

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Climate Change and Green Growth Department (PECG)

1. The African Development Bank (AfDB) hereby invites Individual Consultants to indicate their interest in the following position: **Climate Investment Fund (CIF) Procurement and Contract Management Specialist.**
2. The selected Consultant will be responsible for providing support to a multitude of internal stakeholder (e.g. task managers, AfDB's procurement department, legal department, financial management department etc.) on procurement and contract management issues related to all Climate Investment Fund (CIF) projects and programs as well as CIF preparation grants. Under the leadership and guidance of the Division Manager and the CIF Program Coordinator, the Consultant's duties will include the following:
 - Provide relevant advice and guidance on procurement and contract management issues to Task Managers implementing CIF operations. This should be done in full respect of the Bank's rules and procedures and in compliance with the required deadlines for the successful implementation of CIF projects, programs and/or preparation grants.
 - Assist Task Managers in the analysis that must be carried out, and provide relevant recommendations, when no-objection notices are requested to the Bank at different stages of the CIF project, program and/or preparation grant acquisition process. This includes but is not limited to the validation of General Procurement Notices, Request for Proposals, Terms of References and Expressions of Interest.
 - Provide advice and answers to Task Managers and Project Implementation Unit regarding any doubt or question they may have concerning the execution of a CIF project, program and/or preparation grant (support & validation of procurement plan).
 - Support AfDB's relevant internal stakeholders in the write-up of procurement related sections on Bank's internal documents used during the internal review and approval process of the AfDB.
 - Provide operational advice to Bank staff on concepts, policies and procedures for recruitment of consultants.
 - Ensure compliance with the provisions relating to eligibility, and the general conditions for acquisition of Consulting services as prescribed in the Presidential Directive, as well as compliance with the procedures for acquisition of Consulting services detailed in the Implementation Manual
 - Other ad hoc services as requested by the Division Manager of PECG.1 and the CIF Coordinator.
3. The Climate Finance Division (PECG.1) 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.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's procedure 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.
5. The position will be based in Abidjan, Côte d'Ivoire. The duration of services is **12 months** renewable based on performance. The expected starting date is **October 2018**.
6. 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.

7. Expressions of interest must be received by email at the address below no later than **Friday, 20th July 2018 at 4 p.m. Abidjan local time** and specifically mention: “**Climate Investment Fund (CIF) Procurement and Contract Management Specialist**”

For the attention of: Mr. AZEVEDO Leandro
African Development Bank/Climate Change and Green Growth Department (PECG)
Avenue Joseph Anoma, 01 BP 1387, Abidjan, Côte d’Ivoire
Tel: (+225) 20 26 11 25.

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Copy A.DIBY@AFDB.ORG

ESTABLISHMENT OF THE SHORT LIST

8. 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.

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

AFRICAN DEVELOPMENT BANK
Climate Investment Funds Secretariat
PECG Department

PROCUREMENT & CONTRACT MANAGEMENT OFFICER

BACKGROUND

The African Development Bank (AfDB or the “Bank”) is a leading development institution on 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 from the public and private sectors through a variety of instruments.

The Climate Change and Green Growth Department assists Country Programs / Departments to manage the Bank Group’s energy operations in Regional Member Countries (RMCs). Climate change and environmental issues are addressed by incorporating them into the Bank Group supported operations and giving them the visibility required. PECG includes one division responsible for climate finance PECG.1. Through PECG.1, the PECG department will identify, design and implement environment and climate change adaptation and mitigation programs and projects. These will either be stand alone or as components of other Bank Group support operations, in particular infrastructure.

The AfDB Climate Investment Fund (CIF) Coordination Unit, housed at PECG.1 coordinates all work related to the CIFs. The CIFs are a pair of funds to help developing countries pilot low-emissions and climate-resilient development. The two funds under the CIFs are:

- (i) The Clean Technology Fund (CTF). The CTF promotes scaled-up financing for demonstration, deployment and transfer of low-carbon technologies with significant potential for long-term greenhouse gas emissions savings. The AfDB is channeling CTF financing to Africa’s Energy and Transport sector by focusing on renewables energies and energy efficiency projects and/or programs. The AfDB is supporting CTF interventions in South Africa, Nigeria, Morocco, Tunisia, Algeria and Egypt.
- (ii) The Strategic Climate Fund (SCF). The SCF serves as an overarching framework to support three targeted programs with dedicated funding to pilot new approaches with potential for scaled-up, transformational action aimed at a specific climate change challenge or sectoral response. The SCF finances three programs, namely, the Forest Investment Program (FIP), the Pilot Program on Climate Resilience (PPCR) and the Scaling-up Renewable Energy Program in Low Income Countries (SREP).
 - a. The SREP is aimed at demonstrating the social, economic, and environmental viability of low carbon development pathways in the energy sector. It seeks to create new economic opportunities and increase energy access through the production and use of renewable energy. The AfDB is supporting SREP interventions in Mali, Kenya, Ethiopia, Liberia and Tanzania, and providing support for the preparation of new investment plans in Benin, Ghana, Malawi, Madagascar, Lesotho, Sierra Leone, Rwanda, Uganda and Zambia.

