

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

“Permanent Address: Avenue Jean-Paul II, 01 B.P. 1387, Abidjan, Côte d’Ivoire

Making Finance Work for Africa (MFW4A) / OFSD

Email: d.ashiagbor@afdb.org

Tel: (+225) 20 26 24 19

1. The African Development Bank now invites Individual Consultants to express their interest for in the following Assignment: **Senior Communications Officer**.
2. The consultant will be part of the MFW4A Team and will report to the Coordinator. Specifically, his/her functions and responsibilities are, but not limited to:
 - Develop and deliver an effective, integrated communications, branding and media strategy that builds on the Partnership’s vision, and utilizes web-based, social media, print and conventional media to reach the Partnership’s various target audiences;
 - Organize and coordinate communications for MFW4A events, including in-person events/panels, webinars, and other collaboration opportunities;
 - Develop a suite of materials to advance MFW4A’s brand and its advocacy messages including production of press releases, speeches, brochures, presentations and event marketing, in English and French, in collaboration with other members of the team;
 - Assess and negotiate proposals for marketing and co-sponsorship agreements of MFW4A sponsored/partnered events, workshops and activities, including recognition for the Partnership consistent with the overall brand;
 - Assure the quality and consistency of all MFW4A-branded products, including reports, publications, knowledge products, outreach materials in both print and web-based formats;
 - Produce the Partnership’s newsletter on a bi-weekly basis in collaboration with the Knowledge Management team;
 - Produce the MFW4A Yearly Reports in English and French;
 - Identify key stakeholders and contacts for communications. Develop and maintain an external contact list.
 - Liaise with journalists, business writers and counterparts in the development community to ensure coverage of MFW4A events and projects.
 - Manage the Secretariat’s social media accounts and other possible networking platforms.
 - Contract and oversee the work of an external website developer to maintain the technical aspects of the MFW4A website;
 - Contract and oversee the work of a graphic designer and printing company to produce promotional materials (brochures, factsheets, Yearly Reports) and knowledge products (working paper series, research briefs)
 - Advise the Partnership Coordinator and the Knowledge Manager on communications issues;
 - Perform any other task as requested by the Coordinator.

3. The candidate should have at least a Master Degree in Economics, Finance, Business Administration, Media & Communications or related fields with a minimum of 5-7 years of relevant experience with a strong emphasis on financial sector development issues.
 - S/he should have excellent communication and writing skills, including the ability to prepare reports and analysis, and make presentations.
 - S/he should have the ability to create and maintain good working relationships with development partners, countries, the private sector and other stakeholders; and facilitate contacts and meetings.
 - S/he should be familiar with project cycle activities and policy formulation in the financial sector and have a knowledge and understanding of the activities, policies and procedures of multilateral and bilateral institutions. Prior work experience in Africa would be an advantage.
 - S/he should be familiar with standard software applications and be able to communicate and write effectively in French and English.
4. The Making Finance Work for Africa Partnership invites Individual Consultants to submit their interest in providing the services described above. Interested Individual Consultants must provide information on their capacity and experience indicating that they are qualified to perform the services (Resume, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.).
5. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the “**Rules and Procedures for the use of Consultants**”, for projects financed under the African Development Bank window, May 2008 edition, revised in July 2012 which is available on the Bank’s website at (<http://www.afdb.org>) The Bank is under no obligation to shortlist any consultant who expresses interest.
6. The duration of the mission is 1 (one) year, based at the African Development Bank Headquarter in Abidjan, Côte d’Ivoire, and the commencement date is planned for **February, 2017**.
7. Interested Individual Consultants may obtain further information at the address below during office hours: *09.00 to 17.00 local time*.
8. Expressions of interest must be delivered by email to the address below by **January 20th, 2017** at 17.00 local hours, and mention “MFW4A Senior Communications Officer”.

For the attention of: **Mr. David ASHIAGBOR**

African Development Bank

OFSD / MFW4A

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