

**REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK**

BP 323-1002, Tunis Belvedere

FRMB Department

E-mail: d.elziniy@afdb.org

Telephone: +216 71 10 2737

Brief Description of the Assignment: The consultant will be a Chief Advisor responsible for the overall operation and management of “Shaping the Future of the African Development Fund” and creation of an ADF Policy Innovation Lab project (the “Project”). The Project is funded by Bill & Melinda Gates Foundation Trust Fund and will bring together the best creative, cross sector and cross-disciplinary minds to brainstorm on the subject of innovation for development finance in Africa. The ADF Policy Innovation Lab will be hosted at the Front Office of the Finance complex at AfDB. The Chief Advisor will be part of the team of the Policy Lab that will be supervised and managed by a Lead Advisor and work in coordination with FRMB Front Office and both divisions of FRMB. The consultant is needed to carry out economic analytical work of the policy lab, and implement its activities as per the Terms of Reference.

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| 1. Department issuing the request: | FRMB Front Office |
| 2. Place of assignment: | Abidjan, Côte D’Ivoire/Tunis, Tunisia |
| 3. Tentative Start Date: | 15 th June, 2015 |
| 4. Details of assignment: | See Terms of Reference |
| 5. Duration: | 12 months |
| 6. Deadline for expression of interest: | 7 th June , 2015 |
| 7. Submission of C.V to: | Ms. Dalya Elziniy: d.elziniy@afdb.org ,
Mrs. Asma OUNI: a.ouni@afdb.org |
8. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: *9am to 5pm.*
9. Expressions of interest must be received at the address below no later than, *7th June, 2015 at 12am* local time and specifically mentioning *Chief Advisor for the ADF innovation policy Lab.*

For the attention of: **Mrs. Dalya ELZINIY & Mrs. Asma OUNI.....**
African Development Bank *FRMB*
Zip Code: **BP 323 -1002-**

27 Refer to Paragraph 3.1.7

28 The purpose is to assist potential candidates determine whether they are interested in the assignment.

29 For example, from 09:00 to 17:00 hours

Town: **15 Avenue de Ghana Tunis Belvédère- Tunis**
Country:**Tunisia...**
Tel: ...**(00216) 71 102737**
E-mail: a.ouni@afdb.org

ESTABLISHMENT OF THE SHORT LIST

10.A shortlist of three to six individual consultants will be established at the end of the period of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their resume.

Level of education in general 20%

Educational level compared to the field of mission 20%

Years of experience in general 20%

Number of years of experience relevant to the mission 40%

Terms of Reference Chief Advisor Consultancy “Shaping the Future of ADF” project FRMB

I. Background

Recently, the African Development Bank (AfDB) signed with the Bill & Melinda Gates Foundation (BMGF) a Technical Cooperation Agreement to establish the Bill & Melinda Gates Trust Fund. The first project to be implemented under the Trust Fund is “Shaping the future of the African Development Fund”, and this will happen within an ADF Policy Innovation Lab which will bring the best creative, cross sector and cross-disciplinary minds to brainstorm on the subject of innovation for development finance in Africa. The ADF Policy Innovation Lab (the “Policy Lab”) will be hosted at the Front Office of the Finance complex at AfDB, under the supervision of the Director of Resource Mobilization and External Finance Department (FRMB).

FRMB is part of the Finance Complex of AfDB. Its role is to support the financing of Africa’s transformation based on AfDB’s Ten-year Strategy for 2013-22. The Department leads the Bank Group’s resource mobilization, partnerships, and management of donor & partner relations. The Department achieves its mission by targeting sovereign and non-sovereign parties which have an interest in Africa. The Department is the focal point for relationships with public and private sector co-financiers. At present, FRMB – through its two divisions – directly manages 15 Bilateral Trust Funds and 16 Multi-donor Thematic Funds are being administered by technical departments. FRMB however ensures the overall fiduciary oversight and accountability to donors on such funds. This in addition to its mandate to

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mobilize, allocate and monitor resources for the Bank's statutory capital including the African Development Fund (ADF) and ensuring compliance with the ADF rules and the commitments taken in the replenishment negotiations.

The FRMB Front Office is seeking to hire a chief advisor consultant to supervise the Policy Lab in carrying out its responsibilities, and assist a lead advisor consultant on the implementation of its activities. The ADF Policy Lab is composed of (i) a High Level Panel of 6 members; and (ii) an Advisory Team that will have a total of [4] staff, including the consultant. The consultant will be part of the team of the Policy Lab that will be supervised and managed by a Lead Advisor and work in coordination with FRMB Front Office and both divisions of FRMB.