- b. The FIP aims to support developing countries' efforts to reduce emissions from deforestation and forest degradation by providing scaled-up financing for readiness reforms and public and private investments. It will finance programmatic efforts to address the underlying causes of deforestation and forest degradation and to overcome barriers that have hindered past efforts to do so. The AfDB is supporting FIP interventions in Burkina Faso, Democratic Republic of Congo, Congo Republic, Ivory Coast, Mozambique, Ghana, Cameroun, Zambia, Tunisia, Uganda and Rwanda.
- c. The PPCR objective is to pilot and demonstrate ways to integrate climate risk and resilience into core development planning, while complementing other ongoing activities. The AfDB is supporting PPCR interventions in Mozambique, Zambia, Niger, Ethiopia, Gambia, Madagascar, Malawi, Rwanda and Uganda.

The AfDB serves as an implementing agency of the CIF for projects and programs in African Pilot Countries. Through the Climate Finance Division (PECG.1) it administers and manages funds in accordance with its own rules and procedures.

SCOPE OF WORK

The individual consultant will be responsible for providing support to a multitude of internal stakeholder (e.g. task managers, AfDB's procurement department, legal department, financial management department etc.) on procurement issues related to all CIF projects and programs as well as CIF preparation grants. The CIF Procurement and Contract Management Officer will work under the general supervision and guidance of the Division Manager in PECG.1 and the CIF Coordinator.

The services to be provided under the assignment include, inter alia:

- Provide relevant advice and guidance on procurement and contract management issues to Task Managers implementing CIF operations. This should be done in full respect of the Bank's rules and procedures and in compliance with the required deadlines for the successful implementation of CIF projects, programs and/or preparation grants.
- Assist Task Managers in the analysis that must be carried out, and provide relevant recommendations, when no-objection notices are requested to the Bank at different stages of the CIF project, program and/or preparation grant acquisition process. This includes but is not limited to the validation of General Procurement Notices, Request for Proposals, Terms of References and Expressions of Interest.
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- Other ad hoc services as requested by the Division Manager of PECG.1 and the CIF Coordinator.

QUALIFICATIONS AND EXPERIENCE

The consultant to be recruited will be a professional of the member countries of the Bank, who has been actively involved in development and review of procurement policies and operations funded by the Multilateral Development Bank. The consultant should have:

- At least a Master's degree in a relevant discipline (e.g engineering, science, law, economics, business, development studies, international relations, or equivalent). A certificate in public procurement will be an advantage;
- At least eight (8) years of relevant professional experience in the field of procurement acquired in multilateral development institutions or at least within the framework of projects financed by them;
- Good knowledge of principles and practices which govern international public procurement, specially those applied by the Multilateral Development Bank. Good knowledge of AfDB's corporate procurement rules and procedures currently in force would be a distinct advantage, particularly as it relates to recruitment and use of consultants for institutional needs.
- Capacity to work on software usually used within AfDB. This includes: (i) Microsoft Office, (ii) MS Project, and (iii) SAP.
- Excellent oral and written skills in communicating in English or French. Bi-lingual skills in both English and French would be an advantage.
- Relevant experience in Africa.
- Strong analytic, conceptual and strategic skills;
- Strong customer service orientation as assessed by colleagues and clients;
- High degree of initiative and strong record of performance with low supervisory requirements to function effectively;
- Strong inter-personal skills and commitment to work in a team-oriented and multicultural environment;

DURATION OF THE ASSIGNMENT

The estimated duration of services is 12 months. The contract with the selected candidate will commence at the completion of the selection process, upon its signing and last for a period of one (1) year renewable based on satisfactory performance. The duty station will be the AfDB headquarters in Abidjan, Cote d'Ivoire.

REMUNERATION

The proposed remuneration will be defined based on the candidate's financial proposal in compliance with the Bank's established remuneration scale considering requisite qualifications and experience.

DELIVERABLES

The consultant will produce the following outputs in the course of the assignment: (i) monthly activity reports documenting all activities carried out in each calendar month; (ii) completion report at the end of the assignment reviewing progress in implementation of TOR, taking stock of activities carried out, results achieved, lessons learnt and recommendations to further enhance CIF's mandate, and (iii) any other report required by the CIF secretariat

EVALUATION

At the conclusion of the assignment, the consultants' outputs will be evaluated based on the following criteria:

- (i) Professional competence;
- (ii) Analytical, reasoning, and communication skills;
- (iii) Reliability;
- (iv) Output delivery and
- (v) Quality of work produced.