

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK Headquarters



EXPRESSIONS OF INTEREST ARE BEING REQUESTED **CONSULTANT IN DATA ANALYTICS**

Brief Description of the assignment: CONSULTANT IN DATA ANALYTICS

*Department making the request: **SNDR***

*Place of assignment: **ABIDJAN***

*Period of assignment: **April 1, 2019 – 30 Sept, 2019 (6 months)***

Expected start date of the assignment: 01 April 2019

Last date for expressing interest: 06th March 2018 at 5:00PM (Abidjan) local time.

Expression of interest to be submitted to: t.kouakou@afdb.org

Questions/ clarifications to be addressed to: t.kouakou@afdb.org

1. Background and rationale

The Department for Delivery, Performance Management and Results (SNDR) is at the centre of Bank's efforts to improve operational and corporate performance, accelerate the pace of delivery and increase impact on development. As part of its mandate, it also works to strengthen the Bank's external and internal accountability for results and promotes a performance-driven culture across the organisation.

The Delivery Support Division (SNDR2) is responsible for driving delivery and performance improvements in critical priority areas of the Bank. It oversees leads and coordinates operational performance management activities, provides early warning on areas of poor performance, to facilitate quick decision-making and support organisational Units in delivering the Bank's mandate.

2. Goals, Outcomes

SNDR2 currently produces a monthly dashboard for the Executive Management Team (Executive Dashboard), a Monthly Operations Status (MOS) Report, a weekly Lending Tracking Report and on demand performance management reports. Several of these reports are being automated with the help of a dedicated IT team.

The major outcomes sought from the consultation offered are thus to assist the team in charge of the production of performance management reports.

The Bank is therefore looking for a consultant in Data Analytics who will support the Delivery team in ensuring timely delivery of performance management reports at the highest quality standards.

3. Outputs

The Consultant in Data Analytics will support the team working on the performance management reports, working notably on data mining, analysis, forecasting and visualization.

S/he will also support the design of new performance management reports, as well as the automation of delivery tracking reports.

As SNDR reports to the Senior Vice President, flexibility will be required to also undertake ad-hoc assignments as the need arises.

4. Scope, methods and activities

Collecting input data

- Contact data focal points
- Design and update data collection templates
- Engage focal points to ensure timely submission
- Maintain database of contacts

Checking coherence of data collected

- Validate data submitted
- Check for coherence with previous submissions
- Ensure formatting is respected and reformat as need be
- Cross-check with other sources of information

Analyzing past data

- Analyze trends and difference compared to previous periods
- Build coherent time series

Projecting future performance based on trends

- Deduct future performance
- Make projections based on a clear set of assumptions
- Validate projections with relevant stakeholders and departments

Presenting the data in an appropriate format for Management teams

- Input data in the Dashboard model
- Update the model based on new requirements
- Safeguard integrity of the model and underlying formulas
- Provide short summaries in text format

Automate reporting on an online platform

- Liaise with the IT teams to ensure proper transcription of reports

5. Experience and qualifications

- A minimum of 5 years of relevant professional experience in data mining, analysis, and forecasting either within the Bank, with a similar development or financial institution, or in the private sector;
- Demonstrated interpersonal and communication skills, with strong record of working effectively across institutional boundaries;
- Ability to produce high quality work on a variety of issues within very short deadlines and make effective judgment calls;
- Ability to work within a multi-disciplinary team of staff from diverse cultural and linguistic backgrounds;
- Good command of IT tools and computer skills: Excel, Access, PowerPoint, Word or equivalent.
- Knowledge and prior exposure of AfDB and Dashboard management would constitute a significant plus;
- Shortlisted candidates will be invited for a written test

6. Duration and Location

The consultancy will take place in the Bank's headquarter premises, in Abidjan, and is set for a duration of 6 months. **(April 1, 2019 – 30 Sept, 2019)**

7. Accountabilities

The consultant will formally report to the manager of the delivery support and implementation division (SNDR2).