



Terms of Reference (ToR)

Program Coordinator (PC)

IsDB NGOs Empowerment for Poverty Reduction
Program - Tadamon
Phase II (2026-2030)

December 2025

I. BACKGROUND

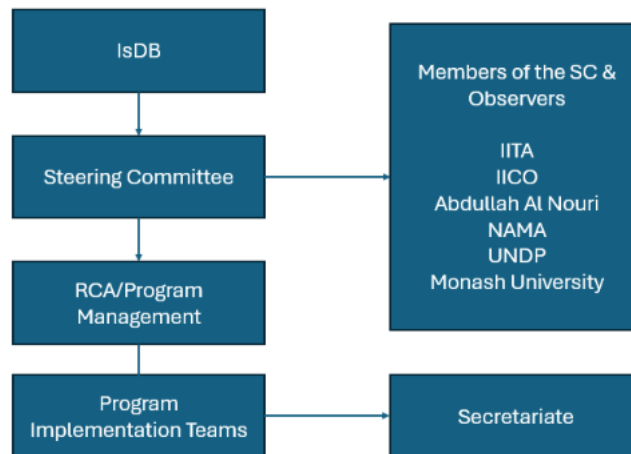
The IsDB Member Countries (MCs) face critical development challenges including fragility, conflict, and extreme poverty, which further economically and socially marginalize hard-to-reach and vulnerable groups. The IsDB, with its capacity to support, mobilize resources and forge strategic partnerships, plays a critical role in scaling up successful resilience programs and providing critical assistance to ensure these communities are not left behind. As a response to these historic challenges, the IsDB Group approved the Tadamon Program (phase 1), also known as the NGO Empowerment for Poverty Reduction Program in February 2019. This initiative was developed by IsDB and development partners to support the most vulnerable communities and was successfully implemented through the period 2019-2024 encouraging the Bank to further develop the program and launch Phase 2 as Tadamon 2.0.

Tadamon 2.0 prioritizes empowering hard-to-reach and vulnerable “last mile” communities facing barriers from isolation, fragility, conflict, or poverty. It applies innovative approaches to enhance livelihoods, build resilience, and promote economic empowerment. The developmental objective of Tadamon 2.0 (2025-2030) is to reduce poverty through improving the socio-economic well-being of hard-to-reach communities in the MCs, particularly fragile and conflict-affected countries. More specifically, the program aims at empowering communities through localization, innovation, and access to technology, while integrating community-based solutions with broader IsDB public development sector financing projects.

Thus, to support Tadamon 2.0 goals and achieve its objectives, the program seeks a **Program Coordinator (PC)** who will be responsible for overseeing the program strategic planning, and implementation in general to meet stakeholders’ needs.

II. GOVERNANCE STRUCTURE OF THE PROGRAM

To achieve the objectives of the Program and to ensure division of work and transparency, the Bank in consultation with different stakeholders, departments and regional hubs (of the Bank) and with some MCs, have introduced the governance structure of the Program.



1. **Strategic Steering Committee (STC):** it consists of representatives from IsDB, ISFD as well as key partners, observers and the Secretariat. STC provides strategic guidance and oversee the implementation of the program, ensuring that interventions are aligned with the program’s objectives. The STC role is to provide strategic directions, to monitor progress of action plans and to provide guidance/advice on proposed changes to the scope of the Program.
2. **Program Secretariate:** it is led by IsDB and supported by technical representatives of key partners. The Secretariate consists of IsDB representatives, and its roles are to implement decisions of the steering committee, review the detailed action plans, assess the progress against initial activities’ timeline, and monitor the disbursement and expenditures plan. The secretariat of this committee is entrusted to the Fragility and Resilience Division.

