

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Immeuble du Centre de commerce
International d'Abidjan CCIA, Avenue Jean-Paul II, 01 BP
1387 Abidjan 01 COTE D'IVOIRE

The Human Capital, Youth and skills Development Department (AHHD)
Education and Skills Division (AHHD1)

E-mail: k.takei@afdb.org

Expressions of interest are being requested for a Partnerships Consultant Position, within the Human Capital, Youth and Skills Development Department, and the Education and Skills Division (AHHD1).

Brief description of the Assignment:

This position is situated in the Education and Skills Division (AHHD1) of the Human Capital, Youth and Skills Development Department (AHHD). This division focuses on transforming education systems in Africa through the knowledge building, investments in science, technology and innovation, transformation of education systems including Technical Vocational and Education Training (TVET) and investing in education and training that matches skills of today and tomorrow's job markets. The Consultant will be part of the team and will support the day-to-day management of the implementation of the Educational and Skills agenda of the African Development Bank.

Department issuing the request: the Human Capital Youth and Skills Development Department (AHHD)

Place of assignment: Abidjan, Côte d'Ivoire

Duration of the assignment: 12 months, with a possibility of renewal based on performance

Expected start date of the assignment: 29th April 2019

Detailed Terms of reference for the assignment: (terms of reference)

Deadline for applications: Wednesday 20th March 2019 at 23:30h Abidjan time

ESTABLISHMENT OF THE SHORT LIST

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 on the basis of their 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%

Applications to be submitted to: k.takei@afdb.org: Interested consultants should submit a cover letter and CV.

Any questions and requests for clarifications may be sent to: k.takei@afdb.org

TERMS OF REFERENCE
PARTNERSHIPS CONSULTANT, EDUCATION AND SKILLS
DIVISION

1. Introduction / Background

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 interventions that will significantly reduce poverty through inclusive and sustainable economic growth. In addition to providing finance, the Bank is Africa's voice on global economic, financial and development issues, a role that has taken significant importance in light of increasing global integration and interconnected risks. 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 delivery for Africa, have been identified for scaling up, namely; energy, agribusiness, industrialization, integration and improving the quality of life for the people of Africa.

THE COMPLEX:

The Vice Presidency for Agriculture, Human, and Social Development is a Sector Complex focusing on the Bank's Ten Year Strategy High 5s priority of "Feed Africa" and "Improve Quality of Life for the People of Africa". The complex objectives are (i) to develop, policy and strategy; (ii) provide deep sector expertise to the Regions by gathering pool of experienced individuals who can be consulted to provide sector expertise on complex transactions; (iii) develop new financing instruments; (iv) the Vice President will act as the spoke person to represent the Bank with external stakeholders on aspects of "Feed Africa" and "Improve Quality of Life for the People of Africa".

THE HIRING DEPARTMENT:

The Human Capital, Youth and skills Development Department spearheads the Bank wide Jobs for Youth in Africa Strategy implementation coordination as well as the achievement of the High 5s on "*Improving the Quality of Life of People in Africa*" and contributes to the other High 5s. The Department supports scaling-up of Bank's support to strengthening Jobs for Youth Flagship coordination, education, skills, employment, health systems and nutrition, for industrialization and economic transformation.

The Department leads the Bank's support to Africa's economic transformation by: (i) developing and promoting the adoption of relevant policies and strategies; (ii) providing deep multi-sector expertise to the regional hubs by gathering pool of experienced individuals who can be consulted to provide technical advice on complex transactions (Communities of Practice); (iii) developing new financing instruments; and, (iv) fostering strategic partnerships to leverage resources into the human and social development sectors.

THE POSITION:

This position is situated in the Education and Skills Division (AHHD1) of the Human Capital Youth and Skills Development Department (AHHD0). This division focuses on transforming education systems in Africa through the knowledge building, investments in science,

technology and innovation, transformation of education systems including Technical Vocational and Education Training (TVET) and investing in education and training that matches skills of today and tomorrow's job markets.

The Consultant will be part of the team and will support the day-to-day management of the implementation of the Educational and skills agenda of the African Development Bank.

