REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTANT)

MULTINATIONAL

COORDINATOR OF THE KNOWLEDGE SHARING COMPONENT OF THE AfCoP PROJECT AT THE AFRICAN CAPACITY BUILDING FOUNDATION (ACBF)

GRANT No.: 2100150023544

The African Development Bank (AfDB) granted an amount of UA 9.00 million to support the multinational project for building capacity on Managing Development Results (MfDR) in the Regional Member Countries (RMCs) and the Regional Economic Communities (RECs) (AfCoP Project). This project is implemented by the Secretariat of the African Community of Practice on Managing for Development Results (AfCoP Secretariat) within the Quality Assurance and Results Department (ORQR) of African Development Bank (AfDB). The knowledge sharing component of the project is implemented by the African Capacity Building Foundation (ACBF). Part of the proceeds of this grant is applied to payments for the consultancy services for the coordinator of the knowledge sharing component of the AfCoP project at the ACBF.

1. The services consist of: (i) Managing the knowledge sharing activities of the AfCoP project; (ii) Coordinating the work of the short term consultants; (iii) supporting the AfCoP online platform; and (iv) Coordinating the implementation of knowledge sharing component of the project.

2. The ACBF now invites individual consultants to indicate their interest in providing the above mentioned services. Interested eligible consultants must provide statement of capability and experience indicating that they are qualified to perform the services, description of similar assignments, experience in similar assignments, availability etc.). Expected start date should be Dec 1, 2015. The duration of the contract is one year.

3. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Rules and Procedures for the use of Consultants” edition May 2008, revised July 2012 which is available on the Bank’s website at http://www.afdb.org. The ACBF is under no obligation to shortlist any consultant who expresses interest.

Interested consultants may obtain further information from the Procurement Unit of the African Capacity Building Foundation, 2 Fairbairn Drive, Mt. Pleasant, P.O. Box 1562, Harare, Zimbabwe, Tel (263) 4 700208/10; Email: ProcurementUnit@acbf-pact.org

4. Expressions of interest must be delivered to the address below by Thursday, 17th Sept 2015 not later than 17:00 p.m. and must be clearly marked: “Expression of Interest for the Coordinator of the knowledge sharing component of the AfCoP project”.

Attention:
Procurement Unit
2 Fairbairn Drive, Mt. Pleasant
P.O. Box 1562, Harare, Zimbabwe
Email: ProcurementUnit@acbf-pact.org
 TERMS OF REFERENCE

African Community of Practice on Managing for Development Results (AfCoP-MfDR) - Coordinator

Job Title: AfCoP Coordinator  
Duration: 1 year renewal  
Division: ACBF

Background

The AfCoP was launched in February 2007. It is a bilingual (francophone/ Anglophone) community of over 2500 members from 43 different African countries and 48 countries off the continent. Members are practitioners of MfDR working for African governments, civil society, and as independent experts in the field. The AfCoP’s goal is to build African MfDR capacity through sharing experiences and development solutions for results, networking and building strong learning relationships with MfDR practitioners in Africa and around the world. The AfCoP online platform (www.cop-mfdr-africa.org) plays a key role in organizing knowledge sharing activities. The AfCoP is led by a volunteer Core Management Team (CMT) of twenty-nine AfCoP members that are organized around internal management and thematic teams. The CMT and the entire AfCoP is primarily supported by a small Secretariat at the African Development Bank (AfDB) in partnership with the African Capacity Building Foundation (ACBF).

Objectives of the Consultancy

To help the Knowledge Management unit of ACBF to implement the knowledge sharing component of the AfCoP project by supporting the AfCoP Secretariat in implementing its action plan and ensuring a good content management.

Scope of the work

- Manage the knowledge sharing activities by coordinating the following tasks: (i) online discussions through the AfCoP online platform; (ii) development of case studies, guidelines, analytical work and tools on emerging good practices on MfDR and on policy convergence including those related to gender; and (iii) dissemination of good practices, knowledge products.

- Coordinate the work of the short term consultants to develop the focused mainly on results-based planning and budgeting, results-based monitoring and evaluation and statistical systems transformational leadership and governance, change management initiatives, citizens’ engagement in public sector, regional integration with priority given to topics related to managing for development results.

- Support of the online platform. (a) Ensure constant updates of website content; (b) Research and propose relevant information and resources to be posted on the platform; (c) Support development of online Resource Persons Database; (d) coordinate the guest facilitator process; (e) support knowledge sharing with national CoPs; (f) coordinate rounds of results stories, outreach through social media (Facebook, Twitter and Linked-In); partnering with results-related initiatives, writing and disseminating the newsletter, and editing case studies; (g) work with webmaster, the facilitators in charge of managing CoPs for the RECs and the expert facilitator in the AfCoP secretariat at the AfDB.

- Coordinate the implementation of knowledge sharing component of the project. In collaboration with the other departments of the ACBF, such as Finance, IT, Procurement, and Monitoring and Evaluation, s/he will be in charge of follow up the procurement activities; the preparation of the regular quarterly project progress reports, the quarterly and annual project financial statements and annual audit reports.
**Major milestones to be achieved**

The consultant will:
- Coordinate the online discussions effectively
- Coordinate the development of knowledge products
- Promote case studies and results stories
- Ensure quality constant of the website
- Coordinate the implementation of the knowledge sharing component of the project.

**Reporting Responsibilities**

The consultant will report to the Head of the Knowledge Management Department, ACBF.

**Profile/Experience**

- The consultant should have at least a Master’s degree in Economics, Business Administration, Policy Analysis, Finance or any other related discipline. S/he should also have:
  - Practical experience in developing countries and in-depth knowledge in results-based management and at least three of the five main areas of MfDR – leadership, M&E, planning and budgeting, partnerships and accountability, and statistics
  - Familiarity with Africa and experience working with African partners needed.
  - Should have at least 10 years’ experience in public sector development and policy analysis.
  - A reputable style and skill in communicating with government officials, academia, and civil societies in developing countries are also requested.
  - Relevant experiences in managing a similar kind of community of practice are preferable.
  - Knowledge of on-line discussions/dialogues and basic IT skills necessary.
  - Excellent written communication skills in English and French.
  - Ability to work effectively with a remote team.