

# REQUEST FOR EXPRESSIONS OF INTEREST

**AFRICAN DEVELOPMENT BANK**  
**Abidjan, Cote d'Ivoire**

**Climate Change and Green Growth Department**  
**Africa Climate Change Fund (ACCF)**

**E-mail: [l.brown@afdb.org](mailto:l.brown@afdb.org) Telephone: +225 2026 4258**

Expressions of interest are being requested for a Junior Consultant Position to support the Africa Climate Change Fund (ACCF).

Department issuing the request: Climate Change and Green Growth

Place of assignment: Abidjan

Duration of the assignment: 12 months

Tentative Date of commencement: early February 2017

Detailed Terms of reference for the assignment: see below

Deadline for applications: 8 February 2017

Applications to be submitted to: **Louise Helen Brown**  
Africa Climate Change Fund Coordinator  
Climate Change and Green Growth Department  
E-mail: [l.brown@afdb.org](mailto:l.brown@afdb.org)

Any questions and requests for clarifications may be sent to: [l.brown@afdb.org](mailto:l.brown@afdb.org)

## Terms of Reference for Junior Consultant, Africa Climate Change Fund

### **1. Introduction and objectives**

The African Development Bank (AfDB) wishes to recruit a junior consultant under the Africa Climate Change Fund (ACCF) to support project and programme implementation and administration activities.

The ACCF was created in April 2014 as a bilateral fund with an initial contribution of €4,725 million from Germany to support African countries in their transition towards a climate-resilient and low-carbon development path. The ACCF is hosted and managed by ONEC3 and it is implemented in collaboration with other departments of the Bank. It provides small grants (minimum USD250,000) to African governments, research institutions, regional institutions and NGOs, as well as Bank departments, to support regional member countries to scale up their access to climate finance and advance low-carbon, climate resilient development.

In June 2014 the ACCF launched a first call for proposals focused on climate finance readiness. The call received over 360 proposals from African governments, NGOs, research institutions, regional institutions and the Bank, and the Secretariat retained 22 projects for appraisal and further consideration. Since mid-2015, eight projects have been approved for funding committing USD3.3 million and are in various stages of implementation. The appraisal of the remaining portfolio is on-going.

In late 2015, the ACCF received a funding commitment of EUR4.7 million from Italy, which triggered the process of converting to a Multi-donor Trust Fund (MDTF). It received another new commitment of EUR 2 million from Flanders, Belgium, in 2016. The conversion to a MDTF is nearly complete and it is expected that a second call for proposals will be launched in early 2017. Furthermore, the ACCF plans to scale up its outreach and communications, develop a new website, develop new operational guidelines and templates, and develop a new monitoring and evaluation framework.

## **2. Scope of Work**

Under the supervision of the Manager of the Climate Finance Division and the ACCF Coordinator, the Consultant will assist in the following areas:

### Portfolio management

- Support the launch of a new call for proposals, including developing a database to manage and track proposals and communications through the screening and appraisal process
- Support Secretariat team in project review and screening
- Support development of a pipeline/portfolio management platform that tracks projects across all ACCF components and maintain up-to-date records of project status
- Support the secretariat during meetings with project proponents and other stakeholders, including keeping minutes of meetings

### Outreach and communications

- Manage the ACCF email account, including responding to unsolicited requests for funding and organising correspondence.
- Maintain an updated database of contacts and keep ACCF files and documents up to date
- Provide logistical support for the organisation of events and workshops
- Engage with other Bank-hosted funds to share experiences and learn from them
- Maintain up-to-date guidelines, templates and user manuals for internal and external audiences
- Support the preparation of ACCF's annual report and periodic updates and briefs
- Support the development of annual work plans and budgets
- Carry-out research and prepare briefs as required by ACCF Coordinator
- Explore possibilities of ACCF web-presence (AfDB website, external website, external donor data platform, etc.)
- Support ACCF communications materials, including brochures and press releases

### Other

- Other related tasks as requested by the ACCF coordinator.

## **3. Qualifications and Experience**

The qualifications required for this assignment are the following:

- Master's degree or equivalent in economics, finance, international relations, political science, climate change or related field;
- 2-5 years of experience in climate change and international sustainable development-related field
- Sound understanding of climate change issues, including international climate change negotiations and climate finance
- Enthusiasm and ability to learn new concepts quickly and to take initiative. Good organisational skills and attention to detail.
- Good communication and team skills, professional judgment, diplomacy, presentation and maturity
- Proficiency in MS Office applications, particularly excel and powerpoint; experience in using web platforms for data management would be an advantage.
- Professional proficiency and demonstrated writing ability in English and French is required. Working knowledge of Arabic or Portuguese would be an advantage.
- National of a member country of the Bank and under 32 years of age.

## **4. Duration of Assignment**

The assignment will commence at completion of the selection process and upon contract signing. The contract with the selected Consultant will last for a period of 12 months, with the possibility of further renewal, based on satisfactory performance and relevant rules. The duty station will be the AfDB Headquarters in Abidjan, Cote d'Ivoire. A precise work program will be agreed upon with the ACCF Secretariat on commencement of the assignment.

## 5. Deliverables and reporting

It is expected that the Consultant will contribute to the realization of ACCF's overall objectives and work program for 2017. The consultant will report to the ACCF Coordinator. Specific outputs to be produced during the course of the assignment include:

- An Inception Report four weeks after assumption of duty, outlining the agreed upon Work Program and operational recommendations
- Develop a project database to manage proposals under a new call for proposals
- Support the development of outreach and communications materials including Annual Report, Annual Work Programme, ACCF brochure, ACCF press releases, and others
- Support the organisation of occasional outreach events such as workshops and conferences
- Take minutes of meetings and keep ACCF files and records up to date
- Monitor the ACCF website and respond to unsolicited requests
- Any other report/assignment required by the ACCF Secretariat.
- A Completion Report at the end of the assignment outlining all deliverables achieved and further work necessary

At the conclusion of the assignment, the Consultant's outputs will be evaluated based on the following criteria:

- i. Professional competence
- ii. Analytical, reasoning, organizational and communication skills
- iii. Reliability
- iv. Output
- v. Quality of work produced.

## 6. Timeline and remuneration

The consultancy is expected to start in February 2017 and will cover a period of up to 12 months with the possibility of renewal. The consultancy will be subject to a three-month probation period. Remuneration will be competitive and based on the qualifications and experience of the selected consultant, in line with the Bank's guidelines on junior consultant remuneration.

## 7. Exclusivity

The appointment of the Consultant and the acceptance of such appointment will constitute an engagement of the Consultant to provide the Beneficiary with the services referred to in the Scope of Works on an exclusive basis.

## 8. Confidentiality

Any information provided by AfDB, project proponents or executing entities, or by any other source concerning any AfDB project or activity or the bidding and appointment of the Consultant will be considered confidential and proprietary in nature, and should not (except as required by law) be disclosed by the Consultant to any third party.

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

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

E-mail:

**Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?**

Yes ☐ No ☐

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 <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

### Key Qualifications:

Please provide in one page (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised.

### 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

### 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	

### Reference:

Please indicate the name and email 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 :*