

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN DEVELOPMENT BANK**

**Abidjan, Cote d'Ivoire**

**Junior Consultant – Investment and Data Analyst  
ENERGY, POLICY AND REGULATION DEPARTMENT  
ENERGY FINANCIAL SOLUTIONS DIVISION**

**E-mail:**

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Mr. Charles Wilfried Abedier, E-mail: c.abedier@afdb.org /  
Mr Kweku Koranteng: E-mail: k.koranteng@afdb.org  
With copy to: Ms. Roseline Sanon: E-mail: r.sanon@afdb.org**

Expressions of interest are being requested for a Junior Consultant Position to support the Energy Financial Solutions Division - as Investment and Data Analyst.

Department issuing the request: **ENERGY, POLICY AND REGULATION DEPARTMENT**

Place of assignment: Abidjan

Duration of the assignment: 6 months

Tentative Date of commencement: 1 June 2019

Detailed Terms of reference for the assignment: see below

Deadline for applications: **1 May 2019 17:00 GMT**

Applications to be submitted to:

**Mrs. Ayodeji Adebola, E-mail : a.adebola@afdb.org  
Mr. Charles Wilfried Abedier, E-mail: c.abedier@afdb.org /  
Mr Kweku Koranteng: E-mail : k.koranteng@afdb.org  
With copy to: Ms. Roseline Sanon. E-mail: r.sanon@afdb.org**

Terms of Reference for Junior Consultant, Investment and Data Analyst

### **1. Introduction and background**

The African Development Bank has recently launched the New Deal on Energy for Africa Program with an aspirational goal of Africa achieving universal access to energy by 2025 (100% access in urban areas, 95% in rural areas) leveraging on and off-grid solutions. To achieve and drive towards this goal, the AfDB will work with governments, the private sector, bilateral and multilateral energy sector initiatives to develop a Transformative Partnership on Energy for Africa – a platform for public-private partnerships for innovative financing in Africa's energy sector. This Strategy for the New Deal on Energy for Africa sets out the priorities for the Bank's interventions in the energy sector from 2016 to 2025.

The Energy Financial Solutions, Policy and Regulation Department (PESR) of the African Development Bank (AfDB) has primary responsibility for processing the Bank's non-sovereign operations in the energy sector. These operations include: lending, equity participation, guarantees, lines of credit to private financial intermediaries, syndications, underwriting and technical assistance related to private sector development in the 54 African countries (Regional Member Countries - RMCs);

The Energy Financial Solutions division (PESR.2) is dedicated to the origination, structuring, and execution of infrastructure projects in the power sectors. In addition to project finance, the division also provides direct support to corporate entities and projects through equity investments, as well as through specialized intermediaries such as private equity and venture capital funds.

**To fulfil its roles in support of Energy financial solutions division, PESR is seeking the services of an individual junior consultant to support investment officers and Division Manager on operational requirements directly related to the processing of NSOs during the project cycle.**

## **2. Purposes and objectives of the job**

- To serve as a focal point for project data analysis and reporting on Energy Non-Sovereign Operations (NSOs) for Division and Department Management decision making.
- To relieve Investment Officers of operational requirements directly related to the processing of NSOs during the project cycle.
- Carry out procurement and resource management activities directly related to the delivery of NSO work activities.

## **3. Scope of Work**

Under the general guidance and supervision of the Division Manager Energy Financial Solutions, the Investment and Data Analyst will perform the following duties:

### **NSO Pipeline Development and Work Programme Coordination:**

- Develop and update progress status of SO and NSOs Pipeline database based on requests for funding and Business Development outcomes cleared by the Division Manager.
- Contribute to the preparation of the Division's Annual NSO and SO Lending Programme based on Preliminary Evaluation Note (PEN) approval status, coordinate

regular information gathering and updates on project processing status, including key issues and actions to mitigate the issues.

- Send communication on creation of Project Appraisal Teams (PAT) and compile PAT team membership list.
- Update weekly Active Project Processing Schedules (IOP) for Division weekly review and Division Management Team Information.
- Create and update Codes and update project information in SAP. Input and monitor NSO and SO in BPPS in liaison with Investment Officers.
- Provide inputs for Monthly Readiness and Probability of Delivery of Lending Programme Matrix, Quarterly Operations Committee (OPsCom) Rolling Agenda and Monthly Board Rolling Agenda (BRAG).
- Collect, process and analyse data and ensure effective delivery of the work program
- Compile the Division's database (Non Sovereign operations, complex projects, trust funds, special initiatives, co-financing)
- Develop reports related to the Division/Department's activities for submission to Senior Management and other relevant clients
- Represent the Division in relevant coordination meeting with other departments of the Complex

