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

**Invitation for Expression of Interest**

For

**Long-Term Consultant:**

**Gender Specialist for the Lives and Livelihoods Fund (LLF)**

*2nd April 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 seasoned specialist with experience in development projects and gender as a long-term consultant, responsible for establishing strong and practical mechanisms to realize LLF’s commitment to support women and act as the focal point for the cross-cutting theme of women’s empowerment and gender mainstreaming. The position will work closely with the Head of LLFMU, Operations Lead, relevant stakeholders at IsDB, donor counterparts, as well as the LLF Technical Review Committee (TRC) and Impact Committee (IC), to develop and execute IsDB’s women’s empowerment across fund programming and operational processes.  The consultant 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, KSA.**

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), a CV and samples of their 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: d504db44.isdb.org@emea.teams.ms

Yours sincerely,

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

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**Appendix A: TERMS OF REFERENCE**

**Overview of Job Details**

|  |  |
| --- | --- |
| **Job Title:**  |  Gender Specialist  |
| **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:**

* Establish strong and practical mechanisms to support women in LLF's mission, focusing on improving lives and livelihoods in the Islamic world.
* Act as the focal point for women's empowerment and gender mainstreaming, collaborating closely with LLFMU leadership, IsDB stakeholders, donor counterparts, and relevant committees to integrate gender considerations across fund programming and operational processes.

**Key Accountabilities:**

* **Operational Planning, Implementation, and Follow-Up:**
	+ Deploy LLF's communications efforts at the project and portfolio level, ensuring effective operation at HQ, regional, and country levels, encompassing both fund-level strategic communications and operational aspects for LLF1.0 and LLF 2.0 portfolios.
	+ Lead the development and implementation of LLF’s women’s empowerment activities, work plans and KPIs for the LLF Management Unit ensuring their alignment to the IsDB Women’s Empowerment strategy and LLFMU mandates.
	+ Ensure that women’s empowerment and gender issues are integrated throughout the LLF’s fund-level results framework and Theory of Change and aligned to the fund’s impact statement; Identify gender-relevant goals, indicators and targets across the three sectors of primary healthcare, agriculture, and social infrastructure, and support implementing teams to integrate them in workplans and projects.
	+ Advise LLF project M&E staff on the gender-related, sex-disaggregated, and women’s empowerment indicators that should be collected and on the data collection/monitoring tools and approaches capable of capturing such data.
	+ Work with regional hubs, external partners, and project teams as well as other relevant units at IsDB and PMUs to support identification and design of projects with women’s empowerment focus and provide practical advice on how to integrate women’s empowerment dimensions in operations.
	+ Identify and support the development of gender-related technical assistance as part of the LLF Project preparation and implementation facility including overseeing the delivery of consultants.
	+ Ensure dedicated sessions are organized at project start up for the women’s empowerment project dimensions as needed.
	+ In coordination with the relevant stakeholders in IsDB, lead the development and integration of LLF gender review of projects aligned to IsDB’s processes; provide technical input and advise project teams, TRC, and IC on project alignment to LLF’s women’s empowerment activities.
	+ In coordination with the aRBM specialist, lead the fund-level gender-focused M&E activities at LLF, including collecting aggregated data on women’s empowerment across projects, and reporting on sex-disaggregated indicators to donors and relevant IsDB stakeholders.
	+ As needed, collaborate with the IsDB women’s empowerment unit to provide capacity building opportunities to project teams and other relevant stakeholders on women’s empowerment and gender mainstreaming as part of technical assistance provided.
* **Coordination, Communication & Follow-Up:**
	+ Serve as the focal point on all matters linked to LLF’s women’s empowerment and gender mainstreaming work for both internal and external stakeholders.
	+ Coordinate with relevant stakeholder departments across the Bank to ensure alignment of LLF women’s empowerment activities with current institutional Strategy and existing sectoral and thematic policy commitments.
	+ Generate knowledge sharing on approach, outcomes, good practices, and achievements realized by LLF in support of women’s empowerment.
	+ Keep abreast of the women’s empowerment and gender interventions being carried out by other multilateral organisations, share good 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 and learning.
* **Reporting and Communication:**
	+ Monitor women empowerment and gender mainstreaming activities across the LLF portfolio and develop a process to report progress made toward delivering expected outcomes, in line with LLF’s results framework and women’s empowerment activities.
	+ Execute methodologies for the systematic collection, analysis, aggregation and reporting of data on gender indicators and targets across LLF projects, including sex-disaggregated data.
	+ Advisory support to the Head of LLFMU on women’s empowerment matters and establishing and maintaining relationships and communications within IsDB as well as external partners (LLF Donors, development partners, government counterparts, others) and promote linkages in the relevant areas.
	+ Provide technical executive briefings and advice to the Head LLFMU and IsDB Representatives on the LLF IC (Senior Management) on policy papers, reports and proposals to aid in decision making related to gender issues in LLF. Policy Brief for each priority and a note on Gender and Climate Change)

**Academic and professional qualifications:**

* Bachelor’s degree in social sciences, international studies, or a related field with a focus on gender. Master’s degree will be preferred.
* At least 10 years of professional experience in the development sector with at least 8 years’ experience with women’s empowerment and/or gender/social inclusion work, ideally in the Islamic world.
* Demonstrated knowledge of gender mainstreaming, operations, and project management, including project cycle and project approval processes of multilateral development banks.

**Skills & Necessary Knowledge:**

* Gender analysis
* Project management
* Results and MEL Management
* Analytical skills
* Relationship building and interpersonal skills
* Time Management.
* Report writing and communication skills

**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 sampled of 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 | 30 |
| Experience with Multi-lateral/International/Development Aid Organization or working with IsDB  | 10 |
| Exposure to relevant countries | 10 |
| Proficiency in strategic languages | 10 |
| **Total** | **100** |