SKILLS, TRAINING AND EDUCATION PROGRAM (STEP) FOR FORCED DISPLACED PEOPLE AND HOST COMMUNITIES IN ISDB MEMBER COUNTRIES

2022 - 2027

Terms of References (ToR)of the

Forced Displacement Officer for the

STEP

# I. Background

1. 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.
2. The Islamic Solidarity Fund for Development (ISFD) was established by the Third Extraordinary Session of the Organization of Islamic Cooperation Summit, held in Makkah Al Mukarramah, 7-8 December 2005, as a Special Fund within the IsDB. ISFD is dedicated to reducing poverty in its Member Countries (MCs) through promoting propoor growth, emphasizing human development, especially improvements in health care and education and providing financial support to enhance the productive capacity and sustainable means of income generation for the poor.
3. The Skills, Training & Education Program (STEP) is an innovative and transformative program that contributes to reducing poverty by improving socio-economic wellness for the displaced, refugees, and host communities in IsDB MCs. The program aims to inspire the young displaced, refugees, and vulnerable host communities to believe in their future and empowering them with skills and tools necessary to do so.
4. STEP is derived from the approved operational strategy and 5-Years action plan of the IsDB fragility and resilience policy to reduce poverty and improve livelihoods by supporting the refugees, Internally Displaced People (IDPs) and host communities in IsDB member countries. The program is designed to address the needs of refugees, IDPs and host communities through a holistic approach ensuring that they access skills development, economic and social opportunities. The program brings together all the main development actors including philanthropists, the private sector, and other donors to support livelihoods, education, and skills development of forcedly displaced people in the MCs.
5. The program conforms to and is fully aligned with the new ISFD strategy and mandate to support the refugees, Internally Displaced People (IDPs) and host communities in the MCs. The program is aligned with the Education Sector Strategy objective of building the foundation for human development and empowering learners to discover pathways to harness their potentials. It also conforms to several Sustainable Development Goals (SDGs) including goals 4,5,8,10,16, and17.

# II. Program Objectives and Key Results

1. The developmental objective of the Program is to contribute to reducing poverty in IsDB MCs through supporting young refugees, IDPs and vulnerable hosting communities. More specifically, STEP will contribute to (i) increasing access to education focusing on smart education, (ii) providing skills development and entrepreneurship incubators, and (iii) creating jobs including green jobs. The key development results of the Project include:
* increased access to education for the young refugees, IDPs and host communities through smart education that will target a minimum of 0.5 million displaced children and youth in MCs, with the necessary equipment, tools and teaching kits to improve quality of basic education supplied,
* provision of relevant skills development to 40,000 young refugees, IDPs and host communities,
* provide 100,000 young refugees and IDPs access to green/digital jobs and entrepreneurship development programs. STEP will make sure that at least 75% of the 40,000 (30000) trainees will report business readiness at the end of the program,
* delivering 70 psycho-social wellbeing supports to refugee and local youth, and 50% of trainees report improved wellbeing,
* contribution to SDGs 1, 4, 5, 8, 16, and 17.

# III. Governance Structure of the Program

1. To achieve the objectives of the Program and to ensure division of work and transparency, the Bank and the ISFD in consultation with different stakeholders, departments and regional hubs, have introduced the governance structure of the Program.

1. **Steering Committee:** The role of the steering committee (SC) would be to: (a) provide strategic guidance to the Program; (b) ensure that the projects/activities undertaken are innovative and in-line with the Program objectives as well as global best practices; (c) share knowledge, experience and advice to foster partnership to deliver effective solutions for the Program; (d) advocate and provide support to successful projects development; (e) review and monitor the operations under the Program (success and failure); and (f) monitor the progress of the Program Implementation.
2. **Advisory Board:** For effective branding and promotion, an advisory board comprising representatives from the Bank, ISFD and distinguished and prominent figures in the key region to showcase the Program will be established.
3. **Program Management Team (PMT):** STEP will also have a Program Management Team (PMT) to carry out the overall coordination of critical activities of the program such as overseeing the planning, implementation, and monitoring of activities with the different stakeholders and ensures the achievement of its objectives. Its mandates are (i) to review the detailed action plans, (ii) to assess the progress against initial activities’ timeline, (iii) to monitor the disbursement and expenditures plan.
4. The PMT would be housed in the RSD will closely work with the concerned RHs for the implementation and management of the projects under the program. The PMT will have Senior Partnership and Resource Mobilisation Officer, and Forced Displacement Officer, and Program Monitoring Officer (PMO); (ii) Monitoring and Evaluation Consultant to closely follow up and report the status, implementation, progress and challenges of the program; and (iii) communication materials and funding raising campaigns, meetings, forums to attract the donors, philanthropists, private sector, foundation and partners, newsletters, leaflets, brochures and forums.
5. **Regional Hubs:** The RHs on their part will be fully responsible for the follow up and supervision of the implementation of the respective projects of the program and will work closely with the RSD. Based on the inputs from the RHs, the RSD will submit progress and status reports to the steering committee of the program.

