

Terms of Reference

Objective of the Assignment

Under the supervision of the Regional Hub Manager, to conduct Bank's technical-assistance operations due-diligence, monitor day-to-day technical-assistance operations management activities, and carry out day-to-day development-project operations management activities under the guidance of Project Team within approved costs, timeliness and quality, to ensure efficient execution of the bank's mandate to support economic development in the associated member and non-member countries

Responsible for day-to-day communication, monitoring, and implementation support to the project management units and executing agencies and provide support in: Project/Program preparation and appraisal, portfolio quality review, procurement review, disbursement processes, and contribute to knowledge management agenda by identifying lessons learned from the projects. In addition, also responsible for leading Technical Assistance implementation and serve subject matter expert for Bank's procedures and processes related to the Regional Hub operations.

Scope of Services, Tasks

Program and Portfolio Management

Project Appraisal

- Provide technical and professional support to the Operations Team Leader in the preparation of project appraisals and comprehensive due diligence of the technical, financial, procurement, institutional, economic, social and environmental aspects of the project proposals ensuring the same are in line with the operations manual and applicable policies/procedures of the Bank.
- Liaise with the respective Sector Teams in the CPO to further refine and enhance the project appraisal documents prior to submission for the Board approval

Project Implementation and Monitoring

- Coordinate with the respective Operations Team Leader, in all aspects the project implementation to ensure projects are completed as per the project charter/plan.
- Lead the preparation of periodic project implementation assessment and support reports for each project under the portfolio to ensure implementation issues and proposed actions are documented as a reference and for smooth execution.
- Maintain adequate, up-to-date, and accurate project information and key records in the bank's operations management system.
- Assess implementation progress of Bank's approved operations and provide feedback/recommendations on bank's position to relevant authorities/stakeholders.
- Contribute to maintenance of project implementation plans to ensure ongoing monitoring of project progress, pro-active identification of issues, recommendation and implementation of action plans to resolve issues promptly.
- Review implementation quality and progress of Bank's approved operations and provide recommendations for improvements to the relevant authorities/stakeholders.
- Provide inputs to the Procurement and Financial Management staff to ensure procurement of materials and disbursement of funds for the projects are in line with the policies of the Bank.
- Monitor contracts and financial management activities of the projects and provide recommendations on bank's position to relevant authorities/stakeholders.

Project Closure and Review

- Provide input to Task Team Leader in the development of project completion reports at the completion of each project, to ensure key issues and lessons learned are documented for reference in future projects.
- Compile inputs for Sectoral Teams to ensure lessons learned are recorded for reference in future projects.

General Project Management

- Provide input to bank's operations team regarding the operational cycle of projects to ensure necessary operational policy and procedural improvements are implemented.
- Support Operations Team Leader in engaging external expertise according to the bank's

procurement policy, to complement internal resources ensuring quality project due diligence, implementation, and lessons mining.

- Maintain adequate, up-to-date, and accurate project information and key records in the bank's operations management system.

Expertise Required

Academic qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Engineering, Economics, Management, Social Sciences, or related field, preferably with master's degree or equivalent
Languages	<ul style="list-style-type: none"> • English (mandatory) • French (mandatory only for COM cluster handling Francophone Member Countries) • Arabic (mandatory only for COM cluster handling Arabic Speaking Member Countries)
Required Experience	<ul style="list-style-type: none"> • 5 years' experience in development project management preferably in International Development Institutions.
Job specific competencies	<ul style="list-style-type: none"> • International and Multicultural Collaboration • Drive for Results • Stakeholder Management / Client Orientation • Teamwork • Development Project Finance • International Development Cooperation • Project Management

Supervision Arrangement

Assignment Duration	The staff consultant is expected perform the following tasks starting from 01/10/2023 for a period of not less than 6 months and not exceeding 12 months.
Location	IsDB Regional Hub of Indonesia.
Travel requirements	Travel as per requirement to conduct due diligence and supervise portfolio.
Reports to	Administratively to the Regional Hub Manager As team member report to the concerned Operations Team Leader on project-to-project basis
Hours of work	40 hours a week, as per the working hour of the working location On exceptional basis, business travel outside working days and office hours is required. Observed National Holidays are 12 days that is selected by concerned Regional Hub from National Holidays observed by the Host Country

Counterpart Support and Remuneration

Counterpart Support	IsDB will provide office access, space, and office equipment including laptop during assignment duration.
Remunerations	Monthly, based on the salary scale of PMS position in the working location
Allowances	Inclusive in the monthly remuneration. Reimbursement of travel costs and per diem is as per the travel policy of the Bank.