2. Duties and responsibilities

Under the general leadership of the Director in charge of the Human Capital Youth and Skills Development Department (AHHD), and under the supervision and guidance of the Manager, Education and Skills division (AHHD1) and supervisor (AHHD1), the consultant shall carry out the following duties and responsibilities:

1. Contribute to the preparation and the monitoring of the annual & multi-annual work programme of the Human Capital, Youth and Skills Development Department, particularly in the areas of Education and Skills development;
2. Act as Partnership Lead of AHHD1;
 - *Monitoring on-going and potential partnerships for AHHD1 to evaluate the potential of the collaboration, and ensure improved quality of collaboration and timely handling of requests and communications;*
 - *Analyze the current portfolio of partnerships to support the Division Manager and Task Managers to ensure quality of collaboration is maintained;*
3. Support the partnership with ADEA and the AUC on the African Education Fund (AEF) by lending support to the AEF Task Manager (TM) in setting up and initiating concept notes for;
 - *AEF Technical Task Force*
 - *AEF Fund Raising Group Task Force*
 - *AEF Development Committee*
4. Support AEF TM on development of AEF strategy;
 - *As a Secretariat member of the AfDB Interim Task Force*
5. Assist AEF TM in implementing the AEF to be operationalized through the Bank system;
6. Assist AEF TM in organizing internal and external endorsement of the AEF and provide support towards the following;
 - *TICAD VII (August 2019)*
 - *Communication strategies*
 - *The African Investment Forum (November 2019)*
7. Assist AEF TM in organizing the side event of AEF at TICAD VII in 2019 summer;
8. Liaise with ADEA and the AU to strengthen the joint work with AHHD1;
9. Support AEF TM in organizing / coordinating following events;
 - *AEF Departmental Workshops*
 - *AEF Think Tank Workshop (May 2019)*
 - *AEF Implementation Workshop (October 2019)*
 - *AEF capacity development Ministerial Meeting (April 2020/ October 2020)*
10. Act as Focal Point of the Japan Africa Dream Scholarship (JADS) Secretariat;
 - Support the 2019 application procedures for the Spring and Fall intakes
 - Liaise with the TICAD Focal Point Consultant
 - Work on the enhancement of the processes and strengthening accountability measures
11. Undertake additional responsibilities as assigned by the supervisor, division manager or by the Director.

3. Selection Criteria

- Citizen of a member country (regional or non-regional) of the AfDB;

- At least 32 years' age at the time of contract signature;
- Master's degree in Education, Economics, Finance, International Development, Development Economics, International Relations, or related development fields;
- More than five years of relevant work experience;
- Experience drafting, analysing and making recommendations on strategy and/or policy documents in different areas relevant to the Bank's work;
- A proven understanding of design thinking, innovation and organizational change processes would be an asset;
- Experience working for an International Organization, a regional member country government or an academic research institute would be an asset;
- Demonstrated strong analytical skills; dynamism; results-orientation; and problem-solving capability'
- Excellent drafting skills; ability to produce written content for different audiences and graphical design skills would be an asset
- Effective written and verbal communications in English and/or French, with a good working knowledge of the other language;
- Competence in the use of standard MS office applications (Word, Excel, Access and PowerPoint), and good knowledge of operational management systems;
- Demonstrated passion for development issues and a commitment to Africa.

4. Administration/reporting

The consultant will report to the key staff of the department depending upon the specific tasks undertaken.

5. Duration and place of the assignment

The assignment will be executed over a period of 12 calendar months. It is expected to commence in April 2019. The Consultant will be based in Abidjan, Côte d'Ivoire and requires regular full-time presence in the Bank's offices. Field missions might occasionally be required.

6. Remuneration

Remuneration will be commensurate with experience, in line with the AfDB compensation guidelines for Consultants. In addition, for candidates who need to travel to take up this assignment, a round trip economy class air-tickets with the shortest route will be provided. The candidate will be responsible for obtaining personal health insurance at his own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

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:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.^o employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation 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. Utilise 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: