

# REQUEST FOR EXPRESSIONS OF INTEREST FOR A JUNIOR CONSULTANT

## AFRICAN DEVELOPMENT BANK

Immeuble CCIA, Rue Jean-Paul II – Plateau  
01 BP 1387 Abidjan 01  
Côte d'Ivoire

Quality Assurance and Results Department (ORQR)  
Gender and Social Development Monitoring Division (ORQR.4)  
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### **Expressions of Interest are requested for a Consultant Position:**

Brief description of the Assignment: **The consultant will support the Gender and Social Development Monitoring Division for all activities related to the Bank's engagement with CSOs and Gender.**

Department issuing the request: **Quality Assurance and Results Department (ORQR)**

Place of assignment: **Abidjan, Côte d'Ivoire**

Duration of the assignment: **6 months**

Tentative Date of commencement: **25<sup>th</sup> January 2016**

Deadline for applications: **18<sup>th</sup> January 2016**

Applications to be submitted to: Mrs Marie-Hélène Diaw [m.diaw@afdb.org](mailto:m.diaw@afdb.org) and copy Mrs. Zeneb Toure, Principal Civil Society Engagement Officer [z.toure@afdb.org](mailto:z.toure@afdb.org)

Any questions and requests for clarifications may be sent to: **Mrs. Zeneb Toure, Principal Civil Society Engagement Officer.**

### **Terms of Reference – Junior Consultant, ORQR.4**

#### **1. Background:**

The African Development Bank is a leading development institution in the continent, focused on promoting economic development and poverty reduction. It engages with the full range and complexity of development challenges in Africa. The Bank has integrated operations, lending directly the public and private sectors through a variety of instruments. It also provides advisory services.

The Bank core operational priorities as mentioned in its Ten Years Strategy include infrastructure, private sector development, governance, regional integration and skills and technology. It has an increasing country presence through a growing network of 32 Field Offices. The Vice Presidency of the Chief Operating Officer (COO) designed to improve coherence and coordination across complexes, ensure strategic priorities are reflected in resources allocation, enhance monitoring and management of performance, and strengthen the focus on results.

Within the COO Complex, the Quality Assurance and Results Department (ORQR) provides advice and support in the design, preparation and, implementation of operational policy matters, and spearheads the implementation of the Bank' Action Plan on Quality and Results, including supporting the Bank's international commitments on aid effectiveness in conjunction with other parts of the Bank. The department comprises four divisions: Results Reporting;

Quality Assurance; Compliance and Safeguards; and Gender and Social Development Monitoring.

Within ORQR, the junior consultant will be assigned to the Gender and Social Development Division, where she/he will contribute to spearheading the quality assurance agenda of the Bank, for the promotion of the Bank engagement with Civil Society Organizations (CSOs) and Gender Equality.

The Gender and Social Development Monitoring Division (ORQR4) is specifically tasked with supporting Operations and Regionals Departments with CSO participation and gender tools, policies, strategies and knowledge and promoting an enhanced partnership with civil society actors.

## **2. Purpose:**

The focus of this consultancy is to support ORQR4 in all activities related to the Bank engagement with CSO engagement activities.

The objectives are to assist ORQR4 on key activities related to the CSO Data base, the functioning of the ADB/CSO Committee, the organization of events, for the dialogue with CSOs etc...

## **3. Scope of work and main tasks:**

The consultant will specifically be required to undertake the following tasks and to deliver the following major outputs:

- Assist the Civil Society Officer on the dissemination and the updating of the CSO Data base and develop guidelines and tools for field offices and CSOs for updating the database
- Assist the Civil Society Officer with the CSO Forum organization and other events;
- Assist the Civil Society Officer on the functioning of the AfDB-CSO Committee.
- Assist the Civil Society Officer in organizing the Open Days event for CSOs;
- Assist to develop a platform for CSO/Bank collaborative engagement that will become a key mechanism for the Bank to engage with CSO
- Assist the Civil Society officer on the elaboration of the Bank' CSO Action Plan
- Elaborate Reports and notes;
- Perform other tasks as assigned by the Manager.

## **4. Duration, reporting lines and expected Output:**

The consultancy will be for the duration of 6 months from *January 4 to July 4, 2016*.

The consultant will be supervised by the Principal Civil society engagement officer (Task Manager). He/She will report to the Task Manager and the Division Manager.

## **5. Consultant profile:**

The consultant must have:

- At least a Master's degree in Development Studies, Social Sciences, Environment, Economics, Governance, Business Administration or any related fields.
- At least two (2) years of progressively responsible professional experience in international development, civil society engagement; gender mainstreaming and/or the empowerment of women.
- Research background in development studies or a related field.
- Experience in events management.

- Excellent facilitation and presentation skills in a cross-cultural setting, including the ability to develop high quality written reports.
- Excellent communication skills in French and English
- Ability to work under pressure to strict dead-lines.

6. The **Quality Assurance and Results Department** 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 (documents, reference to similar services, experience in similar assignments, etc.).

**7. Remuneration and leave:**

The successful candidate will receive remuneration in line with the Bank’s guidelines on remuneration of junior consultants. The coordinator will also be granted leave in line with the Bank’s leave policy for short-term consultants.

The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Rules and Procedures for the Use of Consultants under projects financed by the Bank Group, May 2008 Edition, revised on July 2012, available on the Bank Website at <http://www.afdb.org>. 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.

Please attach an updated 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.° 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	Organization 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 (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilize one half-page maximum.

**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	

**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

**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: