

F.C.I.C.

اتحاد الاستشاريين من الدول الإسلامية  
Federation of Consultants from Islamic Countries  
Fédération des Consultants des Pays Islamiques



VICE PRESIDENTS OFFICE  
Region VIII Central Asia

تاریخ: ۱۳۹۹/۰۵/۰۴

شماره: 99/02

پیوست: دارد

به نام خدا

ریاست محترم هیئت مدیره انجمن شرکت های مهندسی و پیمانکاری نفت، گاز و پتروشیمی  
جناب آقای مهندس بهزاد حضرتی

موضوع: دعوت به همکاری بانک توسعه اسلامی

با سلام:

احتراماً، ضمن ارسال TOR مورخ ۱۳۹۹/۰۴/۲۱ مرکز دویی بانک توسعه اسلامی به پیوست، به استحضار می‌رساند این سند طی ایمیلی در تاریخ ۱۳۹۹/۰۵/۰۱ به اینجانب ارسال و درخواست گردیده نسبت به اطلاع‌رسانی بیشتر اقدام شود.

براین اساس، به استحضار می‌رساند آن بانک در نظر دارد برای اطمینان از تسریع و تضمین کیفیت پروژه‌های خود در ایران، نسبت به استخدام یک متخصص با شرایط مندرج در سند پیوست بعنوان Project Management Support اقدام نماید.

لذا خواهشمند است دستور فرمایید مراتب را به کلیه همکاران علاقمند به این حوزه ابلاغ فرمایند.

لطفاً در صورت نیاز به اطلاعات بیشتر، از تماس با اینجانب پرهیز نفرمایید.

با سپاس  
آرش امام بخش

نایب رئیس فدراسیون  
و رئیس منطقه ۸

بسمه تعالی  
جناب آقای مهندس حضرتی  
ملاحظه فرمائید

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Terms of Reference

**Individual Expert/Consultant for Project Management Support in Iran**

IsDB Regional Hub Dubai, UAE  
July 21, 2020

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**Description**

The Islamic Development Bank is a multilateral development bank with 57 member countries working to improve the lives of the people by promoting inclusive economic and social development and delivering impacts at scale in the member countries and the Muslim communities around the world. The IsDB provides infrastructure, technical support for capacity strengthening, and productive capital to enable people to lead better lives and achieve their full potential.

The IsDB has 10 Regional Hubs that cover the portfolio across the member countries. The Regional Hubs are working to coordinate and collaborate closely with the public and private sector partners to develop solutions to the most urgent challenges in the member countries. The IsDB's portfolio in Iran is coordinated by the Regional Hub Dubai. The Bank also has a Field Representative Office (FR) in Iran.

To accelerate the delivery and quality results of the IsDB's portfolio in Iran, the Regional Hub Dubai is seeking competent, agile and innovative Expert as Project Management Support.

**Roles and Responsibilities**

The Project Management Support is reporting to the Operations Team Leader (OTL) who have the leadership and coordination for portfolio management and engagement with sectoral stakeholders in the member countries. The Project Management Support should also coordinate closely with the IsDB Field Representative in carrying out his/her assignments.

In this regard, the roles and responsibilities of the Project Management Support include but are not limited to the following:

- Support the project activities financed by the IsDB to ensure quality and timely delivery of the activities and compliance with the Bank's policies and procedures;
- Carry out the support and monitoring of contract management / administration with the Project Management Unit (PMU) and Project Management Company (PMC), develop and implement an effective system for construction supervision and quality control;
- Close coordination with the PMUs to ensure the implementation of the approved works as per design and approvals, and to ensure the adherence of the works to the agreed designs and specifications;
- Perform periodic site visits to the construction activities onsite, including implementation of the soft components;

- Review the PMU's submittals, e.g. variation orders, price adjustment, extension of contract, and provide inputs for the OTL's review and decision;
- Follow up and verify progress reports as a methodology of planning and controlling time and costs within the project budget has been implemented;
- Provide necessary assistance to the IsDB's project team (i.e. OTL, Sector Specialists, and FR) for processing new projects, in terms of technical assessment and verification of the project scope, costs, feasibilities, and the appropriate implementation modality.

#### **Selection Criteria**

- Advanced degree in Civil Engineering or similar fields from top-tier educational institutes in Iran or outside Iran;
- 8+ years of work experience in project management or consulting firms in positions of increasing complexity and responsibility. Having a substantial work experience in water and wastewater-management sector is preferred;
- Knowledgeable in procurement procedures using international or multilateral development bank's standards;
- Proven ability to bring together project stakeholders and build collaboration to deliver results in multifunctional settings;
- Ability to analyze situations with long-term strategic lens, making appropriate inputs and recommendations and following through proactively;
- Strong record of problem-solving and innovations, and the ability to adapt to new challenges and situations;
- Excellent interpersonal, communication and presentation skills;
- Excellent English writing and speaking skills are essential.

#### **Contract duration and other terms**

- Six-month contract; contract is extendable upon the Bank's requirement and satisfactory performance of the consultant.
- The position will be based in Tehran, with regular business travels to the project sites. The costs of the authorized business travel (i.e. transportation and accommodation) will be borne by the Bank.

Interested candidates who have the above qualifications are invited to submit their CV **in English** latest by **17 August 2020** (i.e. 27/5/1399) to [isdb.projectmanagement@gmail.com](mailto:isdb.projectmanagement@gmail.com). The documents required should include the academic background, work experience, and other relevant information indicating the candidate's qualifications to perform the services.