

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Rue Joseph Anoma

01 BP 1387 Abidjan 01 COTE D'IVOIRE

Operations Committee Secretariat Division (SNOQ)

1. **Title of the assignment:** Support to the Implementation of the 2018 Delegation of Authority Matrix (DAM) and Operations Committee (OpsCom) Reviews.
2. **Brief description of the Assignment:** The consultant is expected to support (i) the completion of the revision of the Bank-wide Program Processing Schedule (BPPS) and related training, (ii) the alignment of the Presidential Directive 03/2013 (PD 03/2013) and related Guidelines & Procedures on the Bank Group operations review and clearance processes to the new DAM 2018, and (iii) the overall work program of the Secretariat.
3. **Department issuing the request:** Operations Committee Secretariat Division (SNOQ.1)
4. **Place of assignment:** The Consultant will carry out the assignment from the Bank's Headquarters in Abidjan.
5. **Duration of the assignment:** Six months renewable, with the possibility to renew based on the performance.
6. **Tentative Date of commencement:** Monday February 21, 2019
7. **Deadline for applications:** Friday January 25, 2019 at 17:00 local time
8. **Applications to be submitted to:**
Mr. Mamadou DIAGNE with copy to Mrs. Sonia KAMDEM
Operations Committee Secretariat Division (SNOQ)
African Development Bank
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01 BP 1387 Abidjan 01 Côte d'Ivoire
E-mail : m.diagne@afdb.org / s.kamdem@afdb.org
Téléphone : +225 20 26 19 15 / +225 20 26 34 30
9. **Any questions and requests for clarifications may be sent to:** Mr. Mamadou DIAGNE with copy to Mrs. Sonia KAMDEM

TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT TO SUPPORT OPSCOM REVIEWS AND IMPLEMENTATION OF THE 2018 DELEGATION OF AUTHORITY MATRIX (DAM)

1 INTRODUCTION

The Operation Committee Secretariat (SNOQ.1) seeks to recruit an individual Consultant to enhance its capacity to deliver on its regular activities as well as key institutional priorities entrusted to the Secretariat.

2 CONTEXT OF THE CONSULTANCY

- 2.1 During 2018, the scope of work of SNOQ.1 has significantly increased relative to its planned Work Program and its limited staffing. SNOQ1 hosts 3 PL staff and 2 GS staff. The following additional activities have been introduced to meet specific requests from Senior Management to enhance operations processing, facilitate the implementation of the new Delegation of Authority Matrix (DAM) 2018, as well as comply with internal audits requirements:
- 2.2 **Bank-wide Program Processing Schedule (BPPS) Improvements Initiative:** Senior Management has decided to make BPPS the central tool for operations planning, development, and reporting. To this end, the BPPS Improvement Initiative seeks to (i) ensure data integrity in BPPS and data consistency between BPPS and SRAS; (ii) generate the BRAG from BPPS and support BRAG stability; (iii) ensure Pilot and Co-Pilot arrangement and validation at appropriate steps in BPPS; and (iv) ensure that BPPS documents processing schedules are aligned with the Operations Manual.
- 2.3 **Alignment of the Presidential Directive 03/2013 (PD 03/2013) and related Guidelines & Procedures on the Bank Group operations review and clearance processes to the new DAM 2018:** In the context of the BPPS Improvement Initiative and as a major contribution to the implementation of the 2018 DAM, SNOQ1 is leading the revision of the BPPS processing schedules of operations and country programming as well the PD03/2013 and related Guidelines to reflect changes made to the Bank's review and clearance process.
- 2.4 **Assessment of the Presidential Directive 02/2015 (PD 02/2015) concerning the Design, Implementation and Cancellation of Bank Group Sovereign Operations:** PD 02/2015 was issued in November 2015, with the aim to reduce the time for project approvals and accelerate disbursements. Among others, the PD has set efficiency target of ten (10) months from project appraisal to first disbursement. SNOQ1 would like to assess the implementation of the PD 02/2015, including establishing an effective mechanism to monitor the target of the PD and its intended objective.