II. Duties and Responsibilities of the ADF Policy Innovation Lab

The ADF, the concessional financing window of the African Development Bank Group, provides financing in 40 of the 54 countries on the continent. This Policy Lab will support the efforts of AfDB around a set of specific topics related to the future and potential for strategic reform of the ADF. The ADF Policy Innovation Lab will be composed of a High Level Panel with its Advisory team. The Panel with its advisory team will explore innovations for implementation at the next Fund cycle (ADF-14) starting in 2017. The Lab will consider options for the future of the ADF, investigate implications of these options for future ADF replenishments as well as the strategic positioning of the ADF vis-à-vis other development institutions and stimulate strategic and innovative thinking within AfDB on the future of concessional assistance.

The consultant will be part of the Advisory Team of the Lab who will be responsible for the deliverables of the Lab that include:

- Production of analytical pieces which propose operational and policy recommendations. Some of those analytical pieces will in a first instance target the ADF 14 Working Group and the ADF 13 mid-term review.
- The lab will produce analytical pieces which will feed into the ADF 14 replenishment process which is expected to last from the second to the fourth quarter of 2016.
- Activities to amplify the voice of Africa in the debate about the future of concessional financing in general.

The deliverables of the Policy Lab include:

- i) technical papers which propose operational and policy recommendations on the changing development landscape, the development of new financing instruments and attracting new donors to the ADF- these will include technical review of instruments/options previously examined by other MDBs to indicate their appropriateness (or not) for ADB/ADF;
- ii) HLP meetings, discussion, and reporting thereon;
- iii) final report of the HLP ; and

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- iv) activities to amplify the voice of Africa in the debate about the future of concessional financing in general
- v) It should be noted that some of the deliverables will be for the benefit of the ADF 14 Working Group¹, some will feed into the ADF 13 mid-term review scheduled for October 2015 and some will feed into the ADF 14 replenishment (scheduled second to the fourth quarter of 2016).

III. Specific Duties of the consultant

Under the supervision of the Lead Advisor of the Policy Lab, the consultant will take responsibility for specific duties described below.

- Have the day-to-day responsibility of the work of the Policy Lab and coordinate between the Advisory Team, FRMB front office and concerned Bank departments.
- Support the delivery of quality project outputs through the preparation and implementation of the project's millstones.
- Oversee all the logistical arrangements [meetings and missions] required for the project activities in collaboration with the project coordinator.
- Review all drafts of the annual and quarter reports before submission to BMGF as well as meeting minutes and other reports that may be required by management.
- Provide analytical work on research and economic analysis as required by the HLP.
- Assist the FRMB team in consolidating and analysing policy products which will feed into the ADF 14 replenishment process.
- Ensure the proper protocol and coordination between the Technical Advisory team members, FRMB Front Office and Divisions, Secretariat of ADF Working Groups, and HLP members.
- Represent the ADF Policy Lab activities whenever required requested.
- Organise and prepare the High Level Panel (HLP) meetings together with the project coordinator, and provide any needed analytical support toward the delivery of the draft and final product.
- Ensure the delivery of the minutes, comments, and recommendations of the HLP meetings on a timely manner.
- Advise the web designer on the Project website on the contents, activities, team member profiles, HLP members' profile, and update data about HLP meetings and information.
- Under the supervision of the Lead Advisor Consultant, organize the HLP meetings (around 6 meetings) during the life of the project.
- Assist the team on designing and implementing a consolidated work plan to manage efficiently the requests of the HLP on policy analysis and economic research.
- Participate in Bank missions to attend and report on HLP meetings, if necessary.
- Carry out any other activities as requested by the Lead Advisor of the Policy Lab and the Director of FRMB.

IV. Qualifications and Work Experience

- A Master's degree with a minimum of 10 years of experience in project management, economics, law, development, business administration or a related field; a PhD is a plus.

¹ The ADF Working Group is composed of donors to the ADF and is chaired by South Africa and the United Kingdom.

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- Working experience in a Multi-lateral institution is a must. A previous experience with AfDB is preferred.
- Good knowledge of concessional financing and the aid architecture structure globally.
- Proven capacity to deliver output in a timely manner and ability to use relevant computer technology.
- Excellent analytical skills and strong experience in development economics, development studies in Africa or any related field.
- Strong writing and editing skills backed by robust analytical thinking and persuasive arguments.
- Excellent understanding of diplomatic protocols in communication with high level persons.
- Client and results oriented with strong analytical and communication (both verbally and in writing) skills, sense of accuracy and attention to detail.
- Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues.
- Ability to communicate and write effectively in English or French, with a good working knowledge of the other language.

V. Duration and Location

This is a one year term consultancy, beginning on **June 15th, 2015** and finishing on **June 14th, 2016 with the possibility of a renewal**. The Consultancy will take place in Abidjan, Côte D'Ivoire and requires regular full time presence in the Bank's offices. Field missions might occasionally be required. The consultant will be granted 24 days of leave, based on a cumulative of 2 days per month.

VI. Costs

The consultant will receive a monthly lump sum. No additional benefits or per diems will be paid. The consultant is responsible for his/ her own health insurance and accommodation costs. The bank will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travel.

VII. Accountabilities

The consultant will report to the Lead Advisor and the FRMB Director.

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