

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Power, Energy, Climate and Green Growth Complex (PEVP)

Communication Specialist – Individual Long-term Consultant

Expressions of interest are being requested for an Individual Long-term Consultant Position

1. The African Development Bank invites eligible consultants to indicate their Interest in providing Communication Specialist Services to support the Power, Energy, Climate and Green Growth (PEVP) Vice Presidency Complex in terms of visibility, outreach, promotional materials development and dissemination, branding, and media engagement, to meet the demands of internal and external audiences.

2. The services to be provided under the Assignment include:

- ✓ Provide assistance in the planning, development, and co-ordination of both internal and external business development projects, programs, and events of key significance to the advancement of the overall goals and objectives of the PEVP Complex;
- ✓ Assist in corporate outreach programs. Produce and/or review public relations and marketing materials for the PEVP Complex, including progress/periodical reports, policy briefs, speeches, newsletters, presentations, fact sheets, photo gallery, press relations materials, program/project briefs, and other business development materials as the case may be;
- ✓ Produce a set of staple presentations on the New Deal on Energy for Africa, PEVP projects, activities and instruments;
- ✓ Facilitate access to printed materials, computer-aided design tools, other resource centres and libraries for the utilization by the Bank Group technical staff, the Complex as well as other users;
- ✓ Promote the PEVP Complex digital/online efforts through appropriate tools e.g. Facebook, Twitter, etc.;
- ✓ Assist in the development and maintenance of comprehensive contact databases, e.g. of journalists and media outlets that are relevant to the organization and cover PEVP complex topics;
- ✓ Contribute to maintaining relationships with media, pitching stories and responding to information requests; answering queries and/or directing media to appropriate staff. Monitoring media mentions on PEVP Complex issues;
- ✓ Coordinate media coverage of major Complex events;

- ✓ Manage the PEVP Complex branding initiatives;
- ✓ Coordinate with the Communication Department (PCER) and IT Department (CHIS) to ensure the PEVP Complex staff have access and effectively benefit from the information tools (Web and Intranet, visual communication materials);
- ✓ Liaise with partners, senior and technical staff, decentralized offices, etc. to identify communication opportunities and develop relevant communication/media content; and
- ✓ Undertake related duties as assigned.

3. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, CVs, 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 Rules and Procedure for the Use of Consultants. 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 duration of services is six (6) months and the estimate starting date is end of April/early May 2018.

6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours.

For the EOI to be considered, the consultant needs to be registered in the AfDB DACON Consultant Database.

7. Expressions of interest must be received at the address below no later than 10 April 2018:

Dr. Daniel-Alexander Schroth,

Adviser to Vice President Power, Energy, Climate and Green Growth Complex (PEVP)

E-mail: G.AMEHOU@AFDB.ORG with copy to D.SCHROTH@AFDB.ORG

Any questions and requests for clarifications may be sent to:

Dr. Daniel-Alexander Schroth,

E-mail: G.AMEHOU@AFDB.ORG

8. A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria:

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%