

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, Côte d'Ivoire

Gender, Women and Civil Society Department

E-mail: m.kouassi@afdb.org and t.yameogo@afdb.org

Telephone: +225 20263861/20264

1. The hereby invites Individual Consultants to indicate their interest in the following Assignment: Consultant to assist in preparing the materials and coordinate the planning process for the Annual Civil Society Forum 2019 and to support the communication and outreach activities.
2. The services to be provided under the Assignment include:
 - i) *Development of the technical material for the Forum*
 - ii) *Identification of participants, moderators and guests*
 - iii) *Design the Forum's format*
 - iv) *Communication and publicity around the Forum*
 - v) *Logistics coordination of the Forum*
 - vi) *AHGC2 Communication and outreach strategy*
 - vii) *Perform any other tasks assigned by the Division.*
3. The Gender, Women and Civil Society Department (AHGC) invites Individual Consultants to indicate their interest in providing the above-described services. Interested eligible consultants shall provide information on their qualifications and experience demonstrating their ability to provide the services (documentation, references for similar services, experience in comparable Assignments, etc.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the **Rules and Procedure for the Selection of Corporate Consultants**. Please, note that interest expressed by a consultant does not imply any obligation on the part of the Bank to include it in the shortlist.
5. The estimated duration of services is 6 months with possibility of renewal and the estimated starting date is **15 March 2019**.
6. Interested individuals may obtain further information at the address below during the Bank's working hours: (9h00. – 17h00 GMT).
7. Expressions of interest must be received at the address below no later than **Friday 28 February 2019 at 17h30 GMT** local time and specifically mentioning **AFDB-CSO ENGAGEMENT**
For the attention

African Development Bank Group
Mrs. Zéneb TOURE
**Manager, Civil Society and
Community Engagement Division (AHGC2)**
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ESTABLISHMENT OF THE SHORTLIST

The shortlist of three to six individual consultants will be established at the end of the request of expression of interest. The consultants in the shortlist will be evaluated on the following criteria on the basis of the CVs and other documents received.

General Qualifications and suitability to the Tasks	40
Experience in the specific assignment	40
Experience with International Institutions	10
Language Capacity	5
Working knowledge of the Africa Region	5

SELECTION CRITERIA

- Advanced degree in one of the following fields: communications, event planning social sciences, public relations, business administration and management.
- A minimum of (3) years and maximum of seven (7) years of prior work experience in assisting and/or fully managing the organization of a Forum and/or international large-scale events.
- Excellent knowledge of the civil society landscape in Africa.
- Excellent managerial/organization skills with a solution-oriented attitude.
- Demonstrated ability to work well both independently and within a multicultural team.
- Strong skills in developing and writing communications content for large scale events.
- Good command of information and communication technology.
- Capacity to prioritize and manage a diverse range of partners, projects and activities.
- Familiarity with social media and communication technologies is required.
- Language: Proficiency in English and French (spoken and written) is essential including the ability to draft at a professional level in both languages.
- Ability to work under pressure and meet strict deadlines.