REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
Avenue Joseph Anoma, 01 B.P. 1387, Abidjan, CÔTE d'Ivoire

Corporate IT Services Department (CHIS)

E-mail: IT_Recruitment@afdb.org

Telephone: (+225) 20 26 22 61/ (+225) 20 26 25 83

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: “Program & Planning Officer”.

2. As part of the Bank Digital Strategy 2018 - 2021, the Corporate Information Technology Services (CHIS) department is implementing a set of key strategic programs for enabling and proving capability to the business. The programs in this strategy are in seven business transformative themes, Collaboration, Project and Client management, Online visibility, Financial management, Corporate excellence, Data and reporting management, and Technical and Security management.

In that regard, CHIS department is seeking the services of an independent individual consultant to provide Vendor Management services for concerned programs.

The consultant will manage end-to-end procurement processes, with emphasis on consultants’ recruitment, to ensure that all the procurement activities under the IT projects are carried out against contract deliverables and in line with the Bank’s procurement rules and regulations.

The Consultant’s duties will include:

1. **Vendor Management Activities:**

   The services required under this stream includes the provision of end-to-end Vendor management activities with particular emphasis on the recruitment of consulting firms and individual consultants. The Consultant’s duties will include, among others, the following:

   - Assist Project Managers in drafting Terms of References (TORs) for consultant recruitments in different IT domains.
   - Prepare Expression of Interests (EOI) and ensure timely publication.
   - Prepare and launch Request for Proposals (RFPs) relating to individual consultants and consulting firms’ recruitment.
   - Follow-up on ongoing procurement processes and facilitate timely analysis and responses to requests for clarifications.
   - Coordinate the Bids Evaluation.
   - Provide guidance and assist in the preparation of evaluation reports in conformity to the Bank’s rules.
   - Ensure internal approval of procurement evaluation reports and recommendations prior to submission to the approval authority as per the Bank’s Delegation of Authority Matrix;
o Provide support in preparation of contracts and liaise with legal experts for any guidance and required clarifications.

o Liaise with other units such as the procurement department for the registration of consultants/firms and resolving any related issues and conflicts.

o Follow-up and manage all contracts signed with individual consultants and consulting firms.

o Process and follow-up on consultants/firms payments against contract deliverables.

o Coordinate contract performance evaluation for individual consultants and firms.

o Process renewal of contracts.

o Prepare regular reports on Procurement, and answer questions concerning procurement, contracting, etc...

ii. **Other duties:**

- Assist in reporting and follow-up on the Digital Strategy execution.
- Assist in the coordination of the Information Steering Committee activities. This includes preparation of meetings package, minutes drafting for record, etc.
- Assist and follow-up on Audit recommendations for CHIS department.
- Any other duties that may be assigned by CHIS management.

3. **Essential skills/Competencies:**

- At least Master/Engineering degree in Computer Science or Information Systems or an equivalent diploma.
- At least 5 years working experience in the area of this assignment.
- Knowledge of IT program implementation and monitoring.
- Experience in working as part of a Corporate Program / Project or Program Management Office.
- Good knowledge of Vendor/procurement management rules and regulations.
- Good Knowledge of SAP system with particular emphasis Procurement and Finance modules.
- Knowledge of the Bank’s consultant and financial rules and regulations, of the Bank.
- Budgeting and planning skills.
- Proficient in writing in both English and French and expert knowledge with Microsoft office package.
- Ability to work on a variety of tasks simultaneously.

4. The **Corporate Information Technology Services Department (CHIS)** 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 (CV, reference to similar services, experience in similar assignments, etc.).

5. The eligibility criteria, the establishment of a short list and the selection procedures shall be in conformity with the Bank’s procedures for the acquisition of consulting services funded by the administrative or capital expenditure. 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.

6. The estimated duration of services is twelve (12) months and the estimated starting date is 01 August 2019.

7. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: from 08:00 to 17:00 hours, Abidjan Local Time.

8. Expressions of interest must be received by email at the address below no later than Monday, 24 June, 2019 at 17:00 hours, Abidjan local time and specifically mentioning “Program & Planning Officer”.

For the attention of: IT Recruitment Team
African Development Bank
Corporate IT Services Department (CHIS)
Avenue Joseph Anoma, 01 B.P. 1387,
Abidjan, CÔTE d'IVOIRE
Tel: (+225) 20 26 22 61
Email: IT_Recruitment@AFDB.ORG

9. ESTABLISHMENT OF THE SHORT LIST
A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.

   i. Level of education in general 20%
   ii. Educational level compared to the field of mission 20%
   iii. Years of experience in general 20%
   iv. Number of years of experience relevant to the mission 40%