

Annex A: Terms of Reference (TOR)

I. Background / General description:

About the Islamic Development Bank Group (IsDBG)

The Islamic Development Bank (IsDB) approved its first Education Sector Policy in December 2018 as a blueprint to guide investment decisions and its engagement in global aid architecture in the sector. The overall goal of the IsDB Education Policy is to “support education systems to build resilience and institutional capacity, ensure continued learning for all and enhance learning outcomes”. The Education Sector Operations Strategy 2025 defines six enablers: System strengthening, Inclusiveness, Innovative financing, Partnerships, Capacity development, and Integration of technology, geared to support the Vision of building “Education systems that transform knowledge and learning for human development”.

The IsDB works towards improving lives and livelihoods by promoting social and economic development in its 57 Member Countries and Muslim Communities in Non-Member Countries across four continents in the world. To deliver impactful interventions at scale, the IsDB provides the infrastructure, training and capacity building needed for people to lead better lives and achieve their full potential.

Guided by the Islamic teaching to seek knowledge as a fundamental right for individuals to live and thrive to their fullest potentials, and to live in dignity and prosperity, investments in education and training is central to IsDB’s mission. Thus, inclusive human capital development is a key pillar of the IsDB strategic objectives of boosting recovery, tackling poverty and building resilience, and driving green economic growth in Member Countries.

In delivering on its mandate and to specifically finance the implementation of the Education Sector Strategy, the IsDB recognizes that development financing serves as a catalyst to leverage domestic resources and to unlock private sector financing. It also takes note of the extraordinary circumstance posed by COVID-19 pandemic and its implications for future education financing. In this regard, IsDB builds collaborative partnerships with development partners to enhance synergies and leverage expertise and financial resources.

The Arab Coordination Group (ACG)

The ACG comprises of ten Arab development financial institutions: Abu Dhabi Fund for Development, Arab Bank for Economic Development in Africa, Arab Fund for Economic and Social Development, Arab Gulf Development Program, Arab Monetary Fund, Islamic Development Bank Group, Kuwait Fund for Arab Economic Development, OPEC Fund for International Development, Qatar Fund for Development, and Saudi Fund for Development.

The principal objective of the ACG is to consult and optimize the application of resources and the giving of aid by the various Arab Development Funds. A further objective is to derive benefit from coordinating financing efforts and the accompanying procedures, particularly for major projects and programs that exceed the capacity of any single institution. In addition to achieving these common objectives, the intention is to establish clear links to promote development assistance and economic relations in the recipient countries.

At the invitation of the IsDB in May 2020, the ACG institutions agreed to pledge US\$10 billion for a coordinated initiative to address and mitigate the negative impacts of the novel Coronavirus Pandemic on developing countries. The package focused on health emergency response; and as a contribution towards sustaining and reviving the economic and social sectors. To date the ACG Institutions has approved/committed US\$ 8.6 billion financing, representing 86% of the US\$ 10 billion pledge. These disbursements/commitments will benefit a large number of people in beneficiary countries and communities. Some ACG members have already exceeded their initial pledged targets, while others are well on the way to achieve or exceed their multi-year pledge target, ensuring the readiness of projects for implementation and delivery of results.

As a bloc, the ACG cooperates and partners with other similar entities notably the OECD DAC in several sectors/areas of international development. Following the adoption of the Education Sustainable Development Goal (SDG4) in 2015, Arab and DAC providers agreed, during the 2016 Arab-DAC Dialogue on Development, to explore setting up a joint task force on education. Since then, the Islamic Development Bank has been the Focal Point for the ACG in the Task Force, which aims at accelerating access to quality education in areas that are not being addressed through other initiatives or that have gaps in coverage.

At the operational level, the ACG meets regularly to share data on pipeline projects and solicit co-financing to any financial gaps thereof. The bulk of co-financing are through parallel financing in which parties maintain fiduciary responsibility over their funding while supporting a common project development objective.

The IsDB-GPE Partnership

GPE is a shared commitment to ending the world's learning crisis, mobilizing partnership and investments to help partner countries transform their education systems. GPE brings together education partners with one overarching mission - deliver quality education for every child.

GPE is also a key driver of global and regional advocacy for transforming education. It endeavors to accelerate access, learning outcomes and gender equality by building resilient education systems in lower-income and lower middle-income countries.

GPE is governed by a Board of Directors with representation from lower income countries, donors, multilateral organizations (UN organizations and development banks), civil society, teacher organizations, the private sector, and private foundations. IsDB is an Alternate Board Member for the Multilateral Agencies Constituency (MLA 3).

