

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Southern Africa Regional Development and Business Delivery Office

339 Witch Hazel Avenue, Highveld Extension 78, Eco Park,
Centurion 0157 – Private Bag X1262, Silverton Pretoria (South Africa)
E-mail: a.celestino@afdb.org, Telephone: +27 012 003 6900 (ext 3881)

1. The African Development Bank's Southern Africa Regional Development and Business Delivery Office hereby invites Individual Consultants to indicate their interest in the following Assignment: **Providing strategic communication and event management support to the Regional Office and contributing to the overall work program delivery.**
2. The services to be provided under the Assignment include:
Assist the RDGS Office with the preparation and organization of regional events and coordinate the communication activities related to the Bank's major events taking place in the Region. Through its work, the Consultant is expected to promote the visibility of the Bank through relevant communication and to ensure effective communication with RDGS Offices, other Units and external partners.

The Consultancy is based at the African Development Bank's Southern Africa Regional Development and Business Delivery Office in South Africa, working under the supervision of the Director General and the Deputy Director General. The Consultant is expected to work in close collaboration with colleagues.

Minimum qualification for the assignment is a Master's Degree in Communications or closely related field and at least five years of experience in experience in organizing and managing events and in strategic/corporate communication.

The primary language for this assignment is English but ability to communicate in French will be an added advantage.

3. 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.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procedures for Acquisition of Consulting Services funded by the Administrative or Capital Expenditure Budget of the Bank Group**. As part of the eligibility criteria, the Consultant must be a citizen of a member country of the African Development Bank.

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.

5. The estimated duration of services is six to twelve months and the estimated starting date is August 15th, 2018.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's Pretoria working hours: from 08:00 to 17:00.
7. Expressions of interest must be received at the address below no later than July 23rd, 2018 at 17:00 local time and specifically mentioning "RDGS Event Management and Communication Consultant".

For the attention of: Mrs. Anne Valko Celestino

Address: **African Development Bank**

Southern Africa Regional Development and Business Delivery Office
339 Witch Hazel Avenue, Highveld Extension 78, Eco Park
Centurion 0157

Pretoria (South Africa)

E-mail: a.celestino@afdb.org, cc g.chagonda@afdb.org

Telephone: +27 12 003 6900 (ext 3881)

ESTABLISHMENT OF THE SHORT LIST

8. A shortlist of three to six individual consultants will be established based on expressions of interest. The consultants on the shortlist will be evaluated on the following criteria on the basis of their updated resume.

Academic qualifications	25%
Ability to speak French	5%
Experience with international organizations, preferably in Africa	15%
Years of relevant experience in corporate communication and event management	30%
Experience in organizing and leading high-level events in a national or international, and multicultural setting	25%