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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

Senior Partnership and Resource Mobilization 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 pro-poor 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-Year 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 Fragility and Resilience Practice 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 Program Monitoring Officer

1. The Bank is looking for qualified candidate(s) to fill in the position of the Senior Partnership and Resource Mobilization Officer for the Skills, Training and Education Program (STEP).

## Job Purpose

1. IsDB is looking for a seasoned, highly creative, and entrepreneurial development professional with management skills to lead, skill and inspire STEP Management Team. The position entails finding new ways to drive financial growth and overcome challenges that are common in advocacy, partnership building and mobilizing resources for supporting forced displacement and host communities. She/he will have a proven track record of identifying, cultivating, and soliciting organizations to appreciate the STEP. She/he will have an extensive network of relationships that are relevant to this work and a broad knowledge in the world of philanthropy and social entrepreneurship in MENA, Africa, Asia and elsewhere.
2. The Partnership and Resource Mobilisation Officer will be part of the STEP Management Team, and will be responsible for assisting with resource mobilization, strategic planning, and growing STEP through creating, maintaining, and facilitating effective partnerships between STEP and its collaborating and financing partners, including non-governmental organizations, bilateral and multilateral institutions, and foundations to secure resources for STEP projects. S/he will be responsible for promoting the STEP and its achievements and be the liaison between STEP teams and funding and implementing partners in coordinating proposal development, partner solicitation and reporting on results.
3. This is on a One - Year Contract, Renewable based on Performance.

## Roles and Responsibilities

1. The specific responsibilities of The Partnership Building and Resource Mobilisation Officer include:

### Resource Mobilization

* Oversee the formation and operating processes of all resource mobilization activities,

ensuring long-term, flexible, and sustainable resourcing for STEP and deliverables.

Engage with development partners to build strong relations, position and elevate what STEP does while increasing its visibility.

* Develop and implement a comprehensive resource mobilization strategy for STEP which specifies achievable financial targets and pipeline, reporting and tracking system and how the team can achieve them.
* Process of concept note/proposal development in collaboration with the RSD fragility and resilience practice team, Regional Hubs focal points, to ensure that they are properly coordinated and consistent with internal program priorities, cross cutting issues and partner priorities and requirements.
* Develop and ensure quality standards for proposals and concept notes and ensure achievement.
* Identify and engage with traditional and innovative funding sources and potential partners to build and develop new business opportunities and strategic relationships for increasing the funding base.
* Collaborate with the Finance team in financial data tracking and analysis for budgeting, monitoring, and reporting and grant audit to meet program objectives and stakeholders/donor requirements.
* Work closely with the RSD fragility and resilience practice team to gather and manage knowledge and intelligence to develop innovative ways of securing and expanding existing funding streams and translate this into clear messages that multi-disciplinary teams use in their engagement with different partners.
* Prepare updates to senior management in IsDB and ISFD and other stakeholder on the status of resource mobilization and partnerships.
* Develop and coordinate online/web-based fundraising initiatives.
* Manage resource mobilisation functions and activities and supporting the program in building alliance with donor relationships
* Coordinate the proposal development process – arranging meetings, coordinating with teams, getting approvals, and making sure proposal submission is made in time.
* Develop and maintain a donor scoping sheet with details of all potential donors.
* Develop and maintain cultivation plans with details of high priority donors and engagement strategies with them.
* Maintain and regularly update the management with details of all existing and upcoming grants in the pipeline.
* Prepare capacity statements, thematic papers, concept notes and proposals.
* Ensure all submitted proposals are stored and arranged properly.
* Organise and lead grant inception meetings to induct implementing staff on grant requirements.
* Create and distribute standard and special reports, studies, summaries, and analyses, as required, to the leadership team as and when required.
* Participate in budget reforecasting for all grants.
* Filing of donor contracts and communications (soft and hard copies).
* Work closely with Finance department to implement recommendations from audits for the Fundraising and Partnerships section.
* Ensure Reporting schedule is updated and an effective guide to support timely submission and storage of high-quality donor reports.
* Coordinate and follow up with Programmes, M&E and Finance staff for input and additional information into donors’ reports.
* Work closely with the Finance team to support the preparation of donor financial reports for small and medium-term grants.
* Deliver high quality editing of reports to ensure an accurate picture of progress is presented and donor commitments are met.
* Production of resource mobilization and fundraising status report.

### Partnerships

### Manage a comprehensive database of partners to facilitate tracking of partnerships and outreach to potential partners to enhance collaborative effectiveness and a mutually beneficial engagement.

### Represent the STEP as delegated to promote the Program and its mission, articulating its position, and leveraging opportunities for strategic collaboration and synergies.

### Support the program with the establishment of high-level networking initiatives to mobilize resources from traditional and new partners and sources.

### Map events and manage a strategic “calendar” that anticipates events that can provide STEP with partnership opportunities that can be leveraged in an effective way.

### Support the program in exploring the potential of building or strengthening partnerships with philanthropists, regional and global organizations, development partners, MDBs and others based on common interest and purpose.

### Support the program with strategic planning and coordinating the development and implementation of annual plans.

### Lead and coordinate the preparation, production and reporting to various partners, overseeing content development, quality control, finalization, and dissemination.

### Perform any other duties as assigned by the head, social development, and RSD Director.

## Required Qualifications, Experience and Competencies

Selection will be competitive based on the following candidate profile:

* Advanced University degree in Business Management, Development Financing, Public Administration, International Development, or any other relevant discipline.
* Minimum of 10 years of experience, 5 years of which is proven and established track record in fundraising, resource mobilization, business development, development financing and partnership-building at international level. Prior experience in direct interactions with donors and financial institutions, including with private and institutional investors is desirable.
* Demonstrated experience in and understanding of the funding mechanisms and procedures for bilateral and multilateral and development partners, philanthropic organizations, private foundations, or NGOs as well as in grant management.
* Knowledge of the global development financing system, results-based financing, and official development assistance.
* Experience drafting proposals for funding that were successful and that translated into financial resources from diverse sources.
* Ability to think creatively and innovatively.
* Ability to connect with people and form effective strategic alliances and present issues in a cogent and persuasive manner both orally and in writing.
* English is working language of STEP. Fluency in English is a requirement and a good working knowledge of Arabic language.
* Ability to effectively use software programs such as Microsoft Office Word, Excel, PowerPoint, and SharePoint

### 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 behaviour and business practices and ensure that own behaviour and the behaviour 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)

### Contract type

1. Full-time Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization Officer.

### Reporting

1. The Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization 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:
   1. IsDB will pay for travel in economy class via the most direct and economical route,
   2. IsDB will provide the Program Monitoring Officer with daily subsistence allowance like IsDB officers undertaking similar travel for official purposes

### Statement of Good Health

1. Before commencing work, the Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization 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 Senior Partnership and Resource Mobilization Officer. ISFD/IsDB shall be entitled to terminate the contract without notice.

### Selection and Evaluation Criteria:

1. The selection method for the Senior Partnership and Resource Mobilization 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:

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| **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 Program Monitoring 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.