III.OBJECTIVE OF THE ASSIGNMENT

The Program Coordinator (PC) will support the Tadamon Program Management Team in:

- Ensuring the achievement of the Program objectives through arranging coordination meetings, annual meetings and other events for Tadamon 2.0,
- Overseeing the planning, implementation, and monitoring of the Program,
- Supporting the development and implementation of the Program communication and information plan in collaboration with the Program Outreach and Training Development Officer,
- Prepare and process the grant projects proposals of Tadamon 2.0
- Managing the relationship with the Program partners,

- Supporting and contributing to the preparations and implementation of the resource mobilization and partnership plan for the Program,
- Preparing reports on the progress of the Program to different stakeholders (including Mid-term and annual reports) while ensuring the standardization of the reporting templates based on existing templates.
- Preparing the Annual work program in coordination with the Fragility and Resilience Division.
- Ensuring that Tadamon Development Academy is meeting its objectives.
- Leading the preparations of the Coordination's meetings with technical partners as well as with Program secretariate.
- Ensuring the quality of the different reports and project documents received from the partners as well as coordinating the validation of the reports submitted by Tadamon Management Team are checked and cleared for sharing and submission to management.
- Integrating lessons learned from Tadamon phase 1 into the implementation of Phase 2.
- Ensuring successful transition of the Tadamon platform to IsDB in coordination with the Tadamon Data Monitoring and Platform Developer.

IV. SCOPE OF WORK AND RESPONSIBILITIES

1. Annual Work Program

- Lead the preparations and submission of the Annual Work Program in collaboration with the Fragility and Resilience Division.

2. Project processing and portfolio management of Tadamon 2.0

- Review, prepare, process and finalize projects of the program for the senior management consideration and approval.
- Manage and implement the ongoing projects in various sectors/themes supported by the program.
- Prepare and submit Grant Completion Reports of the completed projects.

3. Program Implementation and Monitoring

- Monitoring the progress of the Program, while ensuring that the project deliverables are on time, within budget and at the required level of quality.

- Overseeing the approval, planning, implementation, and monitoring of activities of the Program with the different internal and external stakeholders (steering committee and/or the IsDB operational/technical committees).
- Handling administrative and financial issues pertaining to the Grant Projects he/she is leading (processing financial request, disbursement, settlement, procurement...).
- Contributing to the Program Programming, as well as dialogue with relevant financial and technical partners.
- Implementing decisions of the strategic steering committee and action plan.
- Making field visits to the CSOs projects/campaigns to ensure good execution of the Program by partners according to the approved terms of the Program.

4. Program Communication and Information Plan

- Coordinating the development and implementation of the Program communication plan in collaboration with the Tadamon Outreach and Training Officer.
- Ensuring the knowledge capturing and sharing through the platform horizontally (between beneficiary countries) and vertically (bringing new concepts and technology from outside beneficiary countries).

5. Program Partners

- Maintaining close relationship with the CSOs in the MCs and facilitating communication with different stakeholders.
- Managing the relationship with the financial and technical partners.
- Ensuring the adherence of partners to the Program objectives.
- Ensuring that the Program partners are aware of the progress of the Program implementation in the ground and secure their feedback.
- Ensuring to capture their activities under the Program in the progress reports.

6. Resource Mobilization

- Identifying potential donors in line with the Annual Work Plan.
- Proposing the required actions to embark them in the Program.
- Supporting the development and implementation of the overall fundraising strategy and partnership of the Program.

7. Program Reports

- Prepare affective data management and reporting system to record results of the program.
- Preparing financial and technical reports on the progress of the Program to different stakeholders.
- Standardizing, developing and presenting regular reports (quarterly and annual reports) required by the Program strategic steering committee and IsDB; Regular Reports should include inter alia: annual financial and technical report on the Program implementation to Stakeholders and IsDB,
- Documenting and sharing best practices.
- Providing ad-hoc reports as and when needed.

8. Program Coordination Meetings

- Managing the arrangement of different meetings such as internal coordination meetings between Partnering Departments and RCA, the strategic steering committee meetings as well as meetings with partners.
- Organizing local and regional events including the Annual Meetings of the Program, and Midterm review meetings.
- Preparing agenda, minutes, reports, and call for meetings.
- Coordinating the logistical arrangements with concerned units (internal and external).

9. Any other assignments given to him by the Program Manager.

V. QUALIFICATIONS AND EXPERIENCE

- Master's degree in economics, finance, administration or relevant field
- Project or Program Management certifications are desirable
- 6-9 years of experience in managing projects, partnership development, resource mobilization
- Relevant regional and international experience will be an added advantage

VI. REQUIRED SKILLS

- **Lead:** Ability to positively influence others to achieve results that are in the best interest of the program.