# IV. Job description of the Forced Displacement Officer

1. The effective implementation of the Skills, Training and Education Program (STEP). will require the appointment of a **Forced Displacement Officer** to help make “things happen” and ensure that the various parts of the program proceed effectively.

## Job Purpose

1. The **Forced Displacement Officer** is a member of the STEP Management Team and is responsible for providing thematic expertise in the areas of migration and forced displacement in the IsDB member countries, cooperation with partners in the field where the STEP projects are implemented. S/He will notably be dealing with all aspects of forced displacement, and (s)he will contribute with his/her thematic knowledge and expertise to successfully implement the Program tasks. The **Forced Displacement Officer** is expected to contribute to the formulation, coordination and implementation of policies, strategies and approaches on forced displacement; provide sectoral expertise, support and guidance to colleagues in RSD, RH, and concerned departments.

## Roles and Responsibilities

1. The roles and responsibilities of the Forced Displacement Officer will be as follows:
* Provide strategic and operational leadership on the forced displacement agenda in Member Countries.
* Provide operational support to the ongoing and pipeline STEP projects and operations;
* Facilitate and coordinate the Knowledge, Analytics and Assessments activities;
* Support the RSD through a solid and continuous policy dialogue;
* Manage the dialogue with key counterparts, including but not limited to UNHCR, MDBs, the humanitarian and development actors and key bilateral development partners;
* Help strengthen the STEP process in targeted countries, ensuring that STEP, and projects supporting forced displaced in the RSD, are an integral part of the broader external effort;
* Coordinate program design and processing with relevant stakeholders;
* Provide guidance to the various task teams to ensure activities best respond to the situation on the ground;
* Support project implementation, including possible mid-course adjustments as may be needed based on evolving circumstances;
* Prepare selected country-level analytical pieces in relation to forced displacement and humanitarian-development-peace nexus.
* Coordinate maintain and foster partnerships with bilateral donors, humanitarian and development partners;
* The Forced Displacement Officer may be assigned other tasks and deliverables as deemed appropriate by the Fragility and Resilience Practice.

### Assisting Management

* Provide management oversight and direction for program operations with focus on better achievement of the program objectives.
* Participate in annual program reviews and planning workshops and assist the Program Manager in preparing relevant reports;
* Provide feedback to the Program Manager on program strategies and activities;
* Suggest strategies to the Program Management for improving the efficiency and effectiveness of the program by identifying bottlenecks in completing program activities and developing plans to minimize or eliminate such bottlenecks;
* **Any other assignments given to him by the Director General of the ISFD.**

## Academic Qualifications and Work Experience

1. The minimum required qualifications and work experience are:
* Bachelor or master’s degree in Economics or related field.
* Solid understanding of forced displacement issues. Demonstrated capacity to understand the political economy and local context of forced displacement situations.
* Proven ability to think strategically, connect the dots easily across a range of topics to develop a broader coherent approach; ability to analyse and integrate information into conclusions and recommendations.
* Client orientation and results focus, pragmatism and effectiveness.
* Sound operational judgment. In-depth understanding of Bank operations, processes, projects, and analytical work, dialogue with clients and other development partners.
* Leadership and interpersonal skills. Demonstrated ability to work in teams. Experience in working across disciplinary boundaries and with multiple stakeholders. Strong verbal and written communication skills.
* Excellent written and oral communication. Able to synthesize, analyse, and effectively present material from a wide range of sources. Articulates ideas, verbally, and in writing, using the most effective means of delivery.
* Integrity, tact and discretion.
* Ability to deal sensitively in multi-cultural environments, experience in working in developing countries
* Relevant regional and international experience will be an added advantage

###  Skills

1. The required skills are:
	* **Nurture Teamwork:** Work cooperatively and effectively with others and contribute to enhance effectiveness and efficiency of the program.
	* **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using proper and effective communication tools and techniques.
	* **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the Islamic Development Bank.
	* **Organize set Priorities**, develop a work plan, monitor progress towards goals, and track details/data/information/activities.

