

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTING SERVICES

African Development Bank

Office of the Special Envoy on Gender

Rue Joseph Anoma, 01 BP 1387

Abidjan 01, Cote d'Ivoire

Telephone: +225 2026 3752/+225 2026 5836

Email: b.jones@afdb.org

CC: j.harris@afdb.org

Brief Description of the Assignment: The Office of the Special Envoy on Gender of the African Development Bank is inviting interested individual consultants to indicate their interest in the following assignment to produce **a number of knowledge products, reports, brochures, pamphlets, presentations and other Gender Related Work**. These materials will be designed and formatted in a fashion that retains the visual identity of the Bank, as provided by the Communication and External Relations Department (CERD) of the Bank.

Department making the request: **Office of the Special Envoy on Gender (SEOG)**

Period of Assignment: **12 months with possibility for renewal**

Expected Start Date of the Assignment: **1 February 2017**

Last Date for Expressing Interest: **10 January 2017**

Expression of Interest to be submitted to: **Basil Jones b.jones@afdb.org; Jessica Harris j.harris@afdb.org and copy Audrey Marie-Helen Diaw m.diaw@afdb.org**

The African Development Bank's (AfDB) Office of the Special Envoy on Gender (SEOG) is seeking the services of a professional external editor and communication specialist. The consultant will be responsible for the development of content for books, reports, covers, brochures, newsletters; custom publications for Bank's special events (e.g., posters, flyers, awards, and memorabilia); preparation of business presentations; the simplification of results from technical analysis into user friendly text (e.g., flow, bar, line and pie charts); and the integration of text to graphics. In addition, he/she should be able to support concept development and production of web and other electronic products.

Roles and Responsibilities

Primary responsibilities of the consultant will include reviewing article submissions and preparing them for publication. Specifically this entails the following:

- Perform initial review of submitted manuscript
- Select and assign expert peer reviewers to the manuscript;
- Monitor review process – keep things going;
- Make a final publication decision based on feedback from reviewers;
- Manage revision process (if applicable);
- Schedule accepted manuscripts for publication;
- Manage the flow, edit, and publish selected manuscripts;
- Correspond with authors submitting manuscripts and reviewers;
- Work with guest editors (if any).

Consultants Profile

Qualifications:

- Advanced degree in communications and/or related discipline;
- Minimum of 8 years relevant work experience;
- Competent in the use of standard software applications (MS Word, Power Point, Excel);
- Good writing skills;
- Fluent in English and/or French language;
- Be a national of one of the member countries of the Bank;
- Knowledge and influence on social media;
- Ability to adapt in a changing media and technology landscape;
- Ability to use web-based applications;
- Previous experience of working with International donors as a value added;
- Ability to work in close coordination with other team members;
- Excellent communication skills and analytical capacity;
- Excellent verbal and written skills either in English or French with a working knowledge of the other;
- Ability to work on multiple tasks and under tight time constraints;
- Swift and solid response and reaction time;
- Sound photo editorial and compositional judgement;
- Availability and willingness to travel;
- Excellent computer skills;
- Attention to details.

Women are strongly encouraged to apply.

The AfDB invites eligible consultants to indicate interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (curriculum vitae, description of similar assignments, experience in similar conditions, availability of appropriate skills etc.).

Assumption of duties and Duration of Contract

The successful applicant may be expected to assume duties by **1 February 2017** and be completed over a period of (12) months, i.e. from February 1, 2017 to February 1, 2018. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Rules and Procedures for the use of Consultants.

Interested consultants may obtain further information at the address below from Monday to Friday during office hours (8.30 a.m. – 5.30 p.m. GMT).

Expressions of interest must be delivered to the email address below not later than **10 January 2017 17h30 p.m. GMT**.

Basil Jones

Advisor to the Special Envoy on Gender

African Development Bank

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