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

**Invitation for Expression of Interest**

FOR

**Long-Term Consultant:**

**Portfolio Analyst 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 portfolio analyst with experience in development projects as a long-term consultant. The portfolio analyst will provide essential analytical, programmatic, and logistical support to LLFMU projects across lower and middle-income IsDB member countries. They will ensure timely, accurate data to inform decision-making, collaborating with the Operations Lead and sector experts. 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), a CV and samples 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

Special & Trust Funds

E-mail: a5423ede.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:**  | Portfolio 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:**

* Support capacity development and streamlining of communications and visibility interventions and planning among projects in the existing LLF portfolio.
* Support the integration of this high-priority area in future project design and execution.

**Key Accountabilities:**

* **Operational and Implementation support:**
	+ Support the implementation and monitoring 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 analyze 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.
	+ Provide support for the organization of IsDB committees, including: maintaining an annual LLF calendar, maintaining contact sheets, managing email lists, reviewing translations of documents, and overseeing official registers of participants. The analyst will be responsible for and maintain a document management system to ensure the LLFMU successfully engages with the relevant IsDB committees and governance processes.
	+ 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.

* **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.
	+ Support the monitoring of the quality and completeness of data for tracking project and portfolio 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.
	+ Perform additional tasks as required by the aRBM Specialist.
* **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.
	+ Collaborate closely with the Communications Specialist to ensure consistency and alignment with the organizational messaging and branding guidelines.
	+ Provide support to the Communications Specialist in coordinating communication activities related to the planning and execution of LLF events, including both internal and external meetings, conferences, and ceremonies.
	+ Assist in developing communication strategies and plans for LLF events, ensuring effective outreach and engagement with relevant stakeholders.
	+ 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.
	+ Participate in setting Unit and Individual objectives, ensuring alignment with LLF strategic priorities and monitor the same on a regular basis and ensure achievement by all.
	+ Collaborate with Sector Specialists and Team Lead to identify areas for improvement and implement corrective actions as needed to optimize portfolio performance and maximize impact.
	+ Support capacity-building activities aimed at enhancing skills and knowledge of LLF MU members, including organizing workshops, training sessions, and knowledge-sharing events.

**Academic and professional qualifications:**

* Bachelor’s degree in statistics, economics, international development, or related field required. Higher qualifications preferred.
* Minimum 3-5 years of professional experience in operational or programmatic support, with a focus on data analysis and/or M&E, preferably for an international organization or a non-governmental organization. Experience should include monitoring and evaluation database management, information analysis, research techniques and methodologies, report writing, use of MS spreadsheets.

**Skills & Necessary Knowledge:**

* Strong qualitative and quantitative data analytics skills
* Strong computer skills
* Strong written and oral communication skills
* Team player

**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 | 60 |
| **Total** | **100** |