

Terms of Reference for Developing Policies and Manuals for the Sustainable Development Unit at Yemen Gulf Bank

Introduction

Overview of Yemen Gulf Bank

Yemen Gulf Bank (YGB) is a progressive financial institution committed to providing a wide range of banking services tailored to meet the diverse needs of its customers. With a modern banking system and a team of experienced professionals, YGB is dedicated to promoting financial inclusion and supporting the economic growth of Yemen. The bank's vision includes achieving sustainable development by integrating environmental, social, and governance (ESG) principles into its core operations. YGB is recognized for its innovative approach to green banking, offering products such as green deposits, green credit cards, green finance, and digital banking services aimed at promoting sustainability in the financial sector.

Sustainable Development Unit

The Sustainable Development Unit (SDU) at Yemen Gulf Bank plays a pivotal role in aligning the bank's operations with global sustainability standards. The unit is responsible for developing, implementing, and monitoring the bank's sustainability strategy, ensuring that YGB's activities contribute positively to environmental protection, social equity, and economic prosperity. The unit works closely with various departments within the bank to integrate sustainability into all aspects of business, from product development to risk management and customer engagement.

The mission of the SDU is to promote sustainable practices within the bank and the broader community, positioning YGB as a leader in sustainable finance in Yemen. By focusing on areas such as sustainable financing, environmental and social risk management, health and safety, and community engagement, the unit ensures that YGB not only meets regulatory and ethical standards but exceeds them in its pursuit of long-term value for all stakeholders.

Objective of the Terms of Reference (TOR)

The purpose of this TOR is to define the scope, objectives, and requirements for hiring an individual consultant or consultancy firm to develop six key sustainability manuals for the SDU at YGB. These manuals are essential for institutionalizing sustainable practices within the bank and ensuring compliance with local and international standards related to environmental management, social responsibility, and sustainable finance.

:The manuals to be developed are

Sustainability Policy

Environmental and Social Management Manual

Sustainable Financing Manual

Environmental Health and Safety Manual

Sustainable Banking Principles Manual

Community Engagement Policy

Importance of the Manuals to YGB's Strategic Objectives

The development and implementation of these manuals are of critical importance to YGB as they directly contribute to the bank's strategic objectives. These manuals are not merely documents; they are vital tools that will guide the bank's efforts in embedding sustainability into its core operations, enhancing long-term resilience, and elevating its reputation as a leader in sustainable finance. The following points illustrate the significance of these manuals to YGB's strategic goals: -

Enhancing Compliance and Risk Management

Promoting Sustainable Finance

Strengthening Corporate Governance and Ethical Standards

Fostering Community Engagement and Social Responsibility

Driving Organizational Excellence in Sustainability

Positioning YGB as a Leader in Sustainable Development

In summary, these manuals are integral to YGB's strategic objectives, enabling the bank to enhance its risk management capabilities, promote sustainable finance, strengthen corporate governance, engage more effectively with communities, and ultimately lead the way in sustainable banking in Yemen.

General Objective

The overall objective of this consultancy is to develop a comprehensive set of sustainability manuals for the SDU at YGB. These manuals will provide a structured framework for integrating sustainability into the bank's operations, products, and services, ensuring that YGB meets its strategic objectives related to environmental stewardship, social responsibility, and ESG standards. The manuals will also guide the bank in complying with both local and international regulations, while positioning YGB as a leader in sustainable finance within Yemen.

Scope of Work

The scope of work for this consultancy encompasses the development of six key sustainability manuals for the SDU at YGB. The consultant will be responsible for researching, drafting, and finalizing each manual in alignment with the bank's strategic objectives, regulatory requirements, and best practices in sustainability. This work will involve close collaboration with YGB's internal stakeholders to ensure the manuals are tailored to the bank's specific needs and context.

Description of Required Tasks

Conduct a comprehensive review of existing sustainability policies and practices in the banking sector, focusing on regional and international standards.

Benchmark YGB's current practices against industry best practices to identify gaps and opportunities for improvement.

Stakeholder Consultation: Engage with key internal stakeholders, including senior management and department heads, to ensure alignment with YGB's strategic goals.

Facilitate workshops or meetings to discuss the scope, content, and expectations for each manual.

Drafting the Manuals: Prepare comprehensive drafts for each of the six manuals, ensuring clarity and alignment with YGB's sustainability objectives.

Review and Revision: Submit draft versions for review by YGB's management, revise drafts based on feedback, and address all comments and suggestions.

Finalization and Validation: Finalize the manuals, incorporating any final feedback, and present them to YGB's senior management for approval.

Key Deliverables for Each Manual

Sustainability Policy: A comprehensive document outlining YGB's sustainability vision, mission, principles, and strategic objectives

Environmental and Social Management Manual: A manual providing procedures for assessing and managing environmental and social risks in YGB's projects

Sustainable Financing Manual: Guidelines for evaluating and approving sustainable financing projects

Environmental Health and Safety Manual: Standards and procedures for maintaining environmental health and safety in the workplace

Sustainable Banking Principles Manual: A manual outlining the principles and standards for offering sustainable banking services

Community Engagement Policy: A policy document defining YGB's approach to community interaction and engagement

Consultant's Role and Responsibilities

Research and Analysis: Conduct in-depth research on sustainability practices to inform the development of the manuals

Stakeholder Engagement: Engage with internal stakeholders to gather input, ensure alignment, and validate the content of the manuals

Timeline and Milestones

The project duration is expected to be two months

Methodology

The methodology will follow a systematic approach, ensuring that the manuals are created with a high degree of accuracy, relevance, and alignment with YGB's strategic objectives

Proposed Approach for Developing the Manuals

:Initial Assessment and Planning

:Research and Benchmarking

:Drafting the Manuals

:Review and Revision

:Finalization and Validation

Final Edits

Consultant Qualifications and Experience

To ensure the successful development of the sustainability manuals for YGB's SDU, the consultant or consultancy firm must possess the following qualifications and experience:

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Required Expertise and Skills

:Sustainability and Environmental Management Expertise

:Banking and Financial Sector Knowledge

:Policy Development and Documentation

:Stakeholder Engagement and Facilitation

:Project Management Skills

Experience in Sustainable Development, Environmental Management, and Banking

:Sustainable Development Experience

:Environmental and Social Management Experience

:Banking Sector Experience

Previous Experience with Similar Projects

:Relevant Project Experience

:Case Studies or Examples

Required Certifications and Education

Educational Background:

A Master's degree or higher in relevant fields
Professional Certifications: Relevant certifications in sustainability, environmental management, or project management (e.g., .PMP, PRINCE2)

Deliverables

The consultant is expected to deliver the following: -

Sustainability Policy Manual

Environmental and Social Management Manual

Sustainable Financing Manual

Environmental Health and Safety Manual

Sustainable Banking Principles Manual

Community Engagement Policy

Criteria for Selecting the Consultant

Relevant Expertise and Skills (25%)

Experience with Similar Projects (25%)

Stakeholder Engagement and Facilitation Skills (15%)

Quality of Proposed Methodology (15%)

Professional Qualifications and Certifications (10%)

Financial offers (10%)

Submission Method

Applications should be submitted via email with the subject line:

Developing Policies and Manuals for the Sustainable Development Unit at Yemen Gulf Bank

Send to:-

recruitment@yg-bank.com

CC: Naser.gharsan@yg.bank.com