

TERMS OF REFERENCE FOR CONSULTANTS

Small and Medium-sized Enterprises (SME) Development Specialist focusing on women owned/led Enterprises

(International-Remote)¹

BACKGROUND

IsDB is the recipient of 5 funding allocations under the Women's Entrepreneurs Finance Initiative (We-Fi). These programs are being implemented in 8 countries to be completed by 2027. The first allocation for Building the Resilience of Value-Added Enterprises for women (BRAVE Women) aims to support WSMEs in the fragile and conflict states of Yemen, Nigeria, Burkina Faso. The second award for the Empowering West African Women Small and Medium Enterprises (EWASME) aims to support WSMEs in post-harvest production activities in the rice value chain in Guinea, Niger, Senegal, Sierra Leone. The third and fourth awards were provided at the same time. BRAVE Women Yemen 2.0 Blended Finance is a second phase of the BRAVE Women program building on the success of the first phase of the project and expanding the financial products offered to support SME development through a credit guarantee scheme. The Women in Sanitation Enterprises (WISE) project aims to support women engaging in sanitation related entrepreneurship opportunities in Bangladesh. The fifth and most recent award is for the Khadijah WE Code which will pilot the WE Code (a global initiative established by We-Fi to drive systematic change in how women entrepreneurs are financed) is a joint initiative with the Asian Development Bank to establish a national level push to improve WSMEs access to finance combining conventional and sharia financing and banking industry.

The Bank is looking to hire a subject matter expert to offer essential technical guidance and support for the effective management and successful implementation of the We-Fi programs. Additionally, this individual will provide technical as well as extensive project management support to assist the Operations Team Leader for the BRAVE Women 2.0 project.

PURPOSE OF THE ASSIGNMENT

The WSMEs specialist will be a member of the We-Fi Fund management team under the Resilience and Climate Action Department (RCA). Under the general direction of the We-Fi Fund Lead, the WSME Business Development Specialist will work in direct collaboration with We-Fi country project teams to support the implementation of the IsDB We-Fi Programs. In addition, the consultant will be expected to contribute to the overall Bank's efforts and work to bolster women's empowerment by increasing women's access to economic opportunities focusing on the banking and financial sector to help the Bank improve and diversify how it is supporting women entrepreneurs as drivers of change.

MAJOR RESPONSIBILITIES & DUTIES

The consultant will provide forward-leading programmatic support and thought leadership to the Bank in strengthening the operations and governance of the women entrepreneurship programs

¹ The total duration of the assignment is 2024-2027 assignment initial contract duration will be for a period of 6 month.

of the IsDB. The consultant will guide and facilitate the delivery of the programs intended objectives. She/he will work in close collaboration with the We-Fi Fund Lead and operations team, and stakeholders in country.

Specific Duties include:

- Assisting in the design and coordinate the implementation of We-Fi Projects
- Coordinating capacity building on how to support SME development through business support services, business incubators, and other innovative approaches;
- Providing input on financing, reporting and monitoring procedures related to initiatives implemented by partners and stakeholders;
- Working with partner institutions to facilitate effective implementation of the SME development initiatives;
- Ensuring preparation of consolidated reports on project activities and participate in the review of M&E reporting and evaluations
- Performing other duties as assigned that are consistent with the Bank's engagement in We-Fi implementation.

Instructions to Consultants:

Expression of Interest:

- Interested Consultants are invited to submit a technical & Commercial proposal no later than **Dated 10th June 2024** 3:00 p.m., Jeddah time to the following designated email address ' : EOI Submission - BCC2024-031 Consultant for Women and Youth Empowerment Division of Women Owned_Led SME 1817591d.isdb.org@emea.teams.ms
- For any Clarification or General Queries please contact thru given email: General - BCC2024-031 Consultant for Women and Youth Empowerment Division of Women Owned_Led SME 16abe37b.isdb.org@emea.teams.ms
- Additionally, and most importantly, IsDB currently Implemented the Procure to Pay Solution with SAP Ariba, you are kindly required to register yourself/ Esteemed Firm through Self registration link as follows for the RFP/TOR and future Business with IsDB. <http://isdb.supplier.mn2.ariba.com/ad/selfRegistration/>

BRAVE Women 2.0

The consultant will support the Operational Team Leader in implementing the BRAVE Women 2.0 Program in Yemen serving as Subject Matter Expert providing support on the governance and technical assistance and business advisory support as needed for the grant matching and Credit

Guarantee Scheme. The consultant will be responsible for assisting the project in managing and reporting the financial structure of the credit guarantee scheme, in line with international best practices, to better ensure financial sustainability, outreach, and additionality. Efforts will be directed to improve the enabling environment for women owned/led SMEs in Yemen to help them contribute to diversifying the economy and creating employment.

