

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Headquarters

Operations Committee Secretariat & Quality Assurance Department

E-mail: k.zadi@afdb.org Telephone: 20265652

Expressions of interest are being requested for a quality assurance consultant

Brief Description of the assignment: **The Quality Assurance Division (SNOQ.2) will recruit a quality assurance consultant to provide support to the establishment of the Task Manager Academy “a comprehensive e-learning program” on project management and to contribute to the preparation of the regular Quality Assurance Dashboards reports prepared by the Division.**

Department making the request: **SNOQ**

Place of assignment: **ABIDJAN**

Period of assignment: **30 days over the period 01 June 2018 to 30 November 2018**

Expected start date of the assignment: **01 June 2018**

Last date for expressing interest: **25 May 2018 at 5:00PM (Abidjan) local time.**

Expression of interest to be submitted to: h.hmaidi@afdb.org

Questions/ clarifications to be addressed to: h.hmaidi@afdb.org

Terms of reference

Background

Within the Senior Vice Presidency (SNVP) the operations committee secretariat and quality assurance department (SNOQ) is an integral component of the Bank’s operational organizational structure, tasked to ensure that policies and investment proposals are aligned with Bank strategy and mandate; and serves as the forum for Senior Management review and resolution of policy issues affecting operations. The Department also oversees and leads cross-cutting efforts to improve quality at entry and quality at exit, as well as to enhance a results focused supervision culture. The Department comprises two divisions: Operations committee secretariat and Quality assurance.

The Quality Assurance Division (SNOQ.2) will recruit a consultant to work collaboratively with staff in the Division and Department as a whole in undertaking of tasks within its mandate. The assignments and tasks assigned to the consultant will be within the framework of the specific mandate of SNOQ.2. The tasks will be aligned to the activities and work plan to be undertaken in 2018. These would include among others, providing support to the establishment of the Task Manager Academy “a comprehensive e-learning program” on project

management and contribution to the preparation of the regular Quality Assurance Dashboards reports prepared by the Division.

Duties and Responsibilities

The services of a bilingual (French-English) consultant are required to assist SNOQ.2 mainly in developing the QA training curricula and modules and contribute to the preparation of Quality Assurance Dashboards. Specific duties and responsibilities are outlined hereunder:

- (i) Review the content of materials on the quality assurance tools (power point presentations, narratives, case studies/exercises), and translation of some of the work;
- (ii) Contribute to the development of online courses with collaborating departments (PPT, narratives, translation);
- (iii) Support the development of multimedia materials and/or narratives for presentations;
- (iv) Assist in liaising with the other Bank departments - including those in charge of sector operations - for the purpose of developing and delivering online training;
- (v) Undertake assessments of a sample of Readiness Reviews, Implementation progress and results and project completion reports for quality control purpose;
- (vi) Contribute to the preparation of the Quality Assurance Dashboard;
- (vii) Undertake any other tasks/assignments as assigned by the Manager SNOQ.2.

Qualifications and Skills

The Consultant will have at least a Master's degree in Economics, Business Administration, Public Sector/Administration, and Policy Analysis, Finance or any other related discipline. In addition, the Consultant shall have at least 10 years of proven relevant work experience in development cooperation gained in an International Organization, a bilateral aid agency or as an official of a developing country in the design and management (planning and implementation) and the application of results-based approaches. S/he will be competent in the use of standard software applications and have excellent written communication skills in English and French.

Duration of the Consultancy

The duration of the assignment is 30 days over the period **01 June 2018 to 30 November 2018**. Payment of honorarium of the consultant will be on a daily basis after satisfactory execution of duties assigned to him.

Please attach an updated Curriculum Vitae on the basis of the template below:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature :