REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK GROUP (AfDB)
CCIA Building - Avenue Jean-Paul II
01 BP 1387 Abidjan 01
Côte D'Ivoire

OFFICE OF INTEGRITY & ANTI-CORRUPTION (PIAC)
Integrity & Prevention Division (PIAC 1)
Telephone: (00225) 20265932 - Email C.COMOE@AFDB.ORG

Expressions of interest are being requested for a **Short-Term Individual Junior Consultant**.

**Brief Description of the Assignment**
Integrity Specialist- Junior Consultant
The Consultant will support Integrity Team in the implementation of the Due Diligence activities to address risks related to Integrity Due Diligence, Tax due diligence, Anti-Money Laundering and Countering Terrorist Financing in Bank Group Finance Activities.

**Department issuing the request**: Office of Integrity & Anti-Corruption (PIAC)

**Place of assignment**: Abidjan, Côte d’Ivoire – CCIA/AfDB Building, 9th Floor

**Duration of the assignment**: 6 months, with possibility of renewal subject to satisfactory performance.

**Tentative Date of commencement**: Monday 20 May, 2019

Detailed Terms of reference for the assignment: An Integrity Specialist Junior Consultant

**Deadline for applications**: Monday 06 May, 2019

Applications to be submitted via email to: C.COMOE@AFDB.ORG

Any questions and requests for clarifications may be sent via email to: C.COMOE@AFDB.ORG
Terms of Reference for: A JUNIOR CONSULTANT - INTEGRITY SPECIALIST.

1. Introduction/ Background
The Bank:
Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank’s development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

The Hiring Department and Division:
The Office of Integrity and Anti-Corruption (PIAC) has the objective of protecting the Bank’s corporate image and reputation, and improving the continent's investment climate through the deterrence, prevention and reduction of fraud, corruption, staff misconduct and other harmful practices within the Bank Group.
PIAC has the overriding mandate to undertake unhindered investigations into allegations of corruption, fraud and other malpractices in Bank Group Financed Operations and to conduct investigations into allegations of misconduct involving staff members of the Bank. PIAC also has the mandate to develop and implement policies, tools and proactive measures to prevent fraud, corruption and misconduct.

In this context, the Office shall maintain the highest standard of professional proficiency and integrity; and shall be guided by ethos of confidentiality and due diligence.

The Integrity and Prevention Division (PIAC.1) is responsible for conducting the prevention mandate of the Office. To achieve its mandate, the Division is directly supervised by a Manager, who reports to the Director. It’s main activities are to;

- Develop and implement tools and proactive measures, including campaigns and outreach programs, to train and assist operational staff and other partners of the Bank Group, in order to proactively reduce integrity violations, misconduct, fraud or corruption within Bank Group-financed Operations; Conduct fraud and corruption awareness and publicity programs in Regional Member Countries (RMCs) as well as relevant training of Bank employees and external partners.
- Develop and maintain knowledge management database and information sharing networks for best practices and lessons learned in integrity, prevention, detection and investigations of misconduct; Provide expert advice to management and field
offices on significant integrity concerns and assess whether the potential risk is acceptable to the Bank Group, in accordance with the Bank Group’s procedures and guidelines.

- Develop tools to enhance due diligence practices and recommendation of measures or institutional reforms to close loopholes in order to ensure compliance with Bank Group policies and applicable international conventions; Develop and maintain risk assessment strategies and processes to strengthen and reduce vulnerability;
- Provide policy support in the review and development of the Department’s (PIAC) internal procedures and manuals, including management of sanctions and cross-debarment issues, maintenance of PIAC database of sanctioned and cross-debarred entities.
- Assess compliance with conditions for non-debarment and release from debarment in line with imposed sanctions; In consultation with the Investigations Division (PIAC.2), provide support for maintenance of PIAC’s records management system and sanctions and cross-debarment activities; Also, in consultation with the Investigations Division (PIAC.2), prepare key performance indicators, work plans, progress reports, and the Office’s annual reports.
- Monitor and report regularly to the Director, on planned activities and programs developed for prevention work, as well as performance of any other tasks as instructed by the Director in consultation with the Investigations Division (PIAC.2); review transactions or investigations to ensure that operations financed by the Bank Group comply with Bank Group policies and applicable international conventions.

