

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN DEVELOPMENT BANK**

Office of the Special Envoy on Gender  
Immeuble du CCIA  
Rue Jean-Paul II – PLATEAU  
01 Boite Postale 1387 ABIDJAN 01  
COTE D'IVOIRE

Expressions of interest are being requested for a Junior Consultant Position

**Brief description of the Assignment:** Junior Consultant to assist the Office of the Special Envoy on Gender in promoting gender equality within the AfDB regional integration agenda and in implementing the AfDB Gender Strategy, especially its Pillar II (Economic Empowerment) and Pillar III (Knowledge Management and Capacity Building) in supporting women cross border traders.

**Department issuing the request:** SEOG

**Place of assignment:** Abidjan, Côte d'Ivoire

**Duration of the assignment:** February 2016 to July 2016

**Tentative Date of commencement:** 4 February 2016

**Detailed Terms of reference for the assignment:** [see attached]

**Deadline for applications:** 15 January 2014

**Applications to be submitted to:** [a.hamza@afdb.org](mailto:a.hamza@afdb.org) and [r.ijimbere@afdb.org](mailto:r.ijimbere@afdb.org)

**Any questions and requests for clarifications may be sent to:** [a.hamza@afdb.org](mailto:a.hamza@afdb.org) and [r.ijimbere@afdb.org](mailto:r.ijimbere@afdb.org)

**Please attach an updated Curriculum Vitae on the basis of the template attached.**

### **MODEL CURRICULUM VITAE (CV)**

Title of the Assignment:

Department:

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.° employed in the African Development Bank?</b>		<b>Yes</b>	<b>No</b>
<b>Name</b>	<b>Relationship</b>	<b>Organization Unit</b>	

**Place of Ass**

<b>Language Level</b>	<b>Read</b>	<b>Written</b>	<b>Spoken</b>
<b>English</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>French</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>Other</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent

### **Key Qualification**

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. Utilize one half-page maximum.

### **Education (University Level and above only)**

<b>Name Of University-City-Country</b>	<b>Period</b>		<b>Diploma</b>	<b>Main Topic/Major</b>
	<b>From</b>	<b>To</b>		

### **Professional Training**

<b>Name of Training Institution-City-Country</b>	<b>Type of Training</b>	<b>Period</b>		<b>Certificates or Diploma Obtained</b>
		<b>From</b>	<b>To</b>	

### **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.

# **TERMS OF REFERENCE FOR THE RECRUITMENT OF A JUNIOR CONSULTANT**

## **1. BACKGROUND**

The African Development Bank's (the AfDB or the Bank) Ten Year Strategy (TYS) 2013-2022 identifies gender as a special area of emphasis and central to the implementation of the TYS. The TYS is ambitious in seeking to address gender equality issues in Regional Member countries (RMCs) - indicating that although marginalized, women and girls with increased capabilities and opportunities have the potential to contribute to Africa's productivity. This brings to the fore the importance of knowledge, technology, skills development and legal and property rights as the precursor to empowering women.

The Gender Strategy 2014-2018 guides the Bank's efforts to effectively integrate gender equality into its operations, promote gender equality in Africa as well as deal with persistent factors that hinder the achievement of women's rights and women's economic empowerment at regional and national levels. To this end, the Gender Strategy has prioritized three pillars and areas of work, namely (i) Legal status and property rights of women; (ii) Economic empowerment of women; and (iii) Knowledge management and capacity building.

In continued efforts to implement the Bank's Ten Year Strategy 2013-2022, the Bank's Regional Integration Policy and Strategy 2014-2023 and the Gender Strategy 2014-18 as well as the SADC Regional Indicative Strategic Development Plan (RISDP), the office of the Special Envoy on Gender (SEOG) is seeking the recruitment of a junior consultant to support its targeted work in advocacy and research for required implementation of SEOG activities. In this context, particular emphasis is placed on Pillars II (Economic Empowerment) and Pillar III (Knowledge Management and Capacity Building) of the Bank's Gender Strategy, and promoting the Bank's efforts in supporting women cross border trade.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The junior consultant will assist the work of SEOG towards primary data collection in order to analyse the prospects for the development of regional gender trade index. Further the junior consultant will support the SEOG team to contribute towards the development of programs on gender trade and regional integration. As well as to contribute towards the mainstreaming gender within Bank regional integration initiatives and providing support in building strategic partnerships internally and externally with various stakeholders.