Bilateral and multilateral partners are critical to the GPE as it relies on this diverse group of partners for funding, governance, technical collaboration and support to sector coordination and grant delivery at country level. These partners also take on the role of Coordinating Agency and/or Grant Agent in GPE partner countries, playing key roles in the operationalization of GPE's strategy. These roles are decided in Local Education Groups as an integral part of the overall sector coordination mechanism with government in the lead.

The IsDB and GPE signed a *Letter of Intent* in April 2019 to serve as a framework to facilitate cooperation in areas of common interest in the field of education. The initial areas of collaboration identified were (i) leveraging additional resources for education through the GPE Multiplier; (ii) expanding role of IsDB in country level coordination, including as Grant Agent for GPE funding; (iii) deepening participation of IsDB in GPE governance; and (iv) jointly promoting political commitment to education.

The ACG SmartEd Initiative

The Arab Coordination Group's Smart Financing for Education (ACG SmartEd) is an IsDB-GPE led initiative to create a *US\$ 500 million facility* comprised of \$400 million in concessional loans mobilized by the Arab Coordination Group (ACG) blended with \$100 million of GPE grants to finance education and get millions of children into school and learning. The initiative is an opportunity to combine grant capital from GPE with concessional lending from the ACG to raise investment in high-impact education programs in 37 common member countries¹. The combined financing of the SmartEd facility will be invested in evidence-based, nationally owned programs predicated on countries identified strategic aims for their education sectors to facilitates impact, national ownership, and sustainability. The SmartEd will be implemented over the GPE 2025 Strategic Plan period.

The IsDB will serve as the Focal Point on behalf of the ACG partners in the implementation of the ACG SmartEd facility and the Economic & Social Infrastructure Department wishes

¹ Benin, Burkina Faso, Cameroon, Chad, Niger, Nigeria, Togo, Cote d'Ivoire, Gambia, Guinea Bissau, Guinea, Mali, Senegal, Sierra Leone, Comoros, Djibouti, Mozambique, Somalia, Uganda, Guyana, Kyrgyzstan, Tajikistan, Uzbekistan, Afghanistan, Albania, Pakistan, Bangladesh, Maldives, Indonesia, Egypt, Sudan, Syria, Algeria, Mauritania, Morocco, Tunisia and Yemen

to strengthen the Education Sector Team to support the implementation process and ensure a focus on results. The Team will coordinate with the ACG institutions and the GPE Secretariat and work closely with the IsDB Regional Hub teams who are responsible for directly liaison with client governments and the Local Education Groups in beneficiary countries. The teams in the Hubs will coordinate with technical counterparts from the ACG institutions to jointly design, appraise and implement the country projects.

Current IsDB-GPE Portfolio

IsDB is one of fourteen accredited GPE Grant Agents and is currently serving in this capacity in Tajikistan, Yemen, Mauritania, and Nigeria. IsDB was accredited as a Grant Agent of the GPE in August 2019. The first operation of \$46 million under the portfolio to unlock a \$10 million Multiplier grant for Tajikistan with a blended financing, including \$10 million from ISFD, was effective in August 2020. This was followed by two operations during the COVID-19 pandemic in Mauritania and Yemen from the GPE COVID-19 Accelerated Funding for \$3.5 million and \$11 million respectively, were effective in October and November 2022. A \$62.8 million operation comprising \$15.35 million Multiplier grant was unlocked with funding from ISFD, EAA, Kuwait Fund for Development and Save the Children, is awaiting signature of the financing agreement. In August 2022, IsDB was selected as Grant Agent for a \$15 million Multiplier with \$10 million System Transformation Grant in an \$86 million project for Tajikistan Phase II.

The current portfolio, which includes \$39.85 million grant from GPE, will increase by three folds with the Phase II in Tajikistan plus the pipeline under the SmartEd to \$125 million. This will be a significant increase of more than six time for the portfolio to over US\$ 600 million combining GPE Grant and ACG Ordinary Concessional Resources.

II. Job Purpose:

The IsDB is seeking experienced, high-performing, energetic individual consultant(s) to support the Regional Hub operations teams in the implementation of the IsDB-GPE portfolio. S/he will assist the IsDB Regional Hub Teams in design, preparation, appraisal and implementation of the country projects to ensure compliance with the ACG partners requirements in general but more specifically with IsDB and GPE procedures and guidelines.

