

## REQUEST FOR EXPRESSIONS OF INTEREST

**AFRICAN DEVELOPMENT BANK**  
6, Avenue Joseph Anoma  
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Côte d'Ivoire

### **AGRICULTURE, HUMAN AND SOCIAL DEVELOPMENT COMPLEX (AHVP)**

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#### **Expressions of interest are being requested for an individual Consultant - Monitoring & Evaluation Expert**

**Brief description of the Assignment:** Prepare detailed M&E and Knowledge Management Learning budget and work plan/agenda for the first twelve months that will allow identifying, analyzing, documenting and disseminating lessons learned through the Complex's Knowledge Management Learning principles.

**Department issuing the request:** Agriculture, Human and Social Development Complex (AHVP)

**Place of assignment:** The consultant will be based at the Bank Headquarters in Abidjan

**Duration of the assignment:** 15 December 2018 – 15 May 2019

**Tentative Date of commencement:** 15 December, 2019

**Detailed Terms of reference for the assignment:** [Attached]

**Deadline for applications:** 20 November, 2018

**Letters of interest and detailed resumes to be submitted to:** Tom Owiyo  
[t.owiyo@afdb.org](mailto:t.owiyo@afdb.org)

**Any questions and requests for clarifications may be sent to:** Tom Owiyo  
[t.owiyo@afdb.org](mailto:t.owiyo@afdb.org)

## **Consultant Monitoring & Evaluation Expert**

### **Terms of Reference**

#### **1.0 Background**

##### **1. The Bank**

Established in 1964, the African Development Bank 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, 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 Bank is seeking to build a management team that will lead the successful implementation of this vision.

##### **2. The Complex**

The Vice Presidency for 'Agriculture, Human, and Social Development' (AHVP) is a Sector Complex charged with the implementation of two of the Bank's High 5 priorities of "Feed Africa" and "Improve Quality of Life for the People of Africa". The complex objectives are fourfold: to develop, policy and strategy; to provide deep sector expertise to the Regions by gathering pools of experienced individuals who can be consulted to provide sector expertise on complex transactions and to develop new financing instruments. The Vice President acts as the spokesperson to represent the Bank with external stakeholders on aspects of "Feed Africa" and Improve Quality of Life for the People of Africa".

The complex has departments which implement its operational and strategic programs. They include Agriculture and Agro-Industry; Agricultural Finance and Rural Development; Gender, Women and Civil Society; Water Development and Sanitation; and Human Capital, Youth and Skills Development. Each department is led by a Director who supervises a number of Division Managers and Program Coordinators. The Complex will drive the Bank' bold vision and focus on "Feed Africa and Improve Life in Africa".

##### **3. Approach to program implementation**

The Bank is currently implementing a Development and Business Delivery Model (DBDM) through which it has created 5 regional Business Development Hubs each led by a Director General – Tunis for North Africa, Nairobi for Eastern Africa, Pretoria for Southern Africa, Yaoundé for Central Africa and Abidjan for West Africa. The Bank also has presence in 41 countries each led by a Country Manager. Both the Director General and

Country Managers are responsible for leading country level dialogue and work closely with the AHVP complex to determine the operational lending program.

The AHVP lending programs under Feed Africa and Improve the Quality of Life of the People of Africa are therefore implemented at two levels: at the AHVP complex and in the regional member countries. The complex also has a number of initiatives that cut across the entire institution. Examples include Gender mainstreaming and jobs for African youth. AHVP provides technical and operational support to mainstream these initiatives in all Bank operations. Each department in the complex has specific roles and responsibilities. Agriculture and Agro-Industry is responsible for the public sector agricultural lending program while the Agricultural Finance and Rural Development is responsible for agricultural private sector lending program. The Gender, Women and Civil Society provides cross cutting support to all Bank operations in mainstreaming gender and support to civil society. The Water Development and Sanitation supports investments in the water sector and Human Capital, Youth and Skills Development supports programs in health, education and skills development.

The implementation lending programs are led by either the AHVP complex or the Regional Hubs and/or the Country Offices. This include business origination, project preparation, negotiation, implementation and portfolio management.

## **2.0 Scope of Work**

AHVP complex is seeking the services of an experienced consultant to support the implementation of its lending and non-lending programs. The specific responsibilities of the consultant will be as follows:

- Prepare detailed M&E and Knowledge Management Learning budget and work plan/agenda for the first twelve months that will allow identifying, analyzing, documenting and disseminating lessons learned through the Complex's Knowledge Management Learning principles.
- Design an M&E system for the complex for ensuring quality of operations and initiatives, alignment with the Complex's Key Performance Indicators, monitoring program implementation and reporting progress.
- Review project appraisal reports to ensure and assure alignment with the Complex's Key Performance Indicators and update the data on the KPIs in the complex data portal.
- Guide and coordinate the review of the Program Log-Frame including to:
  - Provide technical advice for the revision of performance indicators
  - Ensure realistic intermediate and end-of-Program targets are defined
  - Assess the a baseline study information (situation at Program start)
  - Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
  - Ensure all critical risks are identified

- Identify the requirements for the collection of supplementary baseline data, prepare terms-of-reference for and arrange the conduct of a baseline survey, if required.
- Contribute to the development of the Annual Work Plan, ensuring alignment with Programme strategy, agreement on annual targets and inclusion of M&E activities in the work plan of the complex and of each department.

### **3.0 Expected Deliverables**

The following are the key deliverables for this assignment:

- An M&E plan for the complex including a management information system for M&E
- Coordination system for all complex M&E functions
- System for capturing and monitoring the complex's KPIs.

### **4.0 Methodology**

The consultant will be based in the Front Office of the Vice President for Agriculture, Human and Social Development under the supervision of the Vice President Advisor. He will work closely and directly with the departments and where necessary will support project teams to improve the quality of operations and cross cutting initiatives. He will coordinate the work of the M&E Officers in the departments as well as those managing various crosscutting initiatives.

### **5.0 Consultant Qualifications**

The Bank is looking for an experienced consultant with the following characteristics and qualifications:

- Minimum of a Master's degree in Economics, Macroeconomics or Development Economics, Finance, Strategic Management, Engineering, systems analysis and design or related development fields;
- A minimum of 8 years work experience of which 3 must have been in public sector lending or in a multilateral development banking institution;
- Extensive experience with the policy, strategy and operational landscape of multilateral development institutions. Knowledge of the African Development Bank and its operations or a similar multilateral development bank would be an added advantage;
- Experience in conducting analytical work on monitoring and impact evaluation in sector-wide development programs at national or regional levels;
- Experience in leading teams of diverse cultural and professional backgrounds in a multilateral and multicultural setting;
- A committed project leadership team with personal experience working in Africa with both public and private sector leaders;

- Fluency (written and spoken) in French or English, with preferably a good working knowledge of the other language.

## 6.0 Time Schedule for Deliverables and Reporting Requirements

The period for this assignment is 6 calendar months with key timelines as shown below. (The duration of this contract is renewable once up to 12 months.)

<b>Task</b>	<b>Date</b>
Commencement of assignment	15 December 2018
Submission of Inception report and Work Program	15 January 2019

The consultant shall report to the VP, AHVP. Day-to-day management of the consultancy shall be assured by a person designated by the VP. Reports and all correspondence will be sent to:

- Tom OWIYO, Advisor to the Vice President (AHVP): [t.owiyo@afdb.org](mailto:t.owiyo@afdb.org)