

## REQUEST FOR EXPRESSIONS OF INTEREST

**African Development Bank Group**  
**Eastern Africa Regional Development and Business Delivery Office (RDGE)**  
**Khushee Towers, Longonot Road Plot 11, Upper Hill**  
**P.O Box 4861-00200 | Nairobi - Kenya**  
**E-mail: [b.mulei@afdb.org](mailto:b.mulei@afdb.org)**  
**Telephone: + 254 20 2998337**

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

### **TERMS OF REFERENCE FOR A JUNIOR CONSULTANT, REGIONAL PROGRAMS SUPPORT**

Brief description of the Assignment: Junior Consultant with an understanding of Portfolio/Programme management and monitoring

The Junior Consultant is required to assist in delivering on the work program of the Eastern Africa Regional Development and Business Delivery Office (RDGE). The tasks involve assistance to the Regional Programme Officer to ensure active management and monitor coordination of the Bank's portfolio in RDGE, in collaboration with the sector departments

Department issuing the request : Eastern Africa Regional Development and Business Delivery Office (RDGE)

Place of assignment : Nairobi, Kenya

Duration of the assignment : 06 months

Tentative Date of commencement : 15 October, 2017

Detailed Terms of reference for the assignment: [See below]

Deadline for applications : 20 September, 2017

Applications to be submitted to : Ms. Beatrice MULEI at [b.mulei@afdb.org](mailto:b.mulei@afdb.org)

Any questions and requests for clarifications may be sent to: Ms. Beatrice MULEI at : [b.mulei@afdb.org](mailto:b.mulei@afdb.org)

Terms of Reference for : Support to Eastern Africa Regional Development and Business Delivery Office (RDGE) Operations and Programmes

**TERMS OF REFERENCE**  
**SUPPORT TO EASTERN AFRICA REGIONAL DEVELOPMENT AND BUSINESS**  
**DELIVERY OFFICE (RDGE) OPERATIONS AND PROGRAMME**

---

## **1. Introduction**

The African Development Bank (the Bank or AfDB) 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. Through its enhanced decentralized structure, the Bank currently operates in 39 Country Offices across the African continent.

The Eastern Africa Regional Development and Business Delivery Office (RDGE), oversees the Bank's operations in thirteen (13) countries in the Eastern Africa that is Burundi, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Seychelles, Somalia, Sudan, South Sudan, Tanzania and Uganda.

Currently, the position of Country Program Officer is vacant for a number of countries (Burundi, Comoros, Djibouti, Eritrea, Somalia, Seychelles and South Sudan). The RDGE therefore seeks to recruit a Junior Consultant to temporarily provide support for the implementation of the Bank's work program in above cited countries.

## **2. Rationale and Objectives**

The purpose of the consultancy is to ensure an active management and coordination of the Bank's portfolio in the Eastern Africa region, in collaboration with the sector departments. The selected Junior Consultant will be mainly responsible for supporting the coordination and monitoring of portfolio management to improve portfolio quality. He/she will provide support for effective administrative monitoring of operational activities, coordination between the Regional Department, Sector Departments, Financial Control Department (FIFC), the General Counsel and Legal Services Department (PGCL), as well as relevant country teams. The junior consultant will have mastery of the country portfolio and will assist to prepare portfolio information notes upon Senior Management's request. The Junior Consultant will also provide extensive support to the Team working on South Sudan.

In this context, RDGE seeks to engage the services of a Junior Consultant. The Junior Consultant will be required to contribute to the work of the department while also strengthening the collaboration with other Departments and Units to ensure effective portfolio management and monitoring in RDGE.

## **3. Scope of Work**

### **3.1 Main Tasks**

Under the overall guidance of the Regional Director and the direct supervision of the Regional Program Officer (RDGE), the Junior Consultant shall undertake the following tasks:

- i. Provide technical support to ensure active management and monitor coordination of the Bank's portfolio in RDGE, in collaboration with the sector departments;
- ii. Liaise with sector departments on operational issues, especially those concerning country programming as well as portfolio coordination and monitoring;

- iii. Assist in the monitoring and evaluation of RDGE programs and activities to ensure results;
- iv. Assist in the coordination and facilitation, generally of RDGE activities, and particularly of Bank activities in Burundi, Djibouti, Comoros, Somalia, Seychelles and South Sudan.
- v. Conduct data analysis and desk reviews in support of Country Strategies, Project Appraisal Report reviews, as may be required from time to time;
- vi. Update activity/project data in SAP as required;
- vii. Handle any other tasks as assigned by the Regional Program Officer.

#### **4. Consultants' Profile:**

4.1 The profile of the Junior Consultant, including desirable qualifications, personal attributes, skills, knowledge and experience are:

- Minimum of a Master's degree (or equivalent) in a development-related discipline;
- At least two years of relevant professional experience in a development oriented institution;
- An understanding of Portfolio/Programme management and monitoring;
- Ability to monitor programmes and ensure portfolio/programme performance quality
- Self-motivation, dedication and ability to work in diverse situations;
- Capacity to adapt to changing work environments and to apply knowledge to diverse development issues and challenges;
- Ability to work independently and as part of a team;
- Excellent communication skills, (knowledge of both English and French will be added advantage);
- Competence in the use of the Bank's standard software (Word, Excel, Access, PowerPoint). Knowledge of SAP Project Management Module (PS) would be an added advantage.
- Be national of a member country of the African Development Bank;
- This is a local position - a Kenyan national or anyone with Kenyan work permit would be preferred. The Bank is not in any position to apply for a work permit for this position.

#### **5. Duration of the Services of the Consultant**

5.1. The assignment is for 06 months period starting on 15 October, 2017 or as specified in the contract.

#### **6. Performance Assessment**

6.1. The Junior Consultant will be assessed on the basis of the quality of their deliverables as assigned.

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

#### **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>			<input type="checkbox"/> Yes <input type="checkbox"/> 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 (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):

Name of University - City - Country	Period		Degree/Diploma Obtained	Main Topic/Major
	From	To		

Name of Training Institution - City – Country	Period		Type of Training	Certificate or Diploma Obtained
	From	To		

**Employment Record:**

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of Employer
- Type of Activity/Business of 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.

**Declaration:**

I hereby certify that the responses which I have 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 statement which I made in this application.

Date: \_\_\_\_\_

*Signature:*