



## REQUEST FOR EXPRESSIONS OF INTEREST GRAPHIC DESIGNER

### AFRICAN DEVELOPMENT BANK

Avenue Jean-Paul II, 01 B.P. 1387, Abidjan, Côte d'Ivoire

**Making Finance Work for Africa / PIFD**

**Email:** [t.king-andrews@afdb.org](mailto:t.king-andrews@afdb.org) cc: [m.o.agrebi@afdb.org](mailto:m.o.agrebi@afdb.org)

**Tel:** (+225) 20 26 52 71

1. The Making Finance Work for Africa Partnership (MFW4A) hereby invites individual consultants to express their interest in the position of **Consultant (Graphic Designer)**.
2. The Making Finance Work for Africa Partnership is a joint initiative of development finance institutions and the African Development Bank (AfDB). The Partnership aims to provide a platform for joint action, knowledge dissemination and coordination amongst and between donors and African financial sector stakeholders to meet development priorities of the African financial sector.
3. The MFW4A Secretariat produces a number of flagship publications such as the MFW4A Annual Report, thematic policy briefs, study-reports and financial sector information notes as well as country profiles. The Secretariat undertakes several knowledge sharing, advocacy and networking activities throughout the year including circulating a weekly Press Digest and a bi-weekly Newsletter across its networks.
4. In collaboration with some of its funding members, MFW4A has published the following books, “*Making Finance Work for Africa*”, 2011, and “*Financing Africa: Through the Crisis and Back*”, 2007 amongst others. MFW4A also plays a key role in the preparation of several analytical papers and briefs on the African financial sector.
5. The main objective of the proposed assignment is to assist the MFW4A Secretariat in designing the contents, branding, presentation and delivery of all materials produced by MFW4A staff.
6. Under the overall guidance of the Secretariat’s Senior Communications Officer, the Consultant will be required to implement the MFW4A’s branding policy by;
  - Ensuring that all publications, reports and products are produced in line with the MFW4A graphic guidelines;
  - Delivering creative and innovative ideas for print, electronic, web-based and animated presentations;
  - Creating, editing and improving the artwork, layout and design of reports and other communications and branding materials for printing and electronic distribution;
  - Creating animations for illustrative purposes for use in various materials such as PowerPoint presentations and more advanced communication options (web videos graphic editing, graphic digitalization);

7. Making Finance Work for Africa invites consultants to submit their applications in order to provide the services described above. Interested consultants should provide information on their ability and experience demonstrating their qualification for the services (resume, references for similar services, experience in comparable assignments, samples of previous work).
8. The assignment is off-site with regular contact with the MFW4A Secretariat. If deemed necessary, the Consultant may be asked to travel occasionally to the African Development Bank (AfDB) Headquarters in Abidjan, Côte d'Ivoire.
9. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the Bank's **Rules and Procedure for the Use of Consultants** under projects financed by the African Development Bank Group, May 2008 Edition, revised in July 2012 available on the Bank Website at <http://www.afdb.org>. 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.
10. The Consultant will be required to work for a period of **five (5) non-consecutive working days/month** on an as needed basis. The assignment will be carried out over a period of 12 months, starting **March 2019** to **February 2020**.
11. Interested consultants may obtain further information at the address below during the Bank's working hours: **9.00am – 5.00pm** or send an email to the email address below.
12. Expressions of interest must be received **by email or mail** at the address below **no later than Monday, 27 February at 5.00pm** local time (GMT) and must specifically mention "**MFW4A – Consultant (Graphic Designer)**" in the subject line or on the envelope.

**For the attention of:**

**Tonie Mai King-Andrews**  
**Senior Communications Officer**  
**Making Finance Work for Africa**  
**African Development Bank**  
**P.O. Box: 01 BP 1387, Abidjan, Côte d'Ivoire**  
**Tel: + 225 20 26 52 71**  
**E-mail : [t.king-andrews@afdb.org](mailto:t.king-andrews@afdb.org)**  
**Copying: [m.o.agrebi@afdb.org](mailto:m.o.agrebi@afdb.org)**

13. A shortlist of consultants will be established at the end the request of expressions of interest. Consultants on the shortlist will be assessed on the following criteria based on their updated resume and references.

Academic level	20%
Educational level in relation to the assignment	20%
Number of years of experience in general	20%
Number of years of experience relevant to the mission	40%