

**AFRICAN DEVELOPMENT BANK GROUP
FINANCIAL SECTOR DEVELOPMENT DEPARTMENT**



EXPRESSION OF INTEREST:

**THE MICROFINANCE CAPACITY BUILDING FUND IS RECRUITING A
SENIOR CONSULTANT**

CONTEXT

In Africa, microfinance represents a sector capable of generating economic growth and employment. However, this sector is fragile and has a limited scope: only 1 in 5 households has a deposit account in a regulated financial institution against 1.5 of 5 in other developing regions, and 4 of 5 in developed countries. Capacity building must be used as a tool to promote the development of sustainable microfinance at various levels: i) the micro level (retail financial institutions; ii) the meso level (infrastructure of the microfinance market and regulatory environment).

For these reasons, the Bank in collaboration with the Government of Spain created in 2009 the Microfinance Capacity Building Fund (MCBF) aimed at strengthening the capacity of microfinance institutions, in order to facilitate inclusive access to financial services to the poor and low income people in Africa, with special emphasis on women and rural areas. To this end, the MCBF selects projects through separate Calls for Proposals (CfP) and/ projects directly submitted to the Fund.

JUSTIFICATION AND OBJECTIVE

The African Development Bank (ADB) wishes to engage a consultant under the Financial Sector Development Department. The objective of the assignment is to support to the MCBF Fund Coordinator (FC) in the day-to-day management of the fund and to liaise with the technical team in the support on microfinance project design and implementation, and on knowledge management initiatives.

DUTIES AND ACCOUNTABILITIES

Specific duties and accountabilities for the Consultant include, but are not limited to:

- Take the lead or participate in the preparation of due diligence and evaluation missions related to project requests submitted by target countries and/or institutions;
- Prepare evaluation reports, back to office reports and notes to be submitted to the institutions applying for funding;

- Follow up the full grant agreement process until the signing of the agreement ;
- Oversee ongoing projects, particularly with respect to the procurement of goods and services; study the project proposals documents; evaluate the work of consultants and contractors; and help in the preparation of project completion reports and review of the portfolio performance;
- Coordinate the management of grants, disbursements, procurement, and activities related to the performance of the fund's project portfolio;
- Perform any other relevant tasks in the activities of the Department which will be assigned by the Division Manager and / or Senior Management.
- Prepare back to office reports ;
- Monitor Project Implementation :
 - . Developing/Reviewing project concepts, including project logical frameworks, preparing and vetting concept notes, and preparing internal approval documents;
 - . Guiding project implementation, including consulting teams;
 - . Institutional Capacity Building: provide expert opinion/advice on relevant technical areas related to MCBF activities.
 - . Measuring and reporting project results;
- Knowledge sharing component:
 - . Providing leadership in gathering and sharing knowledge about MCBF experience.
 - . Facilitating meetings, roundtables, discussions among stakeholders.
 - . Proactively facilitate contact between prospective clients, partners, AfDB, Advisory Committee and Donors.
 - . Tracking and synthesizing progress and impact of relevant MCBF activities for reporting, knowledge sharing and communications purposes
 - . Maintaining knowledge platforms and other systems for maintaining and disseminating knowledge about the MCBF
 - . Monitoring external and internal literature, trends and findings on MCBF development for dissemination
 - . Identify key lessons learned to be shared with the AfDB and donors, and develop Smart Lessons and other internal knowledge management documents.

PROFILE OF THE CONSULTANT

- Master's degree from a reputable university with concentration in finance, business, economics, or other relevant discipline required.
- At least 7 years of relevant working experience, including in the field, preferably at least three years in inclusive finance/microfinance.

- Experience managing a programme, preferably donor-funded, including project set-up and completion.
- Resourceful, work with limited supervision and to think independently.
- Effective, work under time pressure with high degree of accuracy and with a strong capacity to produce high-quality work.
- Demonstrate initiative, monitor issues and tasks, meet deadlines and priorities.
- Communicate ideas clearly and confidently, articulate issues and recommend practical solutions.
- Knowledge of the bank's rules and procedures
- Communicate effectively, written and oral in English and French. Knowledge of Spanish is a plus
- Demonstrated ability to prepare proposals, concept papers and reports to a high-level of English proficiency.
- Strong analytical, interpersonal and organizational skills with capacity to work as part of a team in a multicultural environment.
- Strong computer skills, with an emphasis on Word, Excel and Powerpoint.

DURATION OF ASSIGNEMENT

The mission duration is 12 months renewable following satisfactory completion of the initial period.

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