3 SNOQ1 MANDATE AND ACTIVITIES

- 3.1 The role of SNOQ.1 is to support the Bank's Operations Committee (OpsCom) in sharpening the country focus and strategic selectivity of the Bank's operations; enhancing the quality of operations; strengthening the Bank's internal cooperation and cohesion among operations departments; and improvement in the development impact of the Bank's support to its Regional Member Countries (RMCs). The

Operations Committee ensures that the Bank delivers high quality and impactful investments to meet the development priorities of its RMCs. The core mandate of SNOQ1 is to provide Secretariat support to OpsCom in its day-to-day activities and assist the Committee in developing the required processes and procedures to effectively carryout its mandate.

3.2 SNOQ1's activities typically included but are not limited to the following:

- (i) **Quality Control and Quality Assurance of Proposals submitted for OpsCom consideration:** Ensuring compliance and consistency with the industry's quality standards and the Bank's applicable policies, strategies, directives, processes, procedures, and guidelines.
- (ii) **Strategic Planning and Management of OpsCom meetings:** Preparation and updating of the Strategic Planner, Operations Processing Status, and e-OpsCom to support the Lending Program delivery; Preparation and distribution of OpsCom Agenda and documents submitted for review; Preparation of Flash Reports to inform the President of the Bank on the outcome of OpsCom deliberations; and Preparation and distribution of OpsCom meeting's Minutes.
- (iii) **Enhancement of Business Processes:** Contribution to improving the Bank's business processes, especially related to operations, and the development of related tools to implement the review and clearance process and system in line with the Bank's Business Development and Delivery Model.
- (iv) **Implementation Support:** Development of best practices and innovative experiences in project development and country programming; Continuous training of Bank staff on the Bank-wide Program Processing Schedule (BPPS) and improved; and Monitoring and reporting on the implementation of Management's commitments to the Board, on recommendations made by OpsCom, the Board and its committees relevant to the mandate of OpsCom.
- (v) **Organizational Efficiency:** Enhancement and sharpening of the role of OpsCom; and efficiency and effectiveness in delivery of SNOQ1 activities.

4 OBJECTIVES OF CONSULTANCY

SNOQ1 seeks the assistance of an individual consultant to enhance its delivery capacity. The consultant is expected to support (i) the completion of the revision of the BPPS and related training, (ii) the alignment of the Presidential Directive 03/2013 (PD 03/2013) and related Guidelines & Procedures on the Bank Group operations review and clearance processes to the new DAM 2018, and (iii) the overall work program of the Secretariat.

5 SCOPE OF WORK

5.1 The Consultant shall undertake the following activities and tasks, including but not limited to:

- (i) **Support to BPPS Improvement Initiative:** The Consultant is expected to work in close collaboration with CHIS team during the development phase of the improved BPPS. The Consultant will develop training materials based on the user manual developed by CHIS. She/he will also collaborate with SAP Project Team for the integration of BPPS into SAP S4 Hanna system.

- (ii) **Alignment of the Presidential Directive 03/2013 (PD 03/2013) and related Guidelines & Procedures on the Bank Group operations review and clearance processes to the new DAM 2018:** The Consultant will lead the revision of PD 03/2013. This include the review of the existing preliminary PD prepared by DAPEC; conducting Bank wide consultations with operations departments and Regional Hubs/Country Offices; finalizing the PD and related Guidelines & Procedures; and preparing an Action Plan for a Bank wide dissemination and training needs required after approval of the new Presidential Directive and the Guidelines & Procedures.
- (iii) **Support to SNOQ1 Work Program Delivery:** The Consultant is expected to support all SNOQ1's activities, including Quality Control and Quality Assurance of proposals submitted for OpsCom consideration, as assigned by the Manager, SNOQ1.

6 DELIVERABLES AND SCHEDULES

- 6.1 For the BPPS Improvement Initiative, the expected deliverables are full alignment of BPPS planners and schedules with the new DAM, contribution to the development and execution phase of the improved BPPS system, as well as preparation of training materials based on the user manual developed by CHIS. The Consultatant is also expected to work with the SAP Project Team to facilitate the integration of BPPS into SAP S4 Hanna system.
- 6.2 Concerning the revision of PD 03/2013, the Consultant shall produce an Inception Report; the Assessment Report to be presented in two stages, i.e. a draft and final report; and an Action Plan for a Bank wide dissemination and training needs required after approval of the new PD.
- 6.3 Regarding Quality Control and Quality Assurance of proposals submitted for OpsCom consideration, the Consultant shall review proposals assigned to him/her, and draft the Advisory Notes summarizing the analysis and submit to the Manager, SