

REQUEST FOR EXPRESSIONS OF INTEREST

Long Term Individual Consultants

AFRICAN DEVELOPMENT BANK
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Independent Development Evaluation
Knowledge Management, Outreach and Capacity Development Division (IDEV.3)
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1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: Recruitment of a long term individual Consultant for the African Parliamentarians' Network on Development Evaluation (APNODE) Secretariat
2. The services to be provided under the Assignment include:

The Independent Development Evaluation (IDEV) of the African Development Bank (AfDB) is an independent unit tasked with enhancing the development effectiveness of the Bank's operations. By conducting independent evaluations and proactively sharing lessons and good practices, the Department ensures that the Bank and its stakeholders learn from past experience and plan and deliver development activities to the highest possible standards.

IDEV.3 is one of the three divisions and is responsible for knowledge management, outreach and strengthening evaluation capacity at the Bank and in its regional member countries. Its key responsibilities include the following: (1) Implementing knowledge management and communication activities (including organization of outreach and knowledge events, website management, branding, etc.); (2) Producing evaluation knowledge products, including the quarterly knowledge publication "Evaluation Matters", and ensuring their dissemination. (3) Fostering evaluation capacity development in the Bank and in its RMCs. (4) Promoting IDEV as a center of evaluation excellence and leading efforts to build international partnerships.(5)Reporting to the Bank's Committee on Operations and Development Effectiveness (CODE) and the public on progress in implementing the AfDB's Independent Evaluation Strategy.

Terms of Reference

Individual Consultant for the African Parliamentarians' Network on Development Evaluation (APNODE) Secretariat

Introduction / Background

In 2013, the AfDB adopted a new Independent Evaluation Strategy (2013-2017) in a bid to continue to meet its evolving needs for evaluative knowledge. In line with the AfDB Independent Evaluation Policy, the evaluation strategy focuses on three complementary objectives: learning, accountability, and promoting an evaluation culture in support of the overarching goal of improving development effectiveness.

Evaluation capacity development in Regional Member Countries is important to the goal of promoting an evaluation culture, and has long been part of IDEV's mandate. In this context, IDEV is providing Secretariat support to the African Parliamentarians' Network on Development Evaluation (APNODE). The Network was established in March 2014 at the 7th African Evaluation Association (AfrEA) Conference held in Yaoundé, Cameroon. APNODE was initiated by African parliamentarians based on their recognition of the important function of evaluation in national decision-making and the crucial role of parliamentarians in ensuring that evaluation evidence is used for strengthening decision-making, with a view to greater development effectiveness and inclusive growth.

Following the establishment of the network, it was operationalized through the first Annual General Meeting, which adopted a Constitution, Action Plan and various operational policies, and elected an Executive Committee. The network has been operating on a short-term Action Plan, focusing on networking and advocacy, capacity development, and outreach and resource mobilization. Following the second Annual General Meeting, the network now has a new Strategic Plan for 2017 – 2020, providing clear strategic direction for APNODE. .

Objective of the Assignment

Provide support to the APNODE Executive Committee and Secretariat for implementing the Strategic Plan and 2017 work plan, focused on: (i) expanding the network; (ii) cementing the network and securing financial resources; (iii) building knowledge around best practice; (iv) improving communication; (v) building capacity of APNODE members; and (vi) mobilizing technical resources.

Main activities and deliverables

Under the overall guidance of the APNODE Secretariat Task Manager, the Consultant will perform the following tasks:

- a) Maintain the administration of the network and its membership.
- b) Coordinate and streamline, in a professional and timely manner, internal and external communication of the APNODE Secretariat and the Executive Committee as required, including with members and development partners.
- c) Prepare, produce and implement advocacy and communication for APNODE, including procuring and guiding production companies as necessary.
- d) Assist in the development of an independent APNODE website.
- e) Provide logistical support and technical assistance in preparing and organizing the Annual General Meeting (AGM) of the network. This also includes preparing the meeting documents, and documenting the event for record-keeping and for reporting to donors and other stakeholders. Support any follow-up activities to the AGM.
- f) Support the organization of other meetings and activities of the Executive Committee and/or the network, including the preparation of documents and minutes, and follow-up actions. Support the expansion strategy of the network, reaching out to more parliamentarians and related institutions in Africa.
- g) Support the Secretariat and Executive Committee in resource mobilization activities.
- h) Build a knowledge base of development evaluation for parliamentarians, identifying a series of parliamentary success stories, supporting the development and dissemination of knowledge products.
- i) Expand the scope of capacity development activities for APNODE members, identifying the needs of the members, building partnerships with technical partners to meet those needs; and organizing specific trainings.
- j) Perform other duties as required by the APNODE Secretariat.

Administration/reporting

The consultant will work closely and report to the Principal Knowledge Management Officer who is the task manager for the project. The project technical staff will provide all relevant support to the

consultant. The IDEV.3 Division Manager is responsible for oversight of the project. All project staff and consultants are accountable to IDEV management.

Duration of the assignment

The assignment will be for nine (9) months and is located at the Bank's headquarters in Abidjan, Cote d'Ivoire.

Qualifications and Experience required

- Masters' degree (or equivalent) in international relations or related fields
- Nationality of a Bank Member Country
- A minimum of 5 years working experience with an international organization
- Good knowledge of development issues in Africa
- Languages Required: proficiency in English or French with a good working knowledge of the other. Preference for candidates able to work in both languages.
- Excellent administrative, research, drafting, reporting and communications skills
- Good planning and event organizing skills
- Ability to maintain overview with the necessary attention to detail
- Ability to deal with discretion, sensitivity and tact with a variety of contacts, including government officials and parliamentarians
- Proficiency in Bank standard software applications : MS Word, Excel, PowerPoint, and web tools
- Integrity, professionalism, respect for diversity and a strong team player

Remuneration

The Consultant will be paid a competitive monthly lump sum in accordance with Bank's scale set for Consultants and commensurate with the number of years of relevant experience.

3. The IDEV/IDEV.3 invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Rules and Procedure for the Use of Consultants** under projects financed by the Bank Group, May 2008 Edition, revised on July 2012, available on the Bank Website at <http://www.afdb.org>. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
5. The estimated duration of services is nine (9) months and the estimated starting date is February 2017.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: 08h00-17h00 GMT.
7. Expressions of interest must be received at the address below no later than 11 January 2017 at 17h00 GMT Abidjan local time and specifically mentioning Recruitment of a long term individual Consultant for the African Parliamentarians' Network on Development Evaluation (APNODE) Secretariat

For the attention of: **Mrs Karen Rot-Munstermann**

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Establishment of the Short List

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