

## **STANDARD REQUEST FOR EXPRESSIONS OF INTEREST**

### **AWF Projects and M&E Support Consultant**

\*\*\*\*\*

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN DEVELOPMENT BANK**

#### **AFRICAN WATER FACILITY**

**E-mail: [A.BAHRI@afdb.org](mailto:A.BAHRI@afdb.org)**

Expressions of interest are being requested for a Projects and M&E Support Consultant Position

#### **Brief description of the Assignment:**

The consultant to support the African Water Facility to put in place mechanisms to ensure its effective implementation, including improved operational procedures and guidelines.

#### **Department issuing the request:**

African Water Facility

#### **Place of assignment:**

African Water Facility offices located in AfDB Headquarters in Abidjan, Cote d'Ivoire.

#### **Duration of the assignment:**

Six (6) months

#### **Tentative Date of commencement:**

Starting from 16<sup>th</sup> February 2015

#### **Deadline for applications:**

Expressions of interest, in French or English language, should be submitted to the address below before 31<sup>st</sup> December 2014, 5 p.m. local time (Abidjan) and clearly indicate "Projects and M&E Consultant of the African Water Facility".

#### **Applications to be submitted by:**

Electronic mail to the following address: [A.Bahri@afdb.org](mailto:A.Bahri@afdb.org), [p.akari@afdb.org](mailto:p.akari@afdb.org) and [k.olatifede@afdb.org](mailto:k.olatifede@afdb.org) . Or

Attention of the Coordinator of the African Water Facility  
African Development Bank  
Immeuble du Centre de commerce International d'Abidjan CCIA  
Avenue Jean-Paul II  
01 BP 1387  
Abidjan 01, Côte d'Ivoire  
Tel: +216 20262483

**Any questions and requests for clarifications may be sent to:**

[A.Bahri@afdb.org](mailto:A.Bahri@afdb.org) and [p.akari@afdb.org](mailto:p.akari@afdb.org) copy to [k.olatifede@afdb.org](mailto:k.olatifede@afdb.org)

Please attach an updated Curriculum vitae on the basis of the template below.

## MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.<sup>o</sup> employed in the African Development Bank?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

### Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

### Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

--	--	--	--	--

**Professional Training:**

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

**Employment Record:**

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

**Reference:**

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: \_\_\_\_\_

*Signature :*

## Terms of Reference

### Introduction / Background

1.1 Utilisation of available water resources in Africa remains very low at about 5% due to limited investments in water resources development and management infrastructure. In addition, the capacity of many of the existing water infrastructure has been exceeded due to aging, population growth, and the effects of climate change. Water, energy and food security heavily influence economic growth and development, and water is at the centre of this nexus. Africa's water infrastructure deficit is a major challenge to the continent's socio-economic growth prospects.

1.2 The African Ministers' Council on Water (AMCOW) spearheaded the establishment of the African Water Facility (AWF), an initiative to assist African countries mobilise and apply resources for the water and sanitation sector to enable them successfully implement the Africa Water Vision (2025) and the MDGs (2015). The AWF began its operations in 2006.

1.3 AWF provides support to the RMCs in the following operational areas of intervention:

- **Preparation of investment projects and programmes** that will attract follow-on investments, and piloting innovative technologies and approaches that may lead to widespread adoption;
- **Strengthening water governance** by increasing the capacity of African countries and regional organisations to strengthen water resources management based on IWRM principles and cooperative arrangements;
- **Promoting water knowledge** through generation of data, information and knowledge to increase the capacity of decision makers to make informed decisions to guide water development planning, design and implementation;

1.4 The AWF's current Portfolio includes 94 approved projects, of which 36 are undergoing implementation and another 29 are completed awaiting the preparation or finalisation of the project completion report. The AWF's 2015 Work Programme includes the appraisal of another 15 projects, as well as various other project cycle operations such as screening of applications to the AWF, preparation of Project Completion Reports (PCR) and development of knowledge products therefrom.

1.5 The Facility is in need of consultant support to put in place mechanisms to ensure its effective implementation, including improved operational procedures and guidelines. In addition, there are many routine reporting requirements of the AWF especially the 2014 annual report, the 2015 annual work plan and various other documents. The AWF is undertaking various knowledge management activities and publication of various knowledge products.

1.6 Therefore, it is the objective of the AWF to recruit a Consultant to support staff in undertaking project operations and support project life cycle. In particular, the consultant will assist the Facility to improve AWF monitoring and evaluation results framework. Knowledge management and preparation of knowledge products will be an important area of support by the consultant.

## **2. Objectives of the Assignment**

The Consultant will contribute to the results reporting in the annual report, 2015 work plan and budget and will be required to support project cycle activities through co-task managing projects, prepare background material for the development of procedures, guidelines and knowledge generation and dissemination. This will be accomplished through desk review of AWF documents, field missions, research assistance and portfolio management activities.

## **3. Main activities and deliverables**

3.1 The consultant will be required to perform the following tasks:

- a) Identify and source background information relevant to the activities of the AWF including monitoring and evaluation process, project appraisal reports, supervision report, briefing notes, statistical analysis of the portfolio and relevant Bank documents;
- b) Review of Project Completion Reports with the view to distilling lessons and experiences contributing to knowledge product development;
- c) Assist in Co-task managing projects;
- d) Prepare project summary information briefs;
- e) Conduct literature searches for on-going activities on projects and prepare written summaries of literature reviews;
- f) Undertake all such other assignments within her competence as related to these tasks and the mandate of the AWF.

3.2 Outputs

- Contribute to the results reporting of the Annual report and 2015 Work Plan and Budget;
- Effective co-task management of at least 3 Projects;
- Written contribution to PCR/Knowledge Products;
- Contribution to the development Result reporting framework and Monitoring & Evaluation records;
- Contribute to portfolio analysis through determination of relevant statistical parameters, preparing charts, graphs, spreadsheets;
- Research briefs on topical subjects as requested by the AWF Coordinator;
- Reports on specific assignments as requested by the AWF Coordinator.

#### **4. Duration**

The duration of the assignment is 6 calendar months and expected to commence from around the 16<sup>th</sup> February 2015 and be carried out at the AWF offices in the AfDB in Abidjan. The consultant will report to the AWF Coordinator and work closely with the Chief Officers.

#### **5. Qualifications**

- At least a Master's degree in any of the water-related disciplines such as civil, agricultural, water resources, or environmental engineering or the equivalent in a relevant discipline related to the assignment;
- Knowledge of the global water agenda and activities of regional and international organisations in the water sector in Africa is an asset;
- Be a national of one of the member countries of the Bank;
- Minimum of five years relevant experience;
- Competent in the use of Bank standard softwares (Word, Excel, Access, PowerPoint, and web tools).

Fluent in French or English, with preferably a working knowledge of the other language