REQUEST FOR EXPRESSION OF INTEREST

SELECTION OF INDIVIDUAL CONSULTANTS

Project Procurement

Country Program Complex



**REQUEST FOR EXPRESSION OF INTEREST**

**(SELECTION OF INDIVIDUAL CONSULTANTS)**

***COUNTRY*: Saudi Arabia**

***NAME OF PROGRAM:* Skills, Training & Education Program (STEP) for Refugees & IDPs in IsDB Member Countries**

***SECTOR*: Education/TVET, Entrepreneurships, SMEs**

**Assignment: Recruiting Program Monitoring Officer’s (PMO)**

**Mode of Financing: *Grant***

The Islamic Development bank (IsDB) is looking for qualified candidate(s) to fill in the position of the **Program Monitoring Officer’s (PMO)** for the Skills, Training and Education Program (STEP) for Refugees & IDPs in IsDB Member Countries.

The Program Monitoring Officer’s (PMO) responsibilities are to ensure the achievement of the Program objectives through arranging coordination meetings, annual meetings and other events for STEP, overseeing the planning, implementation, and monitoring of the Program, developing and implementing the Program communication and information plan, managing the relationship with the Program partners, preparing reports on the progress of the Program to different stakeholders. In addition, program officer must perform administrative duties including database management, handling general correspondence, and compile and analyse data, and all program documentation activities. The PMO will be responsible for managing the portfolio and will conduct both monitoring and administrative activities of the program.

The assignment is for Five years (2022-2027.) and the contract is renewable every year based on the performance and the achievements of the Program Monitoring Officer ensuring full consistency with the TOR attached.

It is a Full-time Program Monitoring Officer based at the IsDB HQ in Jeddah, Saudi Arabia

The detailed Terms of Reference (ToR) *for the assignment are attached to this request for expressions of interest.*

The Bank now invites eligible consultant (“Individual Consultants”) to indicate their interest in providing the services. Interested Consultants must provide specific information which demonstrates that they are fully qualified to perform the services. The individual consultants affiliated with an organization may also submit interest.

The shortlist will be drawn up following the evaluation of CVs and useful information in response to this notice of expression of interest including references. Potential candidates will be required to provide information on their general qualifications as an individual consultant,their mission-relevant experience, their experience in the region and sector as well as their language ability.

A consultant will be selected in accordance with the selection method applicable to Individual Consultants as defined in the IsDB *Guidelines for the Procurement of Consultant Services under IsDB Project Financing* (April 2019 edition)

**Minimum Qualification Requirements**

The minimum required qualifications and work experience are:

* Bachelor or master’s degree in Business Administration, Economics or related field.
* Project or Program Management certifications are recommended
* 3 years of experience in similar post or close.
* Experience in designing tools and strategies for data collection, analysis and production of reports;
* Proven ICT skills,
* Excellent written and oral communication skills
* Ability to respond positively to critical feedback and different points of view
* Relevant regional and international experience will be an added advantage

The attention of interested Individual Consultants are invited to read Clauses 1. 23 and 1.24 of the IsDB *Guidelines for the Procurement of Consultant Services under IsDB Project Financing, April 2019 edition* (the "Procurement Guidelines") setting forth the IsDB's policy on conflicts of interest.

Expressions of interest must be delivered in written form accompanied by the CV and any other document by e-mail to the address below no later than October 20th, 2022.

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And

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