

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Avenue Joseph Anoma, 01 B.P. 1387, Abidjan, CÔTE d'IVOIRE

Corporate IT Services Department (CHIS)

E-mail: IT_Recruitment@AFDB.ORG

Telephone: (+225) 20 26 22 61/ (+225) 20 26 25 83

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **“PROJECT QUALITY MANAGER”**.
2. The African Development Bank is seeking the services of an experimented Project Quality Manager to assist the Program Management Office (PMO) to:
 - Assess the current Project Management Methodology / Framework in line with the PMBoK (Project Management Body of Knowledge) Standards;
 - Identify opportunities and provide recommendations for improvement of the Project Management methodology;
 - Assess projects compliance with the Project Management Framework;
 - Review the quality assurance for IT projects;
 - Assess and provide recommendations for improvement of the Project Portfolio Management (PPM) software.

The consultant's duties will include the following:

- Conduct Project Quality audits, effective implementation of Corrective and Preventive Action program along with Continual improvement recommendations
- Measure and monitor Corrective, Preventive actions and Continual Improvement recommendations status and report it to the Project Management team
- Oversee progress or identify risks (both internal and external) to project completion, including any issues that jeopardize successful and timely completion of project deliverables. Escalates unresolved risks and issues to appropriate management staff in a timely manner.
- Review project QA deliverables per the client and contract requirements
- Review various quality related documents and the technical requisitions for quality requirements
- Facilitate Lessons learned and team alignment sessions as per the project directions
- Assist project engineering and procurement inspection in determination of Criticality ratings and inspection levels (for the project packages)
- Assist procurement inspection in the Shop surveys and Supplier QMS audits
- Develop and provide project QMS orientation for the project team

- Provide specialized technical expertise in support of the Quality program, training, audits, quality tools for problem solving and assessment
- Apply knowledge of quality systems and tools to validate and verify contractually required deliverables for effective project execution
- Implement principles of performance evaluation and prediction methods used to improve system safety, reliability, and maintainability
- Maintain quality standard of project deliverables, plans and procedures that go into work scope
- Align quality management function with the performance needs of product lines, business units and/or business groups

3. **Required skills:**

The incumbent should have the following skills:

- At least a Master's degree in Information Technology, Computer Science or related field.
- At least 5 years' experience in administering quality management programs.
- Strong data analysis, evaluation, and reporting skills and the ability to work on cross-functional teams to support quality management/data analysis needs.
- Understand principles of Quality & HSE programs (Policy, Plans, and Procedures)
- ISO 9001 Lead auditor/Internal auditor course (desirable)
- Significant experience in the planning, development, and execution of communications strategies for complex IT projects.
- Client Orientation – experience maintaining client relationships in the face of conflicting demands or directions and providing evidence-based advice and solutions based on sound diagnosis and knowledge.
- Strong ability to see newsworthy stories quickly and easily.
- Experience in creating engaging social media assets and image editing.
- Ability to analyze complex information quickly and simplify for audiences.
- Strong communication skills, both oral and written
- Sound Project management skills

4. The **Corporate Information Technology Services Department (CHIS)** invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
5. The eligibility criteria, the establishment of a short list and the selection procedures shall be in conformity with the Bank's procedures for the acquisition of consulting services funded by the administrative or capital expenditure. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
6. The estimated duration of services is **three (03) months** and the estimated starting date is **November 15, 2018**.

7. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: from 08:00 to 17:00 hours, Abidjan Local Time.
8. Expressions of interest must be received by email at the address below no later than **Thursday, October 25, 2018 at 17:00 hours, Abidjan local time** and specifically mentioning **“PROJECT QUALITY MANAGER”**.

For the attention of: **IT Recruitment Team**
African Development Bank
Corporate IT Services Department (CHIS)
Avenue Joseph Anoma, 01 B.P. 1387,
Abidjan, CÔTE d'IVOIRE
Tel: (+225) 20 26 22 61
Email: IT_Recruitment@AFDB.ORG

9. **ESTABLISHMENT OF THE SHORT LIST**

A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.

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| i. | Level of education in general | 20% |
| ii. | Educational level compared to the field of mission | 20% |
| iii. | Years of experience in general | 20% |
| iv. | Number of years of experience relevant to the mission | 40% |