Major Tasks include, but are not limited to, the following activities:

- Ensure the successful implementation of the project and attainment of targets outlined in the We-Fi proposal.
- Coordinating and managing project implementation with the SFD, SMEPS, and YLG, as well as engaging with partner banks and private sector stakeholders to ensure technical alignment and integration of project objectives.
- Providing technical assistance/advisory services to SFD, SMEPS, and YLG, partner banks and private sector stakeholders;
- Providing capacity development for partner banks and implementing institutions SFD, SMEPS, YLG and partner banks. Developing the capacity of partner institutions to better support SME development in the country;
- Guiding initiatives that support financial institutions on effective engagement and enhanced service for (WSMEs)
- Supporting enhancements in operations, risk management, governance, strategy, and product offerings, while coordinating with partner banks to develop products, manage portfolios, and ensure alignment with project objectives.
- Providing analytical support to tailor recommendations and resolve project implementation issues, aligning strategies with local market conditions and the operational frameworks of SFD, SMEPS, and YLG.
- Identify new business services that emphasize gender equality that support and promote WSME growth.
- Prepare and deliver necessary reports and communication updates as required by the donor.
- Supervise the baseline and evaluation processes.

Qualifications and Requirements:

- The specialist will have a master's degree or higher in economics, finance, or a field related to the scope of work
- At least 10 years of relevant experience in advising governments and the private sector on SME business development in advanced and developing countries and working on credit guarantee systems
- Previous experience in application of Islamic financing mechanisms and Sharia-compliant financial products.
- The specialist will have strong analytical and leadership expertise in identifying strategic policy options and recommending reforms.

- Previous work experience in Fragile and Conflict States is required, in country experience working in Yemen highly preferred.
- The specialist must also demonstrate strong writing skills in English, have a strong client focus, and have excellent communication, and team coordination.
- Strong social analysis and research skills including command of quantitative and qualitative methods of research
- Knowledge of women's empowerment issues in transition and/or developing countries;
- Ability to think strategically, and to innovate, results oriented, ability to work under several deadlines simultaneously; and
- Ability to work in a multicultural team
- Project management skills

Experiences

- Development and implementation of public policy and strategies aimed to support women's entrepreneurship.
- Collaboration with the private sector and integration of WSMEs in supply chains;
- Integration of gender within projects in international organizations (World Bank, African Development Bank; UN Agencies etc.) in the financial sector
- Proficiency in managing Line of finance and Credit Guarantee Mechanisms
- SME finance
- Providing business advisory support to banking and financial institutions
- Experience in developing and delivering training and capacity-building programs in the field of MSMEs development and Islamic finance
- Knowledge in credit risk management, banking and financing
- Familiarity with digital finance solutions and their application in enhancing MSMEs operations and growth.

Language Requirements:

- Fluency in English
- Proficiency in either Arabic or French is highly valued, with a strong preference for candidates skilled in both languages.

Appendix B
Expression of Interest (EOI) by Applicant

Date: _____

I have read carefully your Invitation for Expression of Interest for the captioned assignment 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 for being considered for the assignment. I understand that IsDB does not have an obligation that I must be selected.

I have attached to this EOI my Curriculum Vitae (CV) for your consideration along with two writing samples. Some of the key information is highlighted below:

Personal Profile

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

Past Consultancy Assignment References

[Notes to consultant: Please select most relevant consultancy assignments you have recently completed to demonstrate your technical qualifications and experience.]

Period	Client	Project	Country	Your role (As lead consultant or as member of a team?)	Value of the Contract

III. Availability

I shall be available for the services from _____ to _____.

IV. 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 (attached), 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.

Signature:

Name of the Applicant