Islamic Development Bank
Banque Islamique de Développement

IsDB

البنك الإسلامي للتنمية

Request for Information

Request for Information (RFI) for: BCC2025-068 Consulting Services for Business Continuity Management Review and Enhancement

Reference number: BCC2025-068

Issue Date: 26 Feb. 2026

Contents

1. DISCLAIMER

This Request for Information does not create any representation, either express or implied, that:

- any tender or procurement process will proceed; or

- if a tender or procurement process does proceed, that the participant's tender or other form of application (if any) will be given any preference or special consideration.

Participants are still required to follow any tender or procurement process that may take place.

This Request for Information does not indicate a commitment to any particular course of action.

2. INTRODUCTION

2.1. About the Islamic Development Bank (IsDB)

The Islamic Development Bank (IsDB) is a multilateral development institution established in 1975 to promote economic development and social progress in its 57 member countries and Muslim communities worldwide. Headquartered in Jeddah, Kingdom of Saudi Arabia, IsDB operates through 10 Regional Hubs and 4 affiliated entities:

- ICIEC (Islamic Corporation for the Insurance of Investment and Export Credit)

- ICD (Islamic Corporation for the Development of the Private Sector)

- ITFC (International Islamic Trade Finance Corporation)

- IsDB Institute

Guided by Islamic principles, IsDB provides financial products, advisory services, and technical assistance to support sustainable development, resilience, and inclusive growth.

2.2. Business Continuity Management at IsDB

The IsDB Group recognizes the importance of organizational resilience and the ability to respond effectively to disruptions. Its Business Continuity Management (BCM) framework is designed to safeguard critical operations across headquarters, regional hubs, and affiliated entities. The BCM program includes Business Impact Analysis (BIA), Risk Assessment (RA), Business Continuity Plans, Disaster Recovery Plans (DRP), crisis response mechanisms and other related documents. It aligns with international standards such as ISO 22301 and incorporates best practices from other Multilateral Development Banks (MDBs) and International Financial Institutions (IFIs).

The IsDB Group has institutionalized BCM through a dedicated BCM Section that reports directly to the Director General – Corporate Services (DG–CS) and has also established a governance structure, the IsDB Group BCM Standing Committee. Regular training, testing, and continuous improvement are integral to the BCM lifecycle. The Group is committed to achieving certification and maintaining a robust Business

Continuity Management System (BCMS) that ensures the safety of personnel, protection of assets, and continuity of mission-critical services, even during disruptions.

2.3. Purpose

The purpose of this RFI is to:
- Gather indicative pricing for the consultancy
- Understand the availability of qualified firms and individual consultants; and
- Inform internal budgeting and planning for a potential procurement

This RFI is not a solicitation for proposals. Participation is voluntary and respondents may provide as much or as little information as they wish.

2.4. Confidential

The Department will treat all responses confidentially.

2.5. Contact Person

The Contact Person for this Request for Information is:

Name: Wahidullah Alokozay

Title: Corporate Procurement Officer

Email: walokozay@isdb.org

2.6. Lodgement

Please return completed responses by *09 March 2026* at the latest.

Earlier responses are welcomed.

Please submit responses to:

91e9b275.isdb.onmicrosoft.com@emea.teams.ms

Ensure:

RFI appears in the subject line of the email.

Your submission is zipped and virus checked prior to submission.

3. SCOPE

- Assess current maturity of BCM (against benchmarks)
  - Review current BCPs, DRPs, and other BCM documents; identify gaps. (Includes BCM Policy, BIA and RA (Methodology & report), BCM Strategy, Training & awareness plan, Regional Hub BCP, Evacuation plans, ITDRP, Incident & response plan.)
  - Review a list of the planned BCM documents which will be developed/updated in the future.

- Conduct gap analysis and stakeholder engagement with approx. 9 different BU's; assessing the alignment of existing documentation with ISO 22301 and best practices and benchmark BCM maturity with similar IFIs and readiness levels across the IsDB Group.
- Prepare BCM Maturity Assessment Report (including gap analysis and recommendations).
- Summary presentation highlighting current maturity of BCM in IsDBG, weaknesses, and improvement priorities.

1.
  - Review and enhance/develop BCM documents
    - Enhance critical BCM documents to align with IsDBG BCM Policy and ISO 22301 standards.
    - Integrate critical functions interdependencies, and recovery priorities, ensuring the framework includes governance, escalation procedures, maintenance mechanisms, etc.
    - Update or create supporting/subsidiary plans: Evacuation & Safety Plan, Incident Response Plan, Crisis Communication Plan, IT DRP, Emergency Response Procedures
    - Present all deliverables to the BCM Standing Committee.
    - Incorporate feedback and finalize documents for DG-CS approval.

2.
  - Provide training, awareness & knowledge transfer
    - Conduct awareness/training sessions for Senior Management, BCM Standing Committee and all Staff (HQ & Regional Hubs) on-site or virtual as decided by IsDB.
    - Facilitate knowledge transfer for BCM team members.
    - Provide manuals, guidance materials, and documentation to ensure sustainable BCM capability.

3.
  - Testing and review mechanisms
    - Design 3–5 realistic exercise scenarios (cyberattack, natural disaster, political disruption, etc.).
    - Plan and conduct tabletop exercises validating BCP and crisis response.
    - Provide final recommendations and reports to consolidate outcomes of all phases into a final report summarizing key findings, lessons learned, and strategic recommendations and associated outputs to the BCM Standing Committee.

2. Document review and Approval Process

All deliverables are reviewed to ensure quality and alignment with IsDB requirements.
- Drafts are first reviewed by the BCM Team, then by the Supervisory Task Force.
- Presented by the Consultant to the BCM Standing Committee for endorsement.
- Presented to Management (DG-CS or President) for final approval.

4. Duration of Assignment
Estimated 4 months.

5. LOCATION OF ASSIGNMENT
HQ in Jeddah, KSA.

The Consultant shall be physically present on site throughout the project duration, subject to IsDB's approval. for the task that can be performed remotely the consultant may coordinate with the BCM Team and stakeholders across HQ and Regional Hubs.

6. Assignment Objectives
    - Assess current maturity of BCM (against benchmarks)
    - Review and enhance/develop BCM documents
    - Provide training, awareness & knowledge transfer
    - Testing and review mechanisms

7. WORK SCHEDULE & DELIVERABLES

Phase	Deliverable
Phase 1: Inception	Detailed work plan (including methodology, timeline & stakeholder engagement)
Phase 2: Maturity Assessment & Gap Analysis	1. BCM Maturity and Gap Assessment Report 2. Presentation to IsDB supervisors.
Phase 3: Review and enhance/develop BCM documents	1. Finalized Business Continuity Plan (BCP) and all subsidiary/supporting documents. 2. Summary presentation outlining key improvements and alignment with standards. 3. Submission of final documents for Management approval. Basis for payment release: approval from Management
Phase 4: Training, Awareness & Knowledge Transfer	Training materials, awareness session delivery (Management, Standing Committee, and All Staff), and knowledge transfer documentation.
Phase 5: Testing & Validation	1. Design of 3–5 BCM exercise scenarios 2. conduct one tabletop simulation exercise, 3. Follow by an After-Action Report summarizing findings and recommendations. 4. Presentation to IsDB supervisors 5. Executive Summary Report.

8. RESPONSE SECTION

The Department has developed a response template (Section 6) to assist you in participating.

Your answers may include as much or as little detail as you feel is necessary. Additional information on matters or issues not raised is welcomed.

Please provide your responses in the text boxes provided wherever possible.

9. RESPONDENT DETAILS

Name of Respondent:	
Address of Registered Office:	

Office:	
Business Number:	
Telephone:	
Facsimile:	
Email:	
Web:	
General Contact Person:	
Phone:	
Email:	

10. INDICATIVE PRICING/COST ESTIMATE

[Insert information required]