- **Plan:** Capable of developing/determining strategies to move the program forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Creativity/Innovation:** Ability to develop new and innovative/unique ways to improve operations of programs and to create new opportunities.
- **Nurture Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using proper and effective communication tools and techniques.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the Islamic Development Bank.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions, which are timely and in the best interests of the Alliance.
- **Organize set Priorities,** develop a work plan, monitor progress towards goals, and track details/data/information/activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

VII. LANGUAGES

Excellent written and spoken communication skills:

- English (Mandatory)
- Arabic (Preferred)
- French (Preferred)

GENERAL CONDITIONS OF THE CONTRACT OF THE TADAMON PROGRAM COORDINATOR POSITION

VIII. CONTRACT TYPE

Full-time position based at the IsDB HQ in Jeddah, Saudi Arabia with the possibility of working Hybrid.

IX. DURATION OF THE ASSIGNMENT

The assignment is for five years (2026-2030) and the contract is renewable every year based on the performance and the achievements of the PC.

X. REPORTING

The Program Coordinator will report to the Fragility & Resilience Division. He/she will also work in close coordination with the Tadamon Team members.

XI. OBLIGATIONS

The PC must complete the assignments set out in the Terms of Reference for the contract with due diligence and efficiency, in accordance with generally accepted professional techniques and practices. He/She must respect the impartiality and independence of IsDB and in connection with this contract must neither seek nor accept instructions from anyone other than the above-mentioned reporting system. During the term of this contract, the PC must refrain from any conduct that would adversely reflect on IsDB and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of IsDB. The PC must exercise the utmost discretion in all matters relating to this contract.

XII. TRAVEL

Travel costs shall be set out in the contract, on the following basis:

- IsDB will pay for travel in economy class via the most direct and economical route, from the Program budget.
- IsDB will provide the PC with daily subsistence allowance like IsDB professional undertaking similar travel for official purposes from the Program budget.

XIII. STATEMENT OF GOOD HEALTH

- Before commencing work, the Program Coordinator must deliver to IsDB a certified self-statement of good health and take full accountability for the accuracy of that statement. He/She will be responsible for assuming all costs that may arise in relation to the statement of good health.
- Health insurance shall be covered by the PC.

XIV. TERMINATION OF CONTRACT

Either party may terminate the contract before its specified termination date by giving notice in writing to the other party. **The period of notice shall be a month.** In the event of impropriety or other misconduct by the PC, IsDB shall be entitled to terminate the contract without notice.

XV. SELECTION AND EVALUATION CRITERIA

- a) The selection method for the PC will be a competitive selection with a framework Agreement.
- b) A two-stage procedure will be utilized in evaluating the candidates, with evaluation of the technical candidate including the CV of the candidates and a brief proposal of 2 pages maximum (60%) and an interview of the candidates (40%).
- c) The contract will be negotiated/awarded to the candidate (consultant) obtaining the highest score.
- d) The CVs and technical criteria include the methodology, approach to undertake such assignment, the candidate relevance to the assignment, its experience in the related field as well as its key staff qualification for conducting the assignment. Minimum score of technical qualification is 75.
- e) The following technical scores and evaluation criteria will be used through the selection and evaluation process:

| NO | EVALUATION CRITERIA | POINT |
|-----|--|------------|
| 1. | Relevance to the assignment | 10 |
| 1.1 | English proficiency | 08 |
| 1.2 | Knowledge of another language and the constraint | 02 |
| 2. | Adequacy for the assignment | 40 |
| 3. | Qualifications and Competencies of the consultant in the assignment (should be from IsDB MCs) | 50 |
| 3.1 | General qualifications (academic profile, years of experience) | 25 |
| 3.2 | Similar experience with development program | 25 |
| | TOTAL | 100 |

XVI. CONTRACT AMOUNT

USD 96,000 per annum equivalent to USD 8,000 per month, (all-inclusive of honorarium, Health Insurance and personal travel)

XVII. PROPOSAL REQUIREMENTS:

A. SUBMISSION OF PROPOSAL

- B. The Bank accepts CVs and Technical Proposals delivered through e-mail in PDF Format. As such, the Technical Proposal should be sent to Aabdullahi@isdb.org, Aberthe@isdb.org and Rrabbaa@isdb.org.

- The email subject should clearly indicate Proposal for Program Coordinator (PC) for the NGOs Empowerment for Poverty Reduction Program- Tadamon 2.0. Proposals submitted after the deadline stated in the letter of invitation will not be accepted. It is suggested to submit the proposals as early as possible.