Under the supervision of the Country Operations Manager, the Consultants will conduct due-diligence, monitor day-to-day IsDB-GPE operations management activities as per the approved PAD and DoA and within the signed Financial Procedures Agreement with the GPE Trustee and its mandate to support economic development in the concerned member countries.

Duration of Assignment. The successful candidate will be offered a one-year term for the first phase covering the implementation of ongoing operations in Abuja and Almaty hubs while supporting the ACG SmartEd pipeline development and preparation, followed by an annual renewable tenure that covers appraisal and approval of projects and subsequent implementation on a yearly basis based on performance.

Duty station. S/he shall be stationed at concerned Regional Hub of Abuja and/or Almaty.

III. MAIN TASKS & DUTIES:

The candidate will report to the concerned Country Operations Manager (COM) at the Regional Hub on day-to-day operations for SmartEd funded projects and others as required with a parallel reporting to the Lead Education Specialist, ESID, on progress reporting to the ACG partners and GPE Secretariat. S/he will play a critical role in raising the efficiency and effectiveness of the profile of the portfolio. Additionally, s/he shall work closely with the Lead Education Specialist at the HQs and Operations Team Leaders in respective Regional Hubs to ensure the translation of strategic objectives of the IsDB education strategy into operational priorities, results frameworks, and quality assurance processes. Ensures that processes and instruments are fit-for-purpose and optimize development impact.

Specific duties include:

- The successful candidate will play a key role in supporting the joint ACG-GPE technical team in the operationalization of the various Guidelines for the ACG SmartEd facility. The candidate will provide support in matters related to the portfolio, collaborate and engage with multiple stakeholders at the country level to nurture a network to enhance IsDB capacity to adopt best practices in project design preparation and management.
- Supports the Operations Team Lead in the day-to-day communication, monitoring and implementation support to the Project Management Units and Executing Agencies; supervision of project contract management and resources covering but not limited to Procurement, Disbursements, Financial Management, Legal, Site Visit; preparation of periodic implementation progress reports (including PIASRs) to the partners and the Bank, and proactive mitigation of project implementation issues. Contribute to knowledge management agenda by identifying lessons learned from the portfolio operations.
- Prepare and maintain a robust and rigorous operational mechanism for the implementation of the ACG SmartEd facility and prepare necessary communications for the Operations Team to effectively coordinate with stakeholders notably the LEG at the country level, Concerned State and Federal Ministries of Education & other entities and with ACG institutions on the portfolio implementation.

- Works closely with the relevant COMs at the Regional Hub to develop the pipeline of projects and support the planning, design and implementation arrangements including identification of suitable consultancy services for specific thematic areas of the projects, recruitment process of PDG consultant in coordination with Corporate Procurement, management of consultant contracts, and quality reviews of consultant reports and inputs to project appraisal documents to ensure quality, and similar services to service providers during project implementation.
- Provide substantial inputs to OTLs to develop project profiles as required including participation in field missions, and participation in LEG meetings and activities.
- In close consultation with the Regional Hub Operations Team Lead, s/he will establish and convene quality assurance progress review meetings with the Team ahead of each semi-annual technical review meetings with GPE and partners and lead the preparation of individual projects and program progress reports under the Regional Hub's portfolio.
- Supports the Operations Team Lead through participate and/or contribution to the wider education sector portfolio activities/tasks of the concerned Regional Hub.
- Participate in education sector project related missions (physically or virtually) to support project designs and ensure adherence to partner requirements.
- Works closely with the ESID Lead Education Specialist to prepare occasional operational or management briefs and disseminate key sector knowledge products, best practices and learning outcomes with colleagues and partners.
- Provide technical and professional support to the Operations Team Leader in the preparation of education sector project preparation/appraisals and comprehensive due diligence of the technical, financial, procurement, institutional, economic, social and environmental aspects of the project proposals ensuring the same are in line with the operations manual and applicable policies/procedures of the Bank and GPE guidelines and requirements.
- Supports the Operations Team Lead in liaising with the respective ACG Partners and the GPE Secretariat for the quality assessment reviews (QAR)s to further refine and enhance the project appraisal documents prior to submission for the IsDB and GPE Board s for approval.
- Coordinate with the Operations Team Leader, in all aspects of the project implementation to ensure projects are completed as per the project charter/plan and in compliance with partner requirements.

