

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Headquarters

Department for Delivery, Performance Management and Results

E-mail: c.kone@afdb.org Telephone: 20265239

Expressions of interest are being requested for a Junior Consultant Position

Brief Description of the assignment: **Junior consultant to support the roll out of the Results Reporting System**

Department making the request: **SNDR – Delivery, Performance Management and Results**

Place of assignment: **ABIDJAN**

Period of assignment: **October 2018- October 2019 (12 months)**

Expected start date of the assignment: **15 October 2018**

Last date for expressing interest: **1st October 2018 at 5:00PM (Abidjan) local time.**

Expression of interest to be submitted to: **Clémentine Kone c.kone@afdb.org**

Questions/ clarifications to be addressed to: **Clémentine Kone c.kone@afdb.org**

Terms of reference

1. Background

Within the Senior Vice Presidency Complex, the Department for Delivery, Performance Management and Results supports Senior Management in meeting AfDB's development mandate, improving operational and corporate performance, accelerating the pace of delivery and increasing the Bank's impact on development. As part of its mandate, it also works to strengthen the Bank's, external and internal, accountability for results and promotes a performance-oriented culture across the organisation. The Corporate Performance and Accountability Division is responsible for establishing and maintaining corporate frameworks for assessing and tracking the Bank's development effectiveness and performance. As part of this mandate, it seeks to strengthen the Bank's internal and external accountability and promote a performance-oriented culture.

In particular, the Corporate Performance and Accountability Division is developing information systems to improve performance. The Results Reporting System (RRS) is one of these systems and was developed in collaboration with the Corporate IT Services Department and the Quality Assurance Division. Planned for roll out early 2019, it will provide the Bank's management and staff with real-time information on key measures of portfolio performance by sector, region and country. It will help digitise the quality assurance process throughout

the project cycle from the results-based logical framework, to the Implementation Progress and Performance Results report (IPR) and the Project Completion Report (PCR).

2. Objectives

The main goal of this consultancy is to support the institutionalization and roll out of new results reporting system, supporting its use by Bank's staff and management. The expected outcome is a fully functioning Results Reporting System and a strengthened development effectiveness and achievement of impact in Bank operations.

3. Duties, Responsibilities and Expected Achievements

Outputs and activities cover the following areas of work.

- *System testing.* Test the RRS on Bank projects to ensure that it complies to its functional requirement specifications and responds to user needs.
- *Support refinement.* Document challenges and identify solutions for possible improvements of the RRS ahead as part of its full roll out.
- *Transition support.* Assist staff in the entry of operations' data along the various quality assurance tools of the project cycle: logical framework, IPR and PCR.
- *Training support.* Providing support to Task Managers during training workshops on the use of the RRS, as well as responding to requests through the RRS Help Desk.
- Undertake any other tasks/assignments as assigned by the Manager SNDR.1.

4. Management/supervision of the consultancy

The consultant will formally report to the Manager, Corporate Performance and Accountability Division.

5. Essential Qualifications and Experience

- A Master's degree or an engineering degree in a relevant development discipline, business administration, management of information systems or any other related discipline.
- A minimum of 2 years of relevant professional experience in information systems, data analysis, project management.
- Experience with pack office (Excel and Power Point) is required. Knowledge of database management systems will be an advantage.
- Strong record of working effectively across institutional boundaries and for resolving differences by determining needs and forging solutions that benefit all parties.
- Able to communicate and write effectively in English and/or French, with a good working knowledge of the other language.
- Be a national of one of the member countries of the Bank
- Be under 32 years of age.

6. Language skills:

English and French are the working languages of the African Development Bank. The consultant should be able to communicate and write effectively in French or English, with a good working knowledge of the other language.

6. Duration of the Assignment

The duration of the contract will be from **15 October 2018 to 14 October 2019.**

7. Remuneration for the Assignment

During the duration of the contract, the Consultant will be based at the Bank's Headquarters in Abidjan, Cote d'Ivoire. The Consultant will be paid a round trip ticket from the point of recruitment to Abidjan. No per diem and accommodation will be paid in Abidjan. The consultant will also be eligible for travel expenses (air ticket, hotel accommodation and per diem) while assigned on a Bank Mission during the duration of his Contract. No other travel expenses will be incurred on the Consultant. Payment of honorarium will be on a monthly basis after satisfactory execution of duties assigned to him/her.

Please attach an updated 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 <input type="checkbox"/> No <input type="checkbox"/> 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 (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 :