** |
| **1.0** | **General Qualifications** | **20** |  |  |  |
| 1.1 | *Academic Background* | *10* |  |  |  |
| 1.2 | *Language skills English* | *10* |  |  |  |
| **2.0** | **Adequacy for the Assignment** | **60** |  |  |  |
| *2.1* | *General Experience* | *20* |  |  |  |
| *2.2* | *Experience with similar assignments* | *40* |  |  |  |
|  | **Total Score:** | **100** |  |  |  |