REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK
Egypt Field Office (EGFO)

Project: Support to Parliament: Building Capacity and Mainstreaming Inclusive Growth and Decentralization in Egypt

1. The African Development Bank (AfDB) hereby invites Individual Consultants to indicate their interest in the following assignments under the Bank-executed project “Support to Parliament: Building Capacity and Mainstreaming Inclusive Growth and Decentralization in Egypt”
   a. **Position 1**: Chief Technical Advisor (part-time)
   b. **Position 2**: Project Coordinator
   c. **Position 3**: Project Officer

2. The services to be provided under the Assignment include:
   **For Position 1**: provide strategic guidance, advice and technical expertise at the macro and micro levels towards the sound implementation of the project. This entails: leading discussions with Steering Committee and key stakeholders, participating in policy dialogue and formulating policy briefs, developing project action plans, reviewing project reports, advising on study tours to be implemented, etc.

   **For Position 2**: coordinate and lead the day-to-day activities under the project, in conjunction with the other team members, with the primary responsibility of ensuring that the work plan is being followed efficiently and effectively. This entails: following up on implementation of activities and anticipating challenges and bottlenecks; being the main liaison with the beneficiary entity; drafting project documents; preparing quarterly reports; assisting in procurement and contract management; participating in policy dialogue and field missions; etc.

   **For Position 3**: work on implementation of project activities with the primary responsibility of ensuring procurement, contract management and disbursements of assignments under the project. This entails: preparing and managing all procurement and disbursement activities; overseeing contract management; participating in project supervision; contributing in drafting of documents and quarterly progress reports; participating in field mission, etc.

3. The AfDB Egypt Field Office invites Individual Consultants to indicate their interest in providing the above-described services. Interested consultants shall indicate the position for which s/he is applying to and 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 procedures for the acquisition of consulting services funded by the administrative or capital expenditure budget of the African Development Bank group dated August 2012 and revised May 2014. 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. A specific short list will be prepared for each of the three above mentioned position. Kindly note that civil servant could be eligible only if they are on leave without pay before application.

5. The estimated duration of services is for the life of the project (three years) and the estimated starting date is July 1, 2016.
6. Establishment of the Short-list: A short-list of three to six individual consultants will be established at the end of the request for expressions of interest. The consultants on the short-list will be judged on the following criteria on the basis of their updated CV and the interview:

<table>
<thead>
<tr>
<th>CV review criteria – weight 50%</th>
<th>Personal Interview criteria – weight 50%</th>
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<tbody>
<tr>
<td>General Qualifications</td>
<td>Work organization/attention to detail</td>
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<tr>
<td>Technical knowledge and similar experience</td>
<td>Analytical ability</td>
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<td>Experience with The Bank or other donors</td>
<td>Communication skills</td>
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<td>Language proficiency</td>
<td>Integrity/Credibility</td>
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<td>Knowledge of country context</td>
<td>Client- Orientation</td>
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7. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: Sunday- Thursday, from 09:00 to 17:00.

8. Expressions of interest must be received at the address below, no later than May 14, 2016 at 15:00 local time and specifically mentioning “Support to Parliament: Building Capacity and Mainstreaming Inclusive Growth and Decentralization in Egypt” with the position title. Email submissions are accepted.

For the attention of: Ms. Gehane El Sokkary
African Development Bank, Egypt Field Office
72 B, Al-Ma’had El-Eshteraky St. (opp. Merryland), Roxy, Heliopolis, Cairo
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