

Islamic Development Bank  
Banque Islamique de Développement



البنك الإسلامي للتنمية

## Request for Information

Request for Information (RFI): **Market Benchmarking for Senior Individual Consultant — Communications Expert (LLFMU)**

Reference number: RFI 2026/002

Issue Date: 19 May 2026

Deadline: Friday, 29 May 2026, 11:59 PM (KSA time/ GMT+3)

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## 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 Background

The Islamic Development Bank (IsDB), acting in its capacity as Trustee of the Lives and Livelihoods Fund (LLF), is seeking market information to inform the renewal of a senior individual consultancy engagement within the LLF Management Unit (LLFMU).

The LLF is a multi-donor co-financing facility established to provide concessional financing for critical health, agriculture, and rural infrastructure interventions in IsDB Member Countries. The Fund currently supports 37 active projects across 22 Member Countries, with contributions from six international donor institutions. The LLFMU, operating within IsDB's Special Trust Funds Department (STF), is responsible for fund management, donor relations, strategic communications, and knowledge management across the LLF1.0 and LLF2.0 portfolios.

The communications function within the LLFMU operates at a fund-wide strategic level and encompasses donor relations, resource mobilisation support, portfolio-wide visibility governance, management of regional communications focal points and external service providers, and cross-institutional knowledge transfer.

### 2.2 Purpose

IsDB is seeking market intelligence on prevailing remuneration levels and engagement structures for senior individual communications consultants operating at a fund or programme level within multilateral development finance institutions and comparable international organizations.

The information gathered through this RFI will be used to:

- Assess market benchmarks for a role of comparable scope and seniority
- Inform negotiations with the prospective consultant
- Ensure the proposed remuneration arrangement is competitive, commercially sustainable, and aligned with organizational requirements and market norms

### 2.3 An Opportunity to Contribute and Shape

IsDB encourages participation from organizations with relevant knowledge of senior communications engagements in multilateral or international development contexts. Participation is voluntary and responses will have no bearing on any future procurement process.

### 2.4 Confidential

All responses will be treated as confidential and used solely for internal benchmarking purposes.

## 2.5 RFI Coordination and Communication Channel

All communication and submissions related to this Request for Information (RFI) shall be made through the dedicated Microsoft Teams channel below;

RFI channel Email Address:

RFI-Market Benchmarking for Communications Expert - RFI 2026  
[2c632dd7.isdb.org@emea.teams.ms](mailto:2c632dd7.isdb.org@emea.teams.ms)

## 2.6 Lodgement

Please return completed responses via the contact point indicated in the RFI header within 10 working days of the issue date. Ensure the reference number appears in the subject line of the submission.

Responses must be submitted no later than: Friday, 29 May 2026, 11:59 PM  
 (KSA time / GMT+3)

Please submit responses to:

RFI-Market Benchmarking for Communications Expert - RFI 2026  
[2c632dd7.isdb.org@emea.teams.ms](mailto:2c632dd7.isdb.org@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

The role for which market benchmarking is sought is that of a Senior Individual Consultant — Communications Expert, engaged on a full-time, long-term basis (12-month renewable contract). The consultant operates at the fund level, not the project level, and reports to the Manager of the LLFMU.

The key accountabilities of the role are organized under four areas:

### 3.1 Strategic and Operational Communications

- Lead the development and execution of the LLF communications strategy at fund level, ensuring alignment across HQ, regional hubs, country offices, Project Management Units (PMUs), and donor partners across 22 countries
- Manage and coordinate the work of all communications focal points (including Regional Hub Focal Points), contractors, and external service providers
- Ensure the fund's visibility across digital, social media, on-site events, and public forums
- Ensure full adherence to LLF brand guidelines, donor visibility requirements, and co-branding strategies across all channels and outputs

### 3.2 Coordination and Stakeholder Management

- Serve as the primary focal point for LLF's overall communications — internally within IsDB and externally with donors, PMUs, governments, and media
- Lead coordination between LLF and IsDB communications units, donor partners, regional hubs, and PMUs

- Provide strategic advice and executive briefings to LLFMU leadership, donors, and partners
- Collaborate with third-party vendors to manage relationships with local and international media outlets

### 3.3 Donor Relations and Resource Mobilisation

- Manage the communications dimension of the LLF's donor relations — meeting the visibility, recognition, and reporting requirements of six international donor institutions
- Lead the Communications Working Group (CWG) — the principal bi-monthly forum coordinating donor-related communications across PMUs, hubs, HQ, and partners
- Develop compelling, evidence-based communications products — case-for-support materials, impact dossiers, and tailored pitches — to support resource mobilisation from prospective donors
- Support LLFMU and IsDB resource mobilization efforts by translating fund results into persuasive narratives aligned with the interests of prospective donors

### 3.4 Knowledge Transfer and Capacity Development

- Lead knowledge transfer on communications at three levels: within the LLF, across other funds managed by the STF Department, and with partner organizations and implementing entities
- Strengthen communications capacity across all LLF projects through targeted guidance, training, and mentoring of communications analysts and focal points
- Contribute to building common communications knowledge and consistent visibility standards across STF-managed funds
- Support partners in building sustainable in-house communications capacity

**Required profile:** Senior professional with proven experience in strategic communications within multilateral development finance or comparable international organizations; strong expertise in donor relations, fund-level visibility, and multi-stakeholder engagement; demonstrated experience managing communications in multi-country development portfolios.

## 4. 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.

## 5. Respondent Details

Name of Respondent:	
Address of Registered Office:	
Office:	
Business Number:	
Telephone:	

Facsimile:	
Email:	
Web:	
General Contact Person:	
Phone:	
Email:	

**6. RESPONSE SCHEDULE/SPECIFIC INFORMATION REQUESTED**

Please provide responses to the following questions. You may answer all or some questions. Additional observations not covered by the questions are welcome.

To support consistent and comparable benchmarking, please indicate the basis for any remuneration data provided, including whether the figure is gross professional fee or total engagement cost, the comparator organization type, the geographic or duty-station basis, the contract structure assumed, and the recency and source of the benchmark.

**1. Comparable Role and Remuneration**

<i>Based on your organization's experience, what is the prevailing monthly or annual remuneration for a senior individual communications consultant operating at fund or programme level within a multilateral development finance institution or comparable international organization? Please indicate whether the figure is a monthly or annual rate and specify the currency.</i>	<b>Response:</b>
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**2. Scope and Seniority Factors**

<i>What scope characteristics and seniority indicators most significantly influence remuneration for such roles in your organization or market segment? (e.g. multi-country portfolio coverage, donor relations management, resource mobilization mandate, management of sub-consultants and focal points, strategic advisory function, institutional knowledge transfer)</i>	<b>Response:</b>
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**3. Qualifications and Experience Premium**

<i>What qualifications, years of experience, and specialist competencies typically</i>	<b>Response:</b>
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<p><i>command a premium rate for senior communications roles in your organization? Please indicate approximate premium levels where possible.</i></p>	
<p><b>4. Market Trends</b></p>	
<p><i>Have remuneration levels for senior communications professionals in international development institutions changed significantly over the past three years? If so, please describe the direction and approximate magnitude of change.</i></p>	<p><b>Response:</b></p>
<p><b>5. Engagement Structure</b></p>	
<p><i>What engagement structure (e.g. full-time equivalent, monthly retainer, daily rate, lump sum) is most commonly used for senior individual communications consultants in your market? Are there standard practices regarding contract duration and renewal?</i></p>	<p><b>Response:</b></p>
<p><b>6. Additional Market Observations</b></p>	
<p><i>Please share any additional market observations, benchmarks, or insights relevant to the remuneration and engagement of senior communications professionals in multilateral development finance contexts.</i></p>	<p><b>Response:</b></p>
<p><b>7. Remuneration Range and Comparator Basis</b></p>	
<p><i>Where possible, please provide a remuneration range rather than a single point estimate (for example minimum, typical/median, and upper range). Please also indicate the comparator basis used, including whether the benchmark is drawn from multilateral development banks, international financial institutions, UN entities, international NGOs, development funds, or other comparable organizations.</i></p>	<p><b>Response:</b></p>
<p><b>8. Geographic or Duty Station Basis</b></p>	
<p><i>Please indicate the geographic basis of the remuneration benchmark, including whether the role is benchmarked on an international, regional, or local basis; whether the consultant is expected to be home-based, remote, or tied to a duty station; and whether location materially affects the rate.</i></p>	<p><b>Response:</b></p>

<b>9. Fee Composition and Cost Inclusions</b>	
<i>Please clarify whether the remuneration figure provided represents gross professional fees only or total engagement cost. Where relevant, please indicate whether the amount includes or excludes taxes, insurance, travel, subsistence, communication support, equipment, or any other allowances or reimbursable costs.</i>	<b>Response:</b>
<b>10. Benchmark Source and Recency</b>	
<i>Please indicate the basis of the benchmark information provided, such as recent placements, active contracts, salary surveys, internal organizational data, or other market intelligence. Please also indicate the approximate date or period of the benchmark and, where possible, the number of observations informing your response.</i>	<b>Response:</b>
<b>11. Workload and Contract Assumptions</b>	
<i>Please state the workload and contract assumptions underlying your benchmark, including whether the role is full-time equivalent, the approximate number of working days per month or year, the expected duration, renewal practice, and whether the benchmark assumes continuous availability, travel obligations, or management of other communications resources.</i>	<b>Response:</b>

*IsDB thanks you for your participation. For any queries, Please refer to the RFI contact point indicated in this document*