

## REQUEST FOR EXPRESSIONS OF INTEREST

### AFRICAN DEVELOPMENT BANK

*International d'Abidjan CCIA, Avenue Jean-Paul II, 01 BP  
1387 Abidjan 01 COTE D'IVOIRE*

*Department: Human Capital, Youth and Skills Development  
E-mail: [i.bdioui@afdb.org](mailto:i.bdioui@afdb.org)*

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Due Diligence Consultant in support of the Youth Entrepreneurship and Innovation Trust Fund (YEI MDTF)**.
2. The services to be provided under the Assignment (see also Terms of Reference below section 9):

In November 2017, the Youth Entrepreneurship and Innovation Multi Donor Trust Fund (YEI MDTF) was set up to support Youth Entrepreneurship in Africa. The YEI MDTF is a grant vehicle of the JfYA strategy that focuses its activities on strengthening the African Entrepreneurship ecosystem by: i) Business Development Services to youth led startups and MSMEs through African incubators and accelerators; ii) financial institutions by providing technical assistance to financial intermediaries focusing on investing/lending to youth led MSMEs in Africa such as Banks, VC or guarantee institutions; iii) Capacity building to government to create an enabling environment conducive to MSME growth, iv) Research and studies on the African entrepreneurship ecosystem.

The Trust Fund Manager Consultant will be part of the Jobs for Youth team and lead for the day to day management of the implementation of the YEI MDTF's activities, under the supervision of the Jobs for youth Coordinator and the Director of Human Capital, Youth and Skills Development Department.

3. The African Development Bank's Human Capital Youth and Skills Development Department invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services in Managing Donor's resources, experience in similar assignments, etc.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy for the recruitment of Individual Consultants**. 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.

5. The nature of the contract will be short term contract (successive 3 months) or Indeterminate Contract (3 months worth of working days over a period of one year), depending on suitability of candidates and need of the assignment. The estimated starting date is early *April 1<sup>st</sup>, 2019*. The assignment is to be based in Abidjan, Ivory Coast, with travels in regions.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: from 09:00 to 17:00 hours local time.
7. Expressions of interest must be received at the address below no later than March 18<sup>th</sup> , 2019 at 17:00h local time and specifically mentioning **Due Diligence Consultant in Support of the Human Capital Youth and Skills Development Department**.

**For the attention of: Mr. ilyes Bdioui**

African Development Bank

AHHD0. Jobs for Youth Strategy

Human Development Department | African Development Bank

Immeuble du Centre de commerce International d'Abidjan CCIA

Avenue Jean-Paul II, BPV 316 Abidjan, Côte d'Ivoire

Office: CCIA 15B/ Email: [i.bdioui@afdb.org](mailto:i.bdioui@afdb.org)

#### **ESTABLISHMENT OF THE SHORT LIST**

8. A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be evaluated on the following criteria on the basis of their updated resume.

a)	<i>General qualifications and adequacy for the proposed Assignment</i>	30%
b)	<i>Similar experience in the area of expertise of the Assignment</i>	50%
c)	<i>Experience with the Bank or other international donors</i>	10%
d)	<i>Language proficiency: English(2.5) <b>and</b> French (2.5)</i>	5%
e)	<i>Knowledge of the Africa Region and/or local country context (environment of the Assignment)</i>	5%

9. Terms of Reference

#### **YOUTH ENTREPRENERUSHIP AND INNOVATION MULTI-DONOR TRUST FUND**

# TERMS OF REFERENCE

## Short Term Consultant – Independent Partnership Forensic Due Diligence for Youth Entrepreneurship and Innovation Multi Donor Trust Fund

### 1. BACKGROUND INFORMATION

**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 and Social Development Department spearheads the Bank wide Jobs for Youth in Africa Strategy implementation coordination as well as the achievement of the High 5s "Improving the Quality of Life of People in Africa", while contributing to the other High 5s. The Department supports scaling-up the Bank's support to strengthening the Jobs for Youth Flagship coordination and education, skills, employment, health systems and nutrition programming 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 a 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.

### 2. THE POSITION

The African Development Bank adopted in May 2016 the "Jobs for Youth in Africa" (JfYA) Strategy for the period of 2016 – 2025. This Strategy responds to the priorities in the Bank's Ten Year Strategy and the New Corporate Priorities (High-5s), specifically the High 5 of Improving the Quality of Life for the People of Africa. Creating productive jobs for the youth would improve their living conditions and enhance their engagement in Africa's growth and economic transformation. The Jobs for Youth in Africa Strategy was launched during the Bank's annual

meetings in May 2016, in Lusaka to commence its operationalization. In November 2017, the Youth Entrepreneurship and Innovation Multi Donor Trust Fund (YEI MDTF) was set up to support Youth Entrepreneurship in Africa. The YEI MDTF is a grant vehicle that focuses its activities on i) Business Development Services to youth led startups and MSMEs through African incubators and accelerators (what we call Enterprise Support Organisations or ESOs); ii) financial institutions by providing technical assistance to financial intermediaries focusing on investing/lending to youth led MSMEs in Africa such as Banks, VC or guarantee institutions; iii) Capacity building to government to create an enabling environment conducive to MSME growth, iv) Research and studies on the African entrepreneurship ecosystem.

