

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN DEVELOPMENT BANK**

[Headquarters - AfDB - Avenue Joseph Anoma  
01 BP 1387 Abidjan 01 – Côte d'Ivoire]  
[General Secretariat PSEG.0  
E-mail: Telephone: Fax: (+225) 20 24 21 57]

Expressions of interest are being requested for a [Senior Consultant] Consultant Position

#### **Brief description of the Assignment:**

- a. Ensure compliance by liaising with relevant organizational units within the Bank;
- b. Manage every communication aspects of the DAI by (i) responding to information requests formulated by both internal and external stakeholder, (ii) maintaining up-to-date information on the Bank's website and intranet for reporting and monitoring purposes, (iii) preparing brochures, leaflets and periodic newsletters and (iv) designing all the necessary templates and standard responses applicable for the communication with various stakeholders;
- c. Provide the Bank's Staff with necessary support in the utilisation of the DAI IT systems (BPPS and IRTS) and on different phases of the Disclosure and Access to Information Policy's implementation;
- d. Assist design contents for an E-Learning Module on the Bank's DAI Policy ;
- e. Prepare Monthly, Quarterly and Yearly DAI implementation reports; and
- f. Any other relevant tasks required by management.

Department issuing the request: General Secretariat PSEG.0

Place of assignment: Bank's headquarters in Abidjan, Côte d'Ivoire and work from here during the whole consultancy period

Duration of the assignment: 6 months

Tentative Date of commencement: February 15th 2017

Detailed Terms of reference for the assignment: [Include a file with detailed TORs]

Deadline for applications: February 6th 2017

Applications to be submitted to: [d.mesnil@afdb.org](mailto:d.mesnil@afdb.org) and [s.yanla-bi@afdb.org](mailto:s.yanla-bi@afdb.org)

Any questions and requests for clarifications may be sent to: [m.salawou@afdb.org](mailto:m.salawou@afdb.org) or [k.islam@afdb.org](mailto:k.islam@afdb.org)

Terms of Reference for: Implementation of the disclosure and access to information policy (DAIP) and records management & archiving

#### **1. Introduction / Background**

The African Development Bank (hereinafter referred to as the "Bank") is a Multilateral Development Bank established in 1964 to catalyze sustainable economic development and social progress in its regional member countries (RMCs), thus contributing to poverty reduction. The Bank has 77 members consisting of 53 regional and 24 non-regional countries. Its headquarters are in Abidjan, Côte d'Ivoire.

The Bank manages the resources of certain Funds entrusted to it for financing development projects, programmes and related activities in African countries, including the African Development Fund (the "ADF"), which has a separate Board of Directors, and the Nigeria Trust Fund (the "NTF"). The Bank, the ADF and the NTF constitute the African Development Bank Group (hereinafter referred to as the "Bank Group").

The Bank's General Secretariat is responsible for:

- (i) providing secretarial services for the Boards of Directors and Boards of Governors, managing the Bank's documents and records, and preparing the Annual Report of the Bank;
- (ii) coordinating relations between Management, the Boards and member countries;
- (iii) providing protocol and related support services to Elected Officers, and administrative services to Bank staff;
- (iv) maintaining harmonious relations with the administrative services of the host country; and,
- (v) organizing conferences, and in particular meetings of the statutory organs of the Bank, managing the interpretation equipment including cassettes taped during deliberations of the Boards and statutory organs, managing meeting rooms and making the related facilities available.

## **2. Objectives of the Assignment**

The consultancy assignment will be performed for the General Secretariat's Immediate Office, PSEG.0, which is responsible for the implementation of the Disclosure and Access to Information Policy (DAIP).

## **3. Main activities and deliverables**

- Implementation of DAI policy
- Completing all IT requirements, templates, and full utilization of the IRTS for access to information
- Training, report writing, and focus on compliance and advisory and supporting roles

## **4. Administration/reporting**

The Consultant will work under the direct supervision of the DAI Team Coordinator and the Chief Information Classification Officer. He/She will be introduced to the Supervisors and the team upon start of services. The Consultant will submit a weekly brief on progress and monthly report on deliverables. At the end of the contract, the Consultant will submit a Final global report, a handover note with details on deliverables and achievements latest one week before contract expiration date.

## **5. Duration of the assignment**

6 months

## **6. Qualifications and Experience required**

- At least a Master's degree (or its equivalent) in Information Management, Policy and Public Administration, Business Administration, Economics or any other related disciplines;
- Relevant Project management certificates, diplomas, etc

- Minimum of five to eight (5-8) years of proven relevant work experience as described in the scope of work. Experience in a bilateral and/or multilateral organizations is an advantage;
- In general, the consultant is expected to have experience in information life cycle management and have excellent writing and reporting skills;
- Fluency in both English and French is highly desirable; and
- Be a national of one of the member countries of the Bank.

Please attach an updated Curriculum Vitae on the basis of the template below:

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Recruitment of an individual consultant to implement the disclosure and access to information policy (DAIP) and records management & archiving

Department: PSEG.0

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

|  |              |                   |   |
|--|--------------|-------------------|---|
| <b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.<sup>o</sup> employed in the African Development Bank?</b> |              |                   | Yes <input type="checkbox"/> No <input type="checkbox"/><br>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<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent |
| French          | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent |
| Other (specify) | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><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:*