In particular:

- i) Strengthening the Bank's approach to increase women cross border traders economic opportunities in its engagement within its regional initiatives;
- ii) Increasing visibility of the Bank's work and its progress in implementing the Gender Strategy through research through, the development of knowledge products and disaggregated data.

- iii) Contribute to the development of programs on gender trade and regional integration.
- iv) Contribute towards the mainstreaming gender within Bank regional integration initiatives
- v) Providing support in building strategic partnerships internally and externally.

### **3. MAIN ACTIVITIES AND DELIVARABLES**

#### **Main Activities**

Under the overall guidance of the SEOG and under direct supervision of identified team leads both at HQ and SARC regional office, the Junior Consultant duties and responsibilities will include:

- i) Build on desktop review and assess the feasibility of developing a gender trade index and opportunities for supporting crossing border traders along the corridor
- ii) Provide inputs on the SEOG work stream on women trade and regional integration;
- iii) Under the supervision of the task manager, the junior consultant will review Regional infrastructure projects and evaluate how well it captures gender result reporting and meets best practices.
- iv) Serving as a core member of SEOG teams and contribute to the efficient operations of the office; in organizing consultative meetings/workshops; and performing other duties as assigned, consistent with the role and level.

#### **Deliverables**

The following deliverables are expected from the Junior Consultant:

- i) Report with key findings of primary research which should include a mapping tariff and non-tariff barriers as well as opportunities for supporting cross-border traders along the north-south corridors and opportunities to better facilitate trade at border post;
- ii) Report on the feasibility of a gender trade index and stakeholder/partnership mapping.

#### **4. QUALIFICATIONS AND EXPERIENCE REQUIRED**

- S/he should have at least a Master's Degree in Gender, Economics, Law, International/Policy Development or related fields;
- A minimum of 2 years and maximum 5 years of relevant professional experience, preferably in areas of operational priorities and special focus of the AfDB;
- Proven experience in research and coordination of knowledge dissemination, ideally on women and trade issues on the African continent;
- Experience in advocacy, policy positioning, partnerships/resource mobilization experience working with international organizations is an asset;
- Excellent interpersonal and communication skills and demonstrated ability to communicate ideas effectively;
- Client and results-oriented with strong analytical and communication (verbal and written) skills, sense of accuracy and attention to detail;
- Excellent report writing skills and ability to work without close supervision;
- Perfect knowledge of one of AfDB official languages, professional knowledge of the other is a plus;
- Excellent computer skills: Word, Excel, PowerPoint, etc.;
- S/he should be under 32 years of age;
- Be a national of one of the Bank Member Countries.

#### **5. DURATION AND LOCATION OF THE ASSIGNMENT**

This is a six (6) month consultancy, **beginning on the 4th February 2016**, with possibility of renewal. The Consultant will be based at the Southern African Resource Centre (SARC) in Centurion, South Africa; and requires regular full-time presence in the Bank's offices. Field missions might occasionally be required.

#### **6. REMUNERATION**

The consultant will receive a monthly lump sum. No additional benefits or per diems will be paid. The consultant is responsible for his/her own health insurance and accommodation costs. The Bank will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travel.

#### **7. ADMINISTRATION/REPORTING**

The Junior Consultant will submit a monthly report detailing the activities carried out and the status of each activity. S/he will formally report to the Special Envoy on Gender.

#### **8. ELIGIBILITY**

The position is open to nationals of one of the Bank Group's Member Countries of the African Development Bank.

Interested applicants are encouraged to send a Cover letter and an updated Curriculum Vita. Only shortlisted candidates will be contacted.