- Lead the preparation of periodic project implementation assessment and support reports (PIASRs) for projects under the portfolio and the periodic progress reports to GPE to ensure implementation issues and proposed mitigation actions are documented as a reference and followed up for smooth execution.
- Works closely under the guidance of the Operations Team Lead to ensure the maintenance of adequate, up-to-date, and accurate project information and key equity, efficiency learning outcome indicators as well as contract management in the bank's Operations Management System (OMS) and to periodically use such information to provide periodic data and information on project indicators to partners.
- Assess implementation progress of approved operations under the portfolio and provide feedback /recommendations on bank's position to relevant authorities/stakeholders.
- Contribute to maintenance of project implementation plans under the portfolio to ensure ongoing monitoring of project progress, pro-active identification of issues, recommendation, and implementation of action plans to resolve issues promptly.
- Review implementation quality and progress of approved operations under the portfolio and provide recommendations for improvements to the relevant authorities/stakeholders.
- Provide inputs to the Procurement and Financial Management staff to ensure procurement of materials and disbursement of funds for the projects are in line with the policies of the Bank and the guidelines/procedures of the GPE.
- Monitor contracts and financial management activities of the projects under the portfolio and provide recommendations on bank's position to relevant authorities/stakeholders.
- Lead the preparation of Project Completion Reports under the supervision of the Operations Team Lead and in close collaboration with ESID Lead Education Specialist, at the completion of each project under the portfolio in compliance with the Bank and GPE guidelines and using relevant templates thereof.
- Compile inputs for the Sectoral Teams in CPO ensuring lessons learnt during the project implementation are recorded as reference for the future projects.

- Provide inputs to Operations Team Leader during the operational cycle of the projects to ensure necessary operational policies and procedures are followed and improvements suggested are being implemented.
- Support Operations Team Leader in efficiently utilizing Project Development Grant resources from the GPE to engage external expertise/consultancy services according to the bank's procurement policy, to complement internal capacity and resources, ensuring quality project due diligence, implementation, and lessons learnt.

IV. Remuneration

The successful candidate shall receive a lumpsum remuneration equivalent to the IsDB Project Management Specialist's (Local) pay scale. S/he shall be entitled to all benefits due to IsDB professional staff when on official missions in accordance with the IsDB Business Travel Guidelines.

V. Qualifications and Experience

- Master's degree in education, economics, finance, or related disciplines.
- Minimum of five (5) years' experience in a similar or relevant function in international development, the private sector or senior public service position.
- Demonstrated knowledge of the trends and emerging challenges related to the global and regional education issues, and experience working effectively with governments, civil society, multilateral development institutions, or private sector.
- Demonstrated ability to undertake analytical/technical work that translates technical skills into operational mechanisms for results in developing countries including in fragile contexts.
- Sustained record of managing or participating at middle to senior levels and delivering projects/programs in teams for high performance, achieving substantive results over time in education sector planning, sector management, and in design of monitoring and evaluation of programmes and initiatives.
- Ability to conceptualize, organize, and contribute to teamwork, with demonstrated expertise in analytical, evaluation and quality assurance work.
- Strong technical skills and knowledge, and effective communications skills and ability to convey complex technical ideas to a non-specialist audience including senior management and country level stakeholders. Strong inter-personal relations, negotiations and presentation skills.
- Experience participating in or supporting policy/strategy & programme development and implementation in education or other social sectors
- Ability to work under pressure, prioritize and juggle with multiple tasks under tight deadlines and respond to requests in a timely manner with quality

- Ability to work independently with minimum high-level guidance/supervision
- Proficiency in English is mandatory. Working knowledge or fluency in French and Russian will be an added advantage for Abuja Regional Hub and Almaty Regional Hub respectively.

VI. Expression of Interest:

The ESI Department is soliciting interest from qualified consultants to provide the services outlined above. Consultants who wish to express their interest must provide details on their availability for the services, a comprehensive Curriculum Vitae (CV) that includes relevant publications and assignments, and a sample of similar works they have previously completed.

Candidates who are interested in submitting their Expression of Interest should do so through the IsDB Procurement, as well as the designated email addresses for submission provided.

For Queries and Clarification: General - BCC2023-018 Hub's Capacity in Enhancing the IsDB _GPE Portfolio Implementation - Almaty & Abuja
a8b380a8.isdb.org@emea.teams.ms

For EOI Submission: EOI Submission - BCC2023-018 Hub's Capacity in Enhancing the IsDB _GPE Portfolio Implementation - Almaty & Abuja
535b9e99.isdb.org@emea.teams.ms

- The EOI/Proposal must be submitted no later than 13th May 2023.

Annex -I:

EOI Template will be along with Terms of reference enclosed within the published EOI.