**Invitation for Expression of Interest (IEOI) – Individual Consultant**

**Invitation for Expression of Interest**

FOR

**Long-Term Consultant:**

**Digital Analyst for the Lives and Livelihoods Fund (LLF)**

*31 March, 2024*

The Lives and Livelihoods Fund (LLF) (www.livesandlivelihoodsfund.org) is a trust fund within the Islamic Development Bank (IsDB) that provides concessional financing to eligible member countries to support vulnerable populations through Health, Social Infrastructure, and Agriculture projects.

**The LLF Management Unit (LLFMU) seeks to hire a digital analyst with experience in development projects as a long-term consultant. The analyst will be responsible for supporting the development, implementation, and management of end-to-end data analytics solutions (including data dashboards) for the LLF, utilizing tools such as Microsoft Power BI, Google Sheets, and Google App Scripts. Leveraging strong data modeling, visualization, and business analysis skills, the analyst will collaborate with stakeholders to understand requirements and translate them into insightful, actionable dashboards and reports. They will design and maintain scalable data models, automate workflows, ensure integrity of data, and create visually compelling visualizations that drive data-driven decision making across LLF operations. The analyst will be hired with annual contracts that will be renewable for the duration of the LLF and will be based at IsDB HQ in Jeddah, KS.**

The Terms of Reference (TOR) for the Services are attached in Appendix A. The services will be provided by individual consultants. IsDB and the LLFMU will select and engage the consultants in accordance with the IsDB and Corporate Procurement Policy (Policy). IsDB and the LLFMU invite Expression of Interest (EOI) and proposals from individual consultants for consideration to advance the recruitment process.

Applicants wishing to submit a proposal are required to complete the EoI and standard forms for proposal submission (Appendix B) and a CV and samples of previous work and submit them via email no later than 04th May 2024 at 23:59 (Arabian Standard Time). Please note that no submissions will be accepted after this time. It is strongly recommended to take appropriate measures for submitting proposals well in advance of the submission deadline in case technical issues arise for which there may not be sufficient time to resolve. The email address for submission is noted below. All materials should be sent to the authorized representative of the IsDB:

Dr. Mohammed Umer Mir

LLF Management Unit

Special & Trust Funds

E-mail: 5809d80d.isdb.org@emea.teams.ms

Yours sincerely,

**Head of Lives and Livelihood Fund Management Unit**

**CONTENTS**

**Appendix A:** Terms of Reference

**Appendix B:** EOI Form

**Appendix C:** Evaluation Criteria

**Appendix A: TERMS OF REFERENCE**

**Overview of Job Details**

|  |  |
| --- | --- |
| **Job Title:**  | Digital Analyst  |
| **Division/Section:**  | Lives and Livelihood Fund Management Unit (LLFMU)  |
| **Department:**  | Special and Trust Funds  |
| **Location:**  | IsDB HQ, Jeddah, KSA |
| **Travel:**  | 20% and above, depending on need.   |
| **Contract duration:** | Annual, renewable |

**Job Purpose:**

* Develop and optimize LLFMU's data and analytics systems to enhance project outcomes, utilizing tools like Microsoft Power BI and Google Sheets.
* Collaborate with stakeholders to translate requirements into insightful dashboards and reports, leveraging strong data modeling and visualization skills.
* Provide training and mentorship on analytics best practices and technologies, ensuring data-driven decision-making across LLF operations.

**Key Accountabilities:**

* **Operational and Implementation Support:**
	+ Support the implementation of LLF activities, work plans and KPIs for the LLF Management Unit.
	+ Support the development and execution of fund policies and procedures for the LLFMU in the Operations Manual, including new solutions that enhance the effectiveness of LLF operations.
	+ Collect and analyse data on global trends that could impact the economic future of LLF, utilizing the data to draft initial strategic recommendations.
	+ Prepare briefing materials and talking points related to policy and strategy foresight for senior LLFMU staff.
	+ Prepare detailed information for IsDB committees, including drafting progress reports and taking minutes.
	+ Support the sector experts, regional hubs, external partners, and project teams in the identification, design, and execution of projects across the LLF portfolio as needed.
	+ Create dashboards for the LLFMU to track and notify stakeholders of upcoming project milestones, deliverables, and deadlines.
* **aRBM Analysis and Support:**
	+ Assist the aRBM Specialist in the implementation of the LLF results framework and aRBM systems, including associated processes/procedures and tools that will enable the collection, storage and reporting of data related to all LLFMU activities.
	+ Assist the aRBM specialist in development and maintenance of the LLF data architecture including data collection templates, data mapping, data flows and data governance protocols.
	+ Maintain master data repository of fund and project indicators, baselines, targets, and performance data.
	+ Support the monitoring of the quality and completeness of data for tracking project performance and evidence-based decision making, identifying, and solving data problems when they arise.
	+ Collect and analyse large and complex data sets utilizing statistical methods to understand the impact of LLF projects and the overall fund on their intended goals.
	+ In coordination with the aRBM Specialist, develop and maintain the LLF data dashboard, reports and visualizations that effectively communicate project and portfolio data insights to internal partners and external stakeholders.
	+ Identify trends and patterns in project-related data and provide data-driven recommendations to the aRBM Specialist, Sector Specialists and Operations Lead.
	+ Continuously monitor and evaluate the effectiveness of data analyses and processes, and support initiatives for data integrity and normalization.
	+ Assist the aRBM Specialist in conducting trainings for the technical project/regional hub staff involved in data collection and in the proper use of data collection tools.
	+ Assist in developing and reviewing MU reports to the LLF donors to ensure quality, accuracy, and that they capture the outputs and outcomes as expected.
	+ Automate data workflows, integrations, and transformations between systems like Google Sheets, PowerBI, OMS, and project databases.
	+ Conduct quality assurance checks on incoming project data, liaise with PMUs to resolve discrepancies.
	+ Perform additional tasks as required by the aRBM Specialis
* **Coordination, Communication & Follow-Up**:
	+ Support the Communications Specialist in preparing and managing communication and visibility media materials related to specific projects and/or LLF in general.
	+ Support the coordination with relevant stakeholder departments across the Bank to ensure alignment of LLF activities with current institutional Strategy and policy commitments.
* **Knowledge Sharing and Development:**
	+ Share best practices and identify areas where IsDB and LLFMU can make contributions.
	+ Share knowledge and experience of LLFMU projects with other Units within IsDB and seek opportunities for joint collaborations.
	+ Maintain a comprehensive knowledge management system/hub to capture and organize information related to LLFMU projects, initiatives, and communication activities.
	+ Document lessons learned, success stories, and best practices arising from LLFMU's work, and support their systematic dissemination and accessibility to internal and external stakeholders.
	+ Regularly update and enhance knowledge management tools and platforms to facilitate efficient knowledge sharing and collaboration across LLFMU and with other Units within IsDB.
	+ Participate in the process of setting Unit and Individual objectives, ensuring alignment with LLFMU's strategic priorities and communication goals.
	+ Collaborate with supervisors and team leads to identify areas for improvement and implement corrective actions as needed to optimize portfolio performance and maximize impact.
	+ Deliver trainings and provide support to PMUs, OTLs, and other stakeholders on RBM protocols and using data templates and learning systems.