2. Objectives of the Assignment
The Consultant will support the Team in the implementation of the Due Diligence activities to address risks related to Integrity Due Diligence, Tax due diligence, Anti-Money Laundering and Countering Terrorist Financing in Bank Group Finance Activities.

3. Main activities and deliverables
The consultant will be responsible for tasks required to handle the due diligence activities including:

- Assist in drafting due diligence (Integrity Due Diligence, Anti-Money Laundering & countering Terrorism & Financing & Tax due diligence) opinions and advisory services to relevant Bank departments and management.
- Assist in the review, update and streamline of due diligence documents and tools to enhance the implementation of the oversight role of PIAC in due diligence processes within the Bank.
- Assist in the development and implementation of monitoring integrity issues related to Private Sector projects as per due diligence processes of the Bank.
- Assist in the development and delivery of training and capacity building of staff and key stakeholders on integrity and prevention of fraud and corruption in Bank financed activities.
• Assist in the development of awareness raising and communication materials for the promotion of integrity and anti-corruption within the Bank and its Regional Member Countries.
• Carry out other duties as assigned by the Manager of PIAC 1.

In terms of deliverables, the junior consultant should produce an activity report at the end of each month and at the end of the assignment.

4. Administration/reporting
The Consultant will work with the PIAC Team under the general guidance of the Director of PIAC and the direct supervision of the Manager, in charge of Corruption Prevention (PIAC.1)

5. Duration of the assignment
The assignment will be for a duration of six (6) calendar months and will tentatively commence 20 May 2019 with possibility of extension, subject to satisfactory performance. The Consultant will be based in Abidjan, Cote d’Ivoire and requires regular full-time presence in the Bank’s offices.

6. Qualifications and Experience Required
The prospective candidate shall have the following minimum qualifications and experience:

Essential
• Citizenship of one of the Bank member countries;
• Be aged of less than 32 years at the signature of the contract;
• A minimum of Master’s Degree in social sciences, law, Tax, anti-corruption, compliance or relevant discipline.
• A minimum of three (3) years of professional experience post master’s degree.

Desirable
• Experience in an international development organization will be an added advantage.

Competencies
• Knowledge in use of relevant due diligence tools including compliance and sanctions databases.
• An understanding of cross-border tax issues, including tax treaties, transfer pricing, and international tax structuring, including evaluation of the tax aspects of new investments will be an advantage.
• Experience explaining tax concepts to non-tax professionals.
• Strong analytical skills and attention to detail.
• Results-oriented, proactive, self-motivated and able to work both with autonomy and with a team in a multicultural context.
• Excellent interpersonal and client service skills.
• Excellent report writing skills and ability to communicate ideas clearly and confidently, both in writing and orally.
• Strong organizational skills with an ability to work under time pressures and respond to ad hoc shifts in priorities while maintaining order and delivery.
• Highly developed personal integrity, strong values and ethics.
• Excellent command of the English or French language, both written and spoken.

7. Remuneration
The remuneration for the assignment will be an amount of USD$3,100 for candidate with 3 years experience and USD$4,134 for candidate with 4 years experience and above as monthly lump sum for the entire period, comprising fee, subsistence and other incidentals, in accordance with Bank’s remuneration guidelines for Junior Consultants. The consultant is responsible for his/her own health insurance and accommodation costs and no additional benefits or per diems will be paid.

However, the Bank will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travels.

The candidates who meet the required profile and are interested in this assignment are encouraged to submit an updated Curriculum Vitae based on the template below:

MODEL CURRICULUM VITAE (CV)

Surname:
First Name:
Birth Date:
Nationality:
Address:
Country:
Telephone:
E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank? | Yes | No
If «Yes», the following data must be provided

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Organization Unit</th>
<th>Place of Assignment</th>
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<th>Language Level</th>
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<td>English</td>
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<td>Excellent</td>
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Key Qualification
Please provide (i) a summary of your experience and training highlighting the most relevant and the responsibilities, which you exercised. Utilize one half-page maximum.

Education (University Level and above only)

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<tr>
<th>Name Of University-City-Country</th>
<th>Period From</th>
<th>To</th>
<th>Diploma</th>
<th>Main Topic/Major</th>
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Professional Training

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<th>Name of Training Institution-City-Country</th>
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<th>Period From</th>
<th>To</th>
<th>Certificates or Diploma Obtained</th>
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Employment Record (1):
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
- Description 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: