

STANDARD REQUEST FOR EXPRESSIONS OF INTEREST

Short or Medium Term Individual Consultants

REQUEST FOR EXPRESSIONS OF INTEREST FOR AN INDIVIDUAL CONSULTANT AFRICAN DEVELOPMENT BANK

CCIA 12R
AGRICULTURAL FINANCE AND RURAL DEVELOPMENT DEPARTMENT
E-mail: G.OCHOLA@AFDB.ORG
Telephone: +225 2026 3640

Title of the assignment: **PERSONAL ASSISTANT TO THE COORDINATOR OF AIIG**

Brief description of the Assignment:

1. Assist AIIG Coordinator in the planning of internal and external meetings/correspondences and missions;
2. Assist the Coordination in the research for essential documents for AIIG;
3. Assist the Coordinator in the formation, management and running of the proposed African Network of SCPZs;
4. Assist the Coordinator in the formation of the proposed International Advisory Board on SCPZs;
5. Assist the Coordinator in the preparation of the State of the Art Paper on SCPZs
6. Assist the Coordinator in the branding the SCPZs.
7. Any other tasks as may be required

Department issuing the request: **AGRICULTURAL FINANCE AND RURAL DEVELOPMENT DEPARTMENT**

Place of assignment: **Abidjan**

Duration of the assignment: **6 months with the possibility of extension**

Tentative Date of commencement: **01.03.2019**

Deadline for applications: **19.02.2019**

Applications to be submitted to: **G.OCHOLA@AFDB.ORG**

Any questions and requests for clarifications may be sent to: **G.OCHOLA@AFDB.ORG**

Terms of Reference for: Personal Assistant to Coordinator of AIIG

1. Assist AIIG Coordinator in the planning of internal and external meetings/correspondences and missions;
2. Assist the Coordination in the research for essential documents for AIIG;
3. Assist the Coordinator in the formation, management and running of the proposed African Network of SCPZs;
4. Assist the Coordinator in the formation of the proposed International Advisory Board on SCPZs;
5. Assist the Coordinator in the preparation of the State of the Art Paper on SCPZs
6. Assist the Coordinator in the branding the SCPZs.
7. Any other tasks as may be required

1. Introduction / Background

Africa needs a structural transformation model that is inclusive, creates jobs and touches the livelihoods of its people. Staple Crop Processing Zones (SCPZs) can unlock the Africa's comparative advantage, which is its large agricultural base and its growing labor force to promote diversification via agro-industrialization. We need investments to crowd in infrastructure for the structural transformation to take place in our rural areas. SCPZs will require that Ministries of Finance, Trade and Industry and Agriculture work together. It will also require that we work together in the Bank, as the outcome needs to be greater than the sum of its parts. For the purposes of coordination, an **Agro-Industrialization Implementation Group (AIIG) has been established in December of 2018.**

The Responsibilities of the Group include:

- Aligning resources of the Bank with SCPZ opportunities (Resource allocation should be agreed on with Governments)
- Work through the Country Offices to get the Government to agree that transport, energy, water supply and other related interventions be packaged in the Zone (Sectors and regions to agree)
- Take a corridor approach and leverage investments in transport and address policy barriers
 - Hold Monthly Agro-Industrial Implementation Group Meetings
 - Implement a roll-out plan of what each department needs to do, identification, sequencing of interventions, roles and responsibilities of different departments
 - Where possible develop PPP provision of commercially viable infrastructure

2. Objectives of the Assignment

Personal Assistant to the Coordinator of the AIIG

3. Main activities and deliverables

1. Assist AIIG Coordinator in the planning of internal and external meetings/correspondences and missions;
2. Assist the Coordination in the research for essential documents for AIIG;
3. Assist the Coordinator in the formation, management and running of the proposed African Network of SCPZs;
4. Assist the Coordinator in the formation of the proposed International Advisory Board on SCPZs;
5. Assist the Coordinator in the preparation of the State of the Art Paper on SCPZs (recall that PRST has tasked me that AfDB should own the intellectual space on SCPZs);
6. Assist the Coordinator in the branding the SCPZs.
7. Any other tasks as may be required

4. Administration/reporting

Will be reporting to the Senior Advisor on Industrialization in the PRST's Office

5. Duration of the assignment

6 months with the possibility of an extension

6. Qualifications and Experience required

A Masters degree with more than two years of relevant expert experience

7. Remuneration

Monthly lump sum of US\$4000

Please attach an updated Curriculum vitae on the basis of the template attached [*use template in APPENDIX 5 of the Manual*].

MODEL CURRICULUM VITAE (CV)

Surname:
 First Name:
 Birth Date:
 Nationality:
 Address:
 Country:
 Telephone:
 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	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
French	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
Other	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 and the responsibilities which you exercised. Utilize one half-page maximum.

Education (University Level and above only)

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

Professional Training

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

Employment Record (1):

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
- Description 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: