Terms of Reference

for

BCC2024-003 Enhancing Operational and Cost Efficiency through Data Analytics

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| **Objective of the Assignment** |
| The objective of this assignment for the consultant is to assess and enhance the operational efficiency and cost efficiency from IsDB’s field presence through comprehensive data analytics.  The bank has created an internal team dedicated for this specific project. This team will be supported by an external consultant who will play a pivotal role in providing support based on available evidence and information. Their primary objective of bringing the consultant on‐board is to assess and enhance the operational efficiency and cost efficiency from IsDB’s field presence through comprehensive data analytics and to assist the team in preparing a comprehensive analysis by leveraging the provided evidence and available data. |

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| **Scope of Services, Tasks** |
| 1. Conduct a thorough trend analysis of operational data and processes. 2. Conduct a thorough trend analysis of administrative costs and processes. 3. Design and implement predictive models to forecast trends for specific Key Performance Indicators. 4. Collaborate with relevant stakeholders to gather additional data and insights. 5. Provide specific (clear and actionable) recommendations, alongside strategic guidance, to boost operational efficiency and cost effectiveness. |

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| **Expertise Required** | |
| **Academic qualifications** | * Master’s Degree in Economics, Business Administration, Development Studies, Social Sciences or relevant field relevant disciplines. |
| **Languages** | * English (mandatory) * French (preferable) * Arabic (preferable) |
| **Required Experience** | * 5 years’ experience in development project management preferably in International Development Institutions. * Experience and Skills in Monitoring & Evaluation, with specific experience in project design and project management. * Previous assignments working with Development Finance Institutions is essential. * The consultants must possess experience in strategies and procedures, and coordination with partners for development assistance in a multilateral development Bank. |
| **Assignment specific competencies** | * International and Multicultural Collaboration * Drive for Results * Stakeholder Management / Client Orientation * Teamwork * Development Project Finance * International Development Cooperation * Project Management |

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| **Supervision Arrangement** | |
| **Consultancy Assignment Duration** | The consultant is expected perform the following tasks starting from February 2024 for a period of not less than 3 months and not exceeding 6 months. |
| **Location** | Virtual, with possibility of having physical work arrangement at IsDB Headquarters in Jeddah, Saudi Arabia, or in one of IsDB Regional Hubs offices |
| **Business Travel requirements** | Business Travel as per requirement to conduct data collection and interview with relevant stakeholders. Total number of days for travel during this assignment should not exceed 20 (twenty) calendar days. |
| **Reports to** | The Director General, Country Programs |
| **Hours of work** | Not applicable. This is an output-based assignment. On exceptional basis, business travel outside working days and office hours is required. |

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| **Counterpart Support and Remuneration** | |
| **Counterpart Support** | Whenever the physical work arrangement is required, IsDB will provide office access, space, and office equipment including laptop during assignment duration, either at IsDB Headquarters in Jeddah, Saudi Arabia, or in one of IsDB Regional Hubs offices |
| **Remunerations** | USD 35,000, exclusive of Business Travel Cost during assignment. |
| **Allowances** | Not applicable. |

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| **Evaluation Criteria** | |
| **Academic Qualification** | 10 Points |
| **Relevance of assignment** | 40 Points |
| **Adequacy for Assignment** | 30 Points |
| **Competencies** | 10 points |
| **Interview of the consultant** | 10 points |
| **Procurement Method** | Quality Base Selection |
| **Consultancy type** | Individual |

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| **Expression Of interest (EOI)Submission** | |
| **Deadline for Submission** | **29th January 2024** |
| **EOI Submission** | EOI Submission - BCC2024-003 Enhancing Operational and Cost Efficiency through Data Analytics [6af3a8c6.isdb.org@emea.teams.ms](mailto:6af3a8c6.isdb.org@emea.teams.ms) |
| **For Queries** | General - BCC2024-003 Enhancing Operational and Cost Efficiency through Data Analytics [b29da123.isdb.org@emea.teams.ms](mailto:b29da123.isdb.org@emea.teams.ms) |
| **SAP ARIBA registration (Mandatory)** | <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/> |

Annexure: EOI template