

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
6, Avenue Joseph Anoma
01 B.P. 1387 – Abidjan 01
Côte d'Ivoire

AGRICULTURE, HUMAN AND SOCIAL DEVELOPMENT COMPLEX (AHVP)

E-mail: t.owiyo@afdb.org Telephone: +225 75 75 06 76

Expressions of interest are being requested for an individual Consultant - for Agriculture, Human and Social Development Complex (AHVP)

Brief description of the Assignment: is delivering advice to the Vice President on policy and strategy development as main activity of the Complex and providing support on lending and portfolio management for better Sector-Regional coordination to ensure the timely delivery of the Program of Work in the context of its business model.

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: 7 January 2019 – 6 January 2020

Tentative Date of commencement: 7 January, 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

Any questions and requests for clarifications may be sent to: Tom Owiyo
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

In order to achieve the above-stated objective, the Consultant will work under the supervision of the Vice President AHVP or his designated Officer-in-Charge or his Advisor for a period of twelve (12) calendar months, to do the following:

- Support and advise the Vice President AHVP in the coordination of the Bank's Operational activities through the Operations Committee (OPSCOM), as well as other relevant platforms. Among other things, this entails reviewing documents submitted for OPSCOM consideration and advising the Vice President, AHVP as appropriate.
- Support and advise the Vice President, AHVP in the coordination of the Bank's corporate activities through the Senior Management Coordination Committee (SMCC) and other relevant platforms. In this regard, the Consultant will work closely with the SMCC Secretariat that reviews documentation submitted for SMCC consideration and organizes regular SMCC meetings, under the overall guidance of the Vice President AHVP.
- Coordinating and reviewing policies, strategies, directives and initiatives submitted by the Departments;
- Advise the Vice President AHVP on emerging matters of strategic, policy and institutional significance, including the formulation/update of Bank Group Policies, Strategies, and Guidelines.
- Coach, whenever necessary, the Advisor to the Vice President on procedural and other matters to ensure sustainability of the actions within the AHVP Front

Office.

- Assist in portfolio management, including lending program and the performance of the ongoing portfolio follow up;
- Advise AHVP Management Team in pipeline development for the Complex to ensure a credible and robust yearly lending program for the African Development Fund (ADF) and African Development Bank (ADB) windows;
- Coordinating and harmonizing the preparation of the work program of the respective Departments, following up in their implementation and report periodically on the status of their progress to the Vice President.
- Advise and support the Vice President AHVP in all aspects related to performance indicators, KPIs and report periodically on the status of their progress.
- Coordinating and monitoring progress on the implementation of audit recommendations relating to the complex and report periodically on the status of implementation to the Vice President.
- Advise and support the Vice President AHVP on resource mobilization and Donor coordination activities (e.g. ADF resource allocation, Trust Funds, and General Capital Increase, etc.), including participating in related Committees and Task Forces.
- Advise and support the Vice President AHVP on all matters pertaining to organizational units within the AHVP Complex, including coordinating the formulation of the Bank's Work Program and Budget Document; the Bank's Results Measurement/Monitoring activities.
- Support the Vice President's participation in internal and external meetings/events - Board meeting, Bank AGM, Workshops, Seminars, etc. - including preparing technical reports, briefing materials, speeches, etc.
- Provide technical support and advice to the Vice President AHVP Front Office and the AHVP Complex in their interaction with other Complexes to ensure effective coordination and communication – including participation in activities aimed and improving Bank-wide communication and coordination, e.g. the Front Office Forum, cross-Complex coordination meetings, documents review, etc.
- Provide technical and analytical support/Advice to the Vice President AHVP Front Office and represent the Office in relevant Bank- wide Committees, Initiatives, Task Forces, etc.
- Monitoring the implementation of decisions made by the Boards, the President or the Vice President in respect to Departments under the vice presidency;
- Ensure timely follow-up by AHVP Management Team of decisions taken during Management team meetings.
- Prepare AHVP monthly and quarterly portfolio performance reports.
- Undertake any other assignment that will be ordered by the VP or his advisor.

A key objective of this consultancy is to provide business continuity and support to AHVP departments, and the implementation of the new business development and delivery model, including coaching on the Bank's rules and procedures. The Consultant's assignment could therefore be modified for other tasks so long they are consistent with the qualification and experience of the Consultant.

3.0 Expected Deliverables

The following are the key deliverables for this assignment:

- Delivering advice to the Vice President on policy and strategy development as main activity of the Complex.
- Providing support on lending and portfolio management for better Sector-Regional coordination to ensure the timely delivery of the Program of Work in the context of its business model.

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.

5.0 Consultant Qualifications

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

- A minimum of a Master's degree in Economics, Development Studies, Engineering, or related field;
- At least 10 years of relevant professional experience, in particular on sector strategy and policy development (agriculture, water supply, and social and human development), project portfolio and lending program related activities;
- Sound proven knowledge of the African Development Bank Group, in particular Bank processes relating notably to portfolio management and project cycle activities;
- Sound understanding of development issues in Africa;
- Demonstrated aptitude to resolve issues and undertake strategic analysis, in particular for portfolio management;
- Competence in the use of ERP Systems (in particular SAP) and standard MS office applications (Word, Excel, Access, and PowerPoint); with good knowledge of operational management systems and Business Intelligence tools (reporting layers and dashboards);

- Ability to deliver efficiently on multiple assignments and priorities within tight deadlines;
- 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.

Task	Date
Commencement of assignment	7 January 2019
Submission of Inception report and Work Program	30 January 2019
Submission of draft OM	15 March 2019
Submission of Final OM	6 June 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