### **Operational, research and analytical work during the NSO Project Cycle**

- Prepare and update approved projects processing status highlighting key follow-up actions for monitoring to ensure compliance with Bank's guidelines.
- Assist Investment Officers in the processing of Non-Disclosure Agreements, Letters/Expressions of Interest, Confidentiality Agreements, Mandate Letters and Letters of engagement.
- Conduct searches for Integrity Due Diligence activities and contribute to the preparation of Preliminary Integrity Risk Checks reports for Know Your Customer (KYC).
- Initiate process for issuance of Front-end, Appraisal Fees, Monitoring Fees and other fees by the treasury department and follow up to ensure compliance with payment schedules in accordance with the Mandate Letters.
- Prepare first disbursement memoranda for Project disbursement and complete related SAP updates.
- Follow up with Investment Officers on the preparation of Project Transfer Forms after first disbursement.
- Follow up with Investment Officers on the preparation and submission of quarterly Project Status Reports for the Portfolio team.
- Coordinate activities related to translations of NSO documents in preparation for Board Presentations.

### **Procurement and Resource Management Activities for Division's Work Programme Delivery**

- Coordinate entire recruitment process for the Division's consultancy services recruitments to support NSO origination and transaction activities (prepare Expressions of Interest, serve as focal point for reception of and communications with applicants, coordinate evaluation process for shortlisting process for Request for Proposals and final selection of consultant, prepare consultancy contracts, waivers for extension of contracts and contract amendments).
- Prepare Division's inputs and complete SRAS for three-year budget planning.

### **General Analytical work, Report Writing and Problem Solving activities**

- Collect and consolidate annual statistics and co-financing data on Division's NSOs approved by the Board as inputs for Department Annual Report.
- Produce briefing papers, spreadsheets and presentations on NSO activities for Management information, meetings and retreats.
- Assist Division Manager in the follow up of achievements of Division's Key Performance Indicators and prepare relevant reports for monitoring.
- Coordinate Division Meetings, including preparing agenda topics, drafting Minutes of Project Meetings and monitoring follow-up actions required.
- Respond to enquiries from clients, sponsors and internal staff on NSO activities.

### **Ad-Hoc Roles**

- Serve as back-up to Professional Staff responsible for consultancy activities and overall budget coordination at the Department level.
- Supervise other General Service Staff

### **Knowledge and Competency Enhancement**

- Participate in training activities designed to enhance knowledge and skills effective delivery of the Bank's energy financial solutions activities.
- Participate in project cycle activities to enhance knowledge in NSO and SO project cycle activity management.

## **4. Qualifications and Experience**

The qualifications required for this assignment are the following:

- Master's degree or equivalent in Administration, Accounting, Economics, and/or Finance or related field;
- 2-4 years of relevant work experience. Experience in a similar post in a multilateral organization will be considered an advantage;

- Knowledge and experience in administrative; financial accounting and full range of office support work, with a high level of sustained performance. Demonstrated experience in socio-economic analysis of projects is an advantage;
- Experience of project or portfolio management at the Bank would be a strong advantage;
- Enthusiasm and ability to learn new concepts quickly and to take initiative. Good organisational skills and attention to detail;
- Good communication and team skills, professional judgment, diplomacy, presentation and maturity;
- Working level knowledge of the Bank's standard software (Word, Excel, Access, PowerPoint and web tools);
- Working level knowledge of English or French languages and practical knowledge of the other language;
- National of a member country of the Bank and under 32 years of age.

## **5. Duration of Assignment**

The assignment will commence at completion of the selection process and upon contract signing. The contract with the selected Consultant will last for a period of 6 months, with the possibility of further renewal, based on satisfactory performance and relevant rules. The duty station will be the AfDB Headquarters in Abidjan, Côte d'Ivoire. A precise work program will be agreed upon with the division manager on commencement of the assignment.

## **6. Deliverables and reporting**

The consultant will report to the Division Manager. At the conclusion of the assignment, the Consultant's outputs will be evaluated based on the following criteria:

- i. Professional competence
- ii. Analytical, reasoning, organizational and communication skills
- iii. Reliability and organisation
- iv. Output
- v. Quality of work produced.

## 7. Timeline and remuneration

The consultancy is expected to start in June 2019 and will cover a period of up to 12 months with the possibility of renewal. The consultancy will be subject to a three-month probation period. Remuneration will be competitive and based on the qualifications and experience of the selected consultant, in line with the Bank's guidelines on junior consultant remuneration.

## 8. Exclusivity

The appointment of the Consultant and the acceptance of such appointment will constitute an engagement of the Consultant to provide the Beneficiary with the services referred to in the Scope of Works on an exclusive basis.

## 9. Confidentiality

Any information provided by AfDB, project proponents or executing entities, or by any other source concerning any AfDB project or activity or the bidding and appointment of the Consultant will be considered confidential and proprietary in nature, and should not (except as required by law) be disclosed by the Consultant to any third party.

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

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.<sup>o</sup> employed in the African Development Bank?</b>			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 in one page (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised.

**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

**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	

**Reference:**

Please indicate the name and email 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 :*