

## REQUEST FOR EXPRESSIONS OF INTEREST

### AFRICAN DEVELOPMENT BANK

Statistics Department (ESTA 2)

Phone: +225 2026 2342

Avenue Joseph Anoma

01 BP 1387 Abidjan 01

Côte d'Ivoire

Expressions of interest are being requested for a [Survey Solutions] Consultant Position

**Brief description of the Assignment:** The Surveys and Methods team, as part of Development Research Group of the World Bank, in cooperation with African Development Bank, Department of Statistics has been developing a software platform for Computer—Assisted Personal Interviewing (CAPI) using mobile devices called Survey Solutions, which—in addition to the data entry and survey design applications—features extensive survey management capabilities. Released in 2013, Survey Solutions has been already used in 32 countries for conducting more than 50 household and enterprise surveys.

As the number of system deployments and users rises rapidly, the team is recruiting a CAPI Project Manager to assist clients in Eastern, Western, and Southern Africa with the management of data collection operations utilizing Survey Solutions, training and technical assistance.

The Statistics Department of the African Development Bank invites Individual Consultants to indicate interest in the above assignment. The interested individuals shall provide information in writing on their qualifications and experience describing their ability to undertake the assignment (e.g., references to similar, experience in similar assignments, project management experience, strong writing and analytical skills, and ability to work in a multicultural environment, etc.)

**Department issuing the request:** ESTA.2

**Place of assignment:** West Africa

**Duration of the assignment:** 12 months, renewable

**Tentative Date of commencement:** 15 April, 2016

**Detailed Terms of reference for the assignment:** See Terms of Reference listed below

**Deadline for applications:** Monday, April 4, 2016

**Applications to be submitted to:** Mr. Oliver Chinganya, Meriem Mzid, [m.mzid@afdb.org](mailto:m.mzid@afdb.org)

**Any questions and requests for clarifications may be sent to:** Ms. Alice Nabalamba [a.nabalamba@afdb.org](mailto:a.nabalamba@afdb.org)

*Terms of Reference  
Survey Solutions Consultancy*

1. The key tasks of the consultancy will include:

### ***Project management***

- Support of client countries on survey design and survey methodology
- Managing the work of support and customer service teams, including identifying staffing needs and training new hires.
- Preparing analyses of the local mobile devices market and its impact on national governments and the international development sector.
- Conducting evaluations of Survey Solutions deployments in the field.

### ***Operations support***

- Assisting with deployments of the Survey Solutions system in the client countries.
- Setting up Survey Solutions Infrastructure on location.
- Providing information on the impact of Survey Solutions use on local team resources; creating budgets for Survey Solutions deployments.
- Ensuring compliance of Survey Solutions technology with local laws and donor requirements.
- Acting as the point of contact for task teams from African countries.

### ***Training and advisory services***

- Delivering training to Survey Solutions users from statistical offices, national ministries, non-governmental organizations.
- Providing consultancy services for clients managing the transition to electronic data collection.
- Providing advice on integration of Survey Solutions with other systems using the Application Programming Interface.

### ***Communication with stakeholders***

- Liaising with other focal points in Africa and gathering feedback on the software platform.
- Communicating with partners through the project's website, email newsletters, blog posts and journal publications.
- Promoting Survey Solutions during conferences, workshops and other events.

### **Required skills and experience**

- **Education:** Advanced university degree in Statistics, Economics, Computer science or related discipline.
- Understanding of survey methodology and survey design
- At least two years of professional experience involving platforms for mobile data collection.
- Experience with different mobile data collection platforms; proficiency in programming and deploying the Survey Solutions platform will be a strong asset.
- Proven track record of managing CAPI implementations in the fields.
- Knowledge of statistical software (Stata, SPSS, R).
- Strong project management and customer relationship management skills.
- Behavioral competencies: listening skills, training and capacity development skills. Experience with working in a multicultural and multilingual setting.
- Strong analytical skills; ability to make quick, data-driven decisions in the field environment.

- Strong written and oral communication skills in English, including the ability to draft high-profile reports, articles and presentations. Knowledge of other languages desirable.
- Ability to work under tight timeframes.
- Willingness for frequent travel.

### *Competencies*

- **Project Management** - Understands and utilizes the basic concepts of project management, as they relate to the implementation of a project.
- **Client Orientation** - Takes personal responsibility and accountability for timely response to client queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- **Drive for Results** - Takes personal ownership and accountability to meet deadlines and achieve agreed-upon results, and has the personal organization to do so.
- **Teamwork (Collaboration) and Inclusion** - Collaborates with other team members and contributes productively to the team's work and output, demonstrating respect for different points of view.
- **Knowledge, Learning and Communication** - Actively seeks knowledge needed to complete assignments and shares knowledge with others, communicating and presenting information in a clear and organized manner

The eligibility criteria will be determined through the establishment of a shortlist and the selection procedures shall be in conformity with the Bank's Rules and Procedures of the Use of Individual Consultants. Please, note that expressed interest by a consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

Expression of interest must be received no later than 4<sup>th</sup> April, 2016 at 17:00 hours Abidjan local time, and specifically mentioning: **Survey Solutions Consultancy Position.**