

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Statistics Department (ECST)

Avenue Joseph Anoma

01 B.P. 1387, Abidjan 01

Côte d'Ivoire

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1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: Consultancy Services - Procurement Specialist
2. The services to be provided under the Assignment include: The assignment involves the provision of procurement management support and advice to the Task Managers on the use of Banks Procurement Policy and Guidelines.
3. The Statistics Department of the African Development Bank now 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 **Procurement Policy for Recruitment of Corporate Consultants**. 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 **six (6) months** and the estimated starting date is **July 2019** and will be based at the Bank's headquarters in Abidjan.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: **8:00 and 17:00 hours**
7. Expressions of interest must be received at the address below no later than **26th June 2019 at 17:00 hours** local time and specifically mentioning **Consultancy Services – Procurement Specialist**

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8. The following criteria with the corresponding weights shall be considered in the selection of the candidate

CRITERIA	WEIGHT
General qualifications and adequacy for the proposed Assignment	30
Similar experience in the area of expertise of the Assignment as described in the Terms of Reference	50
Experience with the Bank or other international donors	10
Language proficiency	10

Terms Of Reference for Procurement Specialist

Rationale, Objective and Scope of the Assignment

- Over the last several years, the AfDB has steadily intensified its statistical capacity building activities in African countries motivated by the need for reliable and up to date data for better measuring, monitoring and managing for development results. Its activities have, so far, focused on improving the availability and quality of data and on strengthening the institutional capacity of African countries with a view to producing these data. These efforts have been bolstered since 2004 following approval of Statistical Capacity Building Program, Phase I, II, III, and IV with total commitments of UA 72.60 million, equivalent to over US\$ 100 million, by the African Development Fund (ADF) Board of Directors to support the Bank's program to strengthen statistical capacity in African countries. The program aims at strengthening statistical capacity on the continent in order to meet the urgent demand for reliable and timely data to support the monitoring of progress on implementation of the High 5s Agenda, the UN 2030 Sustainable Development Agenda (SDGs), poverty reduction in member countries and regional integration.
- Similarly, ECST develops and manages databases on economic, social and development cooperation statistics in Africa in collaboration with the Bank's regional member countries as well as regional and international agencies such as the UNECA, the IMF, the OECD, the UN, and the World Bank. This makes the AfDB the primary source of relevant, reliable and timely data on African development processes.
- The department is structured into two divisions (Social and Economic Statistics – ECST.1, Statistical Capacity Building – ECST.2).

The need for a Procurement Specialist Consultant:

The department has realized tremendous growth over the past few years. In addition to its expanded mandate that includes providing monitoring and evaluation, and results measurement support to Bank's sector and regional directorates, the department plays a lead role of providing Technical Assistance to regional member countries and of being a knowledge broker for the Bank. These responsibilities have given rise to the need to recruit consultants with the relevant expertise, skills and experience to support the work of the Task Managers. In the foregoing circumstances it has become pertinent that the department recruits a Procurement Consultant who could , in line with the Bank's Procurement rules and regulations, advise and train staff on how best to deal with this important aspect of the Bank's activities.

Scope of work

Under the general supervision of the Corporate Procurement Department of the Bank and on a day to day guidance by the Statistics Department (ECST) management the consultant shall be responsible to the Director of ECST for the following:

- **In depth knowledge of the Bank's procurement documents:** It is fundamental that the consultant has sound knowledge of rules and procedures guiding the procurement process of goods, civil works and services (consultants) in the Bank or other multilateral institution. He/She will liaise and work closely with SNFI, the department in charge of procurement activities in the Bank;
- **Procurement activities in the Statistics Department (ECST):** the consultant will work closely with all task managers of the department to ensure that all procurement activities are in line with the Bank's Procurement Rules and Guidelines. In this regard, he or she will be advising both ECST management and staff on all issues related to the consultancy procurement;
- **Specific Procurement Activities:** Assisting ECST staff in conducting various phases of procurement process including preparation of Expression of Interest (EOI), Request for Proposals (RFP), evaluation of proposals, and contract negotiation and follow up;
- **Procurement Training:** to facilitate the transfer of knowledge, the consultant will in collaboration with SNFI, organize procurement trainings for ECST staff. He/She will also ensure that all new staff joining the department acquire within a short period the required training towards consultancy procurement activities;
- **Up to date information:** the consultant is expected to be well informed on all amendments and new guidelines on procurement rules and regulations and ensure that such information is disseminated to all ECST staff;
- Any other procurement related task as assigned by ECST's management.

Profile of the Consultant

The consultant shall demonstrate appropriate qualifications and skills necessary for the assignment as described above. She/he will have:

- Master's Degree in International Procurement, Business Administration, Law, Development Studies, International Relations or other relevant field;
- At least 10 years work experience in providing procurement support and advice to institutions preferably in a development oriented international organization;
- Knowledge in Bank's procedures for acquisition of consulting services funded by the administrative budget will be an added advantage.
- Excellent writing skills;
- Proficiency in English or French and a good working knowledge of the other language;
- Excellent knowledge and skills in computer applications such as MS Office, desktop and online publishing programs;
- Experience working in a multicultural environment;
- Excellent interpersonal and communications skills;
- Personal sensitivity and commitment to Bank Group values and ethics.