In its operational phase, the YEI MDTF will work with implementing partners to deliver entrepreneurship ecosystem building support in a selected number of countries that benefit directly or indirectly youth-led SMEs and start-ups. As the YEI MDTF plans on expanding its reach in terms of focus countries and overall entrepreneurship support, the Fund is seeking to preliminary identify potential implementing partners with robust and impactful models (including results measurement and financial management) that could be directly invited in the next YEI MDTF competitive call for proposal process.

The role of the Independent Partnership Forensic Due Diligence consultant will be to conduct thorough desk based, and in some cases on site, due diligence of potential ESO partners such as incubators, accelerators, and incubator of incubators, related to the Business Development Services component of the YEI MDTF's activities. The Partnership Forensic Due Diligence will be part of the Jobs team, which is responsible for the day-to-day management of the implementation of the activities of the YEI MDTF. The Consultant will lead in partnership due diligence activities of the YEI MDTF.

### **3. KEY FUNCTIONS OF THE DUE DILIGENCE CONSULTANT**

The Consultant will work closely with the Jobs Team under the general guidance of the Director of the Human Capital Youth and Skills Development Department and the direct supervision of the Jobs for Youth in Africa Coordinator, in charge of the implementation of the JfYA strategy.

**The consultant will specifically support the effective operationalization the Youth Entrepreneurship and Innovation Multi donor-Trust Fund (YEI-MDTF) by carrying out onsite and offsite due diligence review of potential YEI MDTF's implementing partners necessary for the operationalization of the Trust Fund.**

The IndependentPartnership Forensic Due Diligence Consultant will be responsible for organizing, managing, and carrying out the entire review of potential partners, including review organization profiles, doing a deep forensic dive of their documents, conducting face to face due diligence with the organization's leadership and staff to determine the potential eligibility as a YEI MDTF implementing partners. The consultant will also be responsible of administrative tasks required to handle the due diligence activities, including designing a template for information collection, grading, reporting, and delivering a due diligence that meets the Bank standards as well as the objectives and requirements of the YEI MDTF.

Specifically, the consultant will:

- Establish criteria for selecting potential partners that will be part of due diligence process
- From a list of suggestions provided by the JfYA team and the consultant's own knowledge, select, based on determined criteria, organizations that will be invited to take part in the

partnership due diligence process. Focusing on actors of the African entrepreneurship ecosystem (incubators, accelerators and other enterprise support organizations) with proven impact, innovation, reach and scale especially in providing business development services to youth-led SMEs startups in Africa.

- Manage the due diligence process to conduct onsite and offsite review of potential YEI MDTF implementing partners, including liaising with relevant Bank departments for support as required and ensuring that Bank rules and procedures in partnership reviews are adhered to (ex: signing of non-disclosure agreements).
- Prepare due diligence documents covering all aspects of selection and of reviewing potential implementing partners' operational and programmatic structure.
- Conduct desk based due diligence and plan follow up onsite due diligence mission when required, including face-to-face interviews with potential partners' senior management and relevant key staff in to collect relevant information in formulation recommendation for potential future partnership.
- Carry out due operational diligence process that shall include, but is not limited to, reviewing organizations' complete operational structure, including financial management and tax diligence, leadership and staff effectiveness, financial viability of organization, results measurement, and procurement processes. In addition, as part of the forensic due diligence process, existing relationships and any potential conflicts of interest with other Bank departments, programs, and instruments must be reviewed and clear implications recommendations formulated regarding a potential partnership.
- Review and conduct due diligence (Anti-money laundering, counter financing terrorism and counter illicit financial flows) of parent companies or consortium of companies to which the potential implementing partner relates or belongs to, on a needs basis
- Carry out programmatic due diligence process that shall include, but is not limited to, reviewing organizations' track record in supporting African youth-led SMEs and startups, historical impact, and comparative advantage vis-à-vis other ESOs.
- Review and ensure that organizational structures of potential partnerships do not pose integrity issues to the Bank
- The Consultant will liaise with office of Integrity and other oversight Departments of the Bank to ensure that due diligence conducted is in line with the Bank's requirements
- Ensure transparency, respect, and cordialness with any reviewed organization and while collecting relevant and necessary data.
- Maintain password protected records of all of all collected information for future audit purposes and in accordance with Bank's NDA rules.
- Document lessons learnt, opportunities and challenges to the partner forensic due diligence process and the overall selection of potential implementing partners to improve implementation of future similar activities;
- Carry out other duties as assigned by the Jobs Coordinator.

### **COMPETENCIES (*Skills, Experience and Knowledge*)**

- A minimum of Master's degree in a development field, audit, finance, business administration, compliance, crime intelligence and anti-corruption studies or relevant discipline;

- A minimum of 5 years of professional experience in roles involving audit and due diligence activities with an international development organization;
- Experience with onsite and offsite due diligence exercise ideally of Enterprise Support Organisations providing business development services to African SMEs and startups. Experience in drafting due diligence questionnaires, relevant data collection and analysis of conflict of interest circumstances;
- Strong business analysis skills and attention to detail;
- Excellent reporting skills with clear indications and recommendations;
- Excellent negotiation and diplomatic skills to conduct due diligence interviews with potential implementing partners;
- Experience with international development organization's projects supported by international donors;
- Results-oriented, proactive, self-motivated and able to work both with autonomy and with a team in diverse national and cultural contexts. Excellent interpersonal and presentation skills; and
- Excellent communication and writing skills in English or French, with a working knowledge of the other.
- Professional certification of the International Compliance Association (ICA), Association of Certified Anti Money laundering Specialists (ACAMS) or similar Professional Certification such as Certified Fraud Examiner (CFE) would be highly desirable.