



## REQUEST FOR EXPRESSIONS OF INTEREST

### AFRICAN DEVELOPMENT BANK

Immeuble du Centre de commerce International d'Abidjan CCIA  
Avenue Jean-Paul II, 01 BP 1387 Abidjan 01, Côte d'Ivoire  
**Regional Development and Business Delivery Complex (RDVP)**  
**E-mail: P.JACKSON@AFDB.ORG / S.TAGOUGUI@AFDB.ORG**

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: Right-sizing and resource management.
2. The services to be provided under the Assignment include:
  - Testing and refining draft budget coefficients to support operational planning and resource allocation, as well as the country office right-sizing exercise.
  - Supporting implementation of a “short-term assignment” methodology.

The consultant will need to have *significant* experience in:

- Resource management, project management, international development, financial analysis, and within an IFI context.
- Developing and/or deploying budget coefficients in an IFI context.
- Proven ability to integrate institutional, contractual, human resource and financial elements of development projects. Experience in all stages of project cycle, investment program identification, design, implementation and monitoring.
- Excellent understanding of policies, programs and projects either within the AFDB or with a similar development institution.
- Producing high-quality work within strict timelines and under pressure.

It is anticipated that the consultant will be based in Abidjan, the home of the AfDB, with some travel to the regions. The AfDB operates in both English and French, the consultant should be fluent in one of the two languages – including excellent writing skills. (S)he should have working knowledge of the other language.

3. The *Regional Development and Business Delivery Vice-Presidency* 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 (C.V. which may include, 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 Procurement Policy for the Recruitment of Consultants **available on the Bank Website at <http://www.afdb.org>**. 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 6 months* and the estimated starting date is 05 December 2018
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: *08.30h-17.30h*
  - Department issuing the request: RDVP0
  - Place of assignment: Abidjan, Côte d'Ivoire
  - Duration of the assignment: 6 months
  - Tentative Date of commencement: 05 December 2018
  - Deadline for expressions of interest: 21 November 2018

Interested consultants should submit a cover letter and CV to **P.JACKSON@AFDB.ORG** and **S.TAGOUGUI@AFDB.ORG** (Tel : +225 20 26 22 38/ +225 20 26 24 75).

## **ESTABLISHMENT OF THE SHORT LIST**

A shortlist of three to six individual consultants will be established based on expressions of interest received; the following criteria will be used to assess suitability on the basis of the updated resume submitted:

Level of education and training in general	20%
Educational level and training compared to the field	20%
Years of experience relevant to the field in general	20%
Experience relevant to the mission	40%

## **TERMS OF REFERENCE**

### **OPERATIONAL CONSULTANT FOR OPERATIONAL RIGHT SIZING**

#### **1. BACKGROUND, CONTEXT AND OBJECTIVES**

The African Development Bank (AfDB) is a premier multi-lateral development finance institution fostering economic growth and social progress in Africa. The AfDB's primary goal is to reduce poverty and improve living standards by mobilizing resources in and outside Africa, and providing financial and technical assistance for development projects and programs in Africa.

Within the Regional Development, Integration and Business Delivery Complex (RDVP), the Bank has five (5) Regional Development, Integration and Business Delivery (RDIBD) Directorates, one in each region of Africa: North, South, East, West, and Central. Each Regional Directorate is headed by a Director General (DG) and is staffed with the relevant sectoral functions and administrative capabilities for rapid delivery of services to client countries. The Regional Directorates provide overall strategic direction to country offices within the regions and are responsible for the Bank's operations, business development, project management and overall effective delivery of the Bank's High 5s of 'Light up and Power Africa,' 'Feed Africa,' 'Industrialize Africa,' 'Integrate Africa,' 'Improve the Quality of Life for the People of Africa.'

The objective of this work is to provide support to RDVP in enhance the skill mix and resource management of the RDVP complex. The consultant will review the historic and future work program of the Bank as well as take stock of the existing skill and staff mix available at country and regional offices. The consultant will develop a plan and assist with its implementation to enhance the skills mix of the country and regional offices to meet the Bank existing and future needs. The consultant will also assist to implement the existing Short-term assignment mechanism developed by the Bank as a flexible tool to share urgent skill needs across country offices as well as across regional offices. The consultant will work closely with DGs, and country managers as well as human resource team of the AFDB. The position of the consultant (medium term) will be based in the RDVP front office, and the incumbent will report to the Vice-President RDVP.

The consultant will provide support and advice to the VP RDVP and DGs in enhancing and sharing skills mix across country and regional offices. The consultant will facilitate the Bank effort to right-size its country and regional offices across the continent by conducting an assessment and producing a clear implementation plan on right-sizing, in addition to supporting implementation of the short term assignment tool.

#### **2. DUTIES/RESPONSABILITIES**

AfDB is seeking the services of a seasoned consultant to work in the RDVP front office, and the incumbent will report to the Vice-President RDVP and will also coordinate with the DGs. The prime responsibilities will be to:

- (i) Review the measures the Bank has been taking to enhance the skills mix of the Bank's operational teams
- (ii) Review the Bank's historic work programs as well as the project pipeline for RDVP
- (iii) Assess the existing skills mix available at country offices, regional offices and HQ
- (iv) Develop a skill mix demand assessment and match the demand to the existing pool
- (v) Develop a survey to assess the skill gaps DGs and country managers feel are needed in their respective offices
- (vi) Integrate analysis to produce scenarios for right sizing and options for its operationalization.
- (vii) Work with HR to operationalize the Short-term assignment mechanism as a flexible tool to share highly demanded skill mix across the Bank.

#### Mission

- Under-take selected missions to country offices and regional hubs as required, within the context of the right-sizing exercise.

#### Deliverables:

- Support in HR/RDVP's operationalization of the short-term assignment mechanism.
- Completion of analysis to right-size country and regional offices, including recommendations regarding skills gaps and reallocations.
- Completion of time and cost bound action plan for completion of the right-sizing initiative.
- Monthly senior management reports on progress made in the assignment.
- Final report on right sizing, including recommendations and plan of implementation, on completion of assignment.

### **3. SELECTION CRITERIA**

- Master's degree in a relevant field such as business, finance, economics, or related field/ or minimum of twenty years of relevant work experience, notably within an international financial and development organization.

- Experience working in resource management, project management, international development, financial analysis and human resource planning.
- A detailed understating of multilateral skills mix including, task, sector and fiduciary skills mix and the demands across project life cycle.
- Proven ability to integrate institutional, contractual, human resource and financial elements of development projects.
- Excellent understanding of policies, programs and projects either within the AfDB or with a similar development institution.
- Ability to produce high-quality work within strict timelines and under pressure.
- Demonstrated ability to work in a multi-cultural environment and across teams, and establish harmonious and effective working relationships both within and outside the organization.