### Languages

1. Excellent written and spoken communication skills:
* English (Mandatory)
* Arabic (Mandatory)
* French (Preferred)

General Conditions of the Contract of the Program Monitoring Officer

### Contract type

1. Full-time **Forced Displacement Officer** based at the IsDB HQ in Jeddah, Saudi Arabia

### Duration of the Assignment

1. The assignment is for Five years (2022-2027.) and the contract is renewable every year based on the performance and the achievements of the **Forced Displacement Officer**.

### Reporting

1. The **Forced Displacement Officer** will be reporting to the Director of RSD through the Head of the Program Management Team, and stay in close contact with the Regional Hubs of IsDB and should provide regular reports about the progress of the work plans.

### Obligations

1. The **Forced Displacement Officer** must complete the assignments set out in the Terms of Reference for the contract with due diligence and efficiency, in accordance with generally accepted professional techniques and practices. The **Forced Displacement Officer** must respect the impartiality and independence of ISFD/IsDB and in connection with this contract must neither seek nor accept instructions from anyone other than the above-mentioned reporting system. During the term of this contract, the **Forced Displacement Officer** must refrain from any conduct that would adversely reflect on IsDB/ISFD and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of IsDB. The **Forced Displacement Officer** must exercise the utmost discretion in all matters relating to this contract.

### Travel

1. Travel costs shall be set out in the contract, on the following basis:
	* ISFD will pay for travel in economy class via the most direct and economical route,
	* ISFD will provide the Program Monitoring Officer with daily subsistence allowance similar to ISFD officers undertaking similar travel for official purposes

###  Statement of Good Health

1. Before commencing work, the Program Monitoring Officer must deliver to ISFD/IsDB a certified self-statement of good health and to take full accountability for the accuracy of that statement. The Program Monitoring Officer will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

###  Termination of Contract

1. Either party may terminate the contract before its specified termination date by giving notice in writing to the other party. The period of notice shall be a month. In the event of impropriety or other misconduct by the **Forced Displacement Officer**. ISFD/IsDB shall be entitled to terminate the contract without notice.

###  Selection and Evaluation Criteria:

1. The selection method for the Program Monitoring Officer will be a competitive selection process with a Framework Agreement.
2. A two-stage procedure will be utilized in evaluating the candidates, with evaluation of the technical candidate including the CV of the candidates and a brief proposal of 2 pages maximum (60%) and an interview of the candidates (40%).
3. The contract will be negotiated/awarded to the candidate (consultant) obtaining the highest score.
4. The CVs and technical criteria include the methodology, approach to undertake such assignment, the candidate relevance to the assignment, its experience in the related field as well as its key staff qualification for conducting the assignment. Minimum score of technical qualification is 75.
5. The following technical scores and evaluation criteria will be used through the selection and evaluation process:

|  |  |  |
| --- | --- | --- |
| **No**  | **Evaluation Criteria**  | **Point**  |
| **1.**  | Relevance to the assignment  | 10  |
| **1.1**  | English proficiency  | 08  |
| **1.2**  | Knowledge of another language and the constraint  | 02  |
| **2.**  | Adequacy for the assignment  | 40  |
| **2.1**  | Comprehension of Terms of Reference  | 20  |
| **2.2**  | Organization, methodology  | 20  |
| **3.**  | Qualifications and Competencies of the consultant in the assignment  | 50  |
| **3.1**  | General qualifications (academic profile, years of experience)  | 25  |
| **3.2**  | Similar experience with development program  | 25  |
|   | TOTAL  | 100  |

# Proposal Requirements

## Submission of Proposal

1. The Bank accepts CVs and brief Technical Proposals (2 pages maximum) delivered through e-mail in PDF Format. As such, the Technical Proposal should be sent to **AAbdullahi@isdb.org; M.alhadi@isdb.org**.
2. The email subject should clearly indicate Proposal for **Forced Displacement Officer** for the STEP. Proposals submitted after the deadline stated in the letter of invitation will not be accepted. It is suggested to submit the proposals as early as possible.