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

**Invitation for Expression of Interest**

for

**Long-Term Consultant:**

**Primary Healthcare 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 healthcare as a long-term consultant. The Primary Healthcare Specialist will help implement LLF’s vision of providing public health solutions to lower and middle-income countries and manage the fund’s health sector portfolio of in-country projects. Working closely with the Head of LLFMU, the Operations Lead and other LLFMU staff, the Primary Healthcare Specialist will offer technical expertise to guide and inform the fund’s strategic planning in global public health while also contributing to the unit’s operational efficiency through effective implementation and management of LLF health projects. 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) and their CV and a sample of previous work and submit them via email no later than **4th 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

E-mail:  [315e5700.isdb.org@emea.teams.ms](mailto:315e5700.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:** | Primary Healthcare 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:**

* Implement LLF's vision by providing public health solutions to lower and middle-income countries and managing the fund's health sector portfolio.
* Offer technical expertise to guide strategic planning in global public health, ensuring operational efficiency and fostering collaboration with IsDB stakeholders and in-country partners for long-term impact.

**Key Accountabilities:**

* **Operational Planning, Implementation, and Follow-Up:**
  + Lead the development and implementation of LLF's primary healthcare strategic focus, workplans, and KPIs for the LLF Management Unit ensuring their alignment to IsDB health sector strategies and LLF Theory of Change, Results Framework and Operations Manual.
  + 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 a focus on primary healthcare and provide practical advice on how to integrate healthcare dimensions in operations.
  + Identify and support the development of healthcare technical assistance as part of the LLF Project preparation and implementation facility including overseeing the delivery of consultants.
  + Oversee execution of health projects on an on-going basis. Lead the monitoring and facilitation of the progress of the projects and portfolio as per the Project Plan, flag any quality or delivery issues with the project team and related Bank stakeholders and troubleshoot and resolve the same in a timely manner to avoid delays in completing the projects.
  + Lead and provide necessary health-related technical guidance for project implementation and support the preparation of project reporting.
  + In coordination with the aRBM specialist, support the LLF M&E activities, including advising projects on heath indicators and data collection, analysing aggregated data on health across projects, and reporting on indicators to donors and relevant IsDB stakeholders.
  + In coordination with the Gender specialist, support the women’s empowerment mainstreaming efforts in LLF health projects, including developing and tracking gender-related health outcomes.
  + As needed, collaborate with the IsDB health unit to provide capacity building opportunities to project teams and other relevant stakeholders on healthcare as part of technical assistance provided.
  + Lead the preparation of key public health strategy papers to ensure the unit is contributing to the overall goal of the bank.
  + Provide technical leadership to the LLFMU team on all strategic matters related to the health sector.
* **Coordination, Communication & Follow-Up:** 
  + Serve as the focal point on all matters linked to LLF’s primary health work for both internal and external stakeholders.
  + Coordinate with relevant stakeholder departments across the Bank to ensure alignment of LLF health activities with current institutional Strategy and existing sectoral and thematic policy commitments.
  + Whenever necessary, manage communication and visibility media materials related to specific projects and/or LLF in general.
  + Advisory support to the Head of LLFMU on global healthcare 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 health issues in LLF. Policy Brief for each priority and a note on Gender and Climate Change).
* **Knowledge Sharing and Development:**
  + Provide technical guidance and insights to LLFMU team members to ensure all team members are able to deliver efficiently.
  + Generate knowledge sharing on approach, outcomes, good practices, and achievements realized by LLF in support of primary healthcare. Contribute to IDB knowledge repository by documenting best practices and lessons learned.
  + Keep abreast with the development interventions being carried out by other agencies, 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.
  + Coach, mentor and develop Analysts in the Unit.
  + Participate and contribute in regional and international events/forums on Health to stay abreast with the latest development in the sector.
  + Collaborate with other LLFMU sectoral teams to ensure dissemination of tailored knowledge and expertise to support project implementation, ensuring that cross-cutting issues such as capacity development and social/environmental issues related to health are adequately addressed.

**Academic and professional qualifications:**

* Bachelor’s degree in public health, epidemiology/medicine, international development, social sector, or related field. Master’s degree or above will be preferred.
* At least 10 years of professional experience in the public health sector including portfolio and project management, strategy management, monitoring and evaluation, analytics, program development, with multi-lateral sector experience, ideally in the Islamic world.
* A strong track record of successfully developing, managing and/or monitoring large-scale MNCH, PHC programs in partnership with country governments in developing economies
* Demonstrated knowledge of technical public health topics, project management, including project cycle and project approval processes of multilateral institutions.
* Familiarity or experience engaging with global governance structures/coordinating mechanisms within the global health and Health Systems Strengthening/PHC sector will be an asset.

**Skills & Necessary Knowledge:**

* Project management skills
* Expertise in public health and primary healthcare sector
* Results and MEL management
* Analytical and conceptual skills and the ability to interpret MNCH, PHC data and use it to plan strategically
* Relationship building and interpersonal skills
* Time Management skills
* Report writing and communication skills
* Risk management 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 samples of my 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 | 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** |