**Academic and professional qualifications:**

* Bachelor’s degree in computer science, Information Systems, or a related field. Master's degree is a plus.
* Proven experience working as a Microsoft Power BI Developer or similar role, with a focus on designing and developing end-to-end Power BI solutions.
* In-depth knowledge of Microsoft Power BI platform, including Power Query, Power Pivot, DAX, and Power BI Desktop.
* Strong understanding of data modeling concepts and experience in designing efficient and scalable data models for reporting and analytics.
* Proficiency in SQL and experience with relational databases, data warehousing, and ETL processes.
* Excellent data visualization and dashboard design skills, with a keen eye for creating visually appealing and user-friendly reports.
* Strong analytical and problem-solving abilities, with the capability to translate complex business requirements into practical Power BI solutions.
* Familiarity with data governance and data quality principles, ensuring accuracy, consistency, and integrity of data in Power BI solutions.
* Proficiency in Google Sheets working as a data entry, data store and data mapping tool for PowerBI Dashboards as well as building workflows on top of the same using Google App Scripts.

**Skills & Necessary Knowledge:**

* Strong qualitative and quantitative data analytics skills
* Strong computer skills
* Strong written and oral communication skills
* Team player
* Experience with advanced analytics and machine learning concepts, and their integration with Power BI.
* Familiarity with other BI tools and technologies, such as Oracle Business Intelligence (OBIEE).
* Knowledge of cloud-based data platforms and services, such as Microsoft Azure
* Familiarity with using Google Sheets for Data Mapping file, Masterfile, Primary Data Entry Tool & Data Governance
* Demonstrated experience of using PowerBI Platform for Dashboard Development
* Demonstrated experience of using Google App Script for ETL Logic and processes

**Languages of Proficiency:**

* English – mandatory
* French – preferred
* Arabic – preferred

**Appendix B**

**EXPRESSION OF INTEREST FORM**

Dear Dr. Mohammed Umer Mir, LLF Management Unit,

I have carefully read your Invitation for Expression of Interest (EOI) for the captioned assignment/project and find the Terms of References (TOR) and Scope of Work match my skill mix and experiences for providing the services required in the TOR. I would like to express my interest in being considered for the Shortlist. I understand that the LLF Management Unit and IsDB do not have an obligation that I must be selected. I have attached to this EOI my **Curriculum Vitae (CV) and samples of previous work** for your consideration. Some of the key information is highlighted below:

**A. Personal Profile**

|  |
| --- |
| Nationality:Date of Birth:Permanent Address: Phone No.:Email:  |

**B. Eligibility Declaration**

I, the undersigned, certify to the best of my knowledge and belief:

I have read terms of reference (TOR) and Scope of Work (Appendix A), for this assignment.

I confirm that the project references submitted as part of this EOI accurately reflect the experience of myself.

I confirm that I have never been convicted of an integrity-related offense or crime related to theft, corruption and fraud.

I understand that any misrepresentations that knowingly or recklessly mislead or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with IsDB’s Integrity and Anti-corruption Policy.

**C. Attach CV and work samples**

*Signature:* *Name of Applicant:*

**Appendix C**

**EVALUATION CRITERIA**

|  |  |
| --- | --- |
| **Criteria** | **Score** |
| **General Qualification** | **40** |
| Professional Qualification | 25 |
| Academic Qualification | 5 |
| Demonstrated written/verbal communication skill | 10 |
| **Experience in the Sector** | **60** |
| Specific experience related to the assignments mentioned in the ToR | 60 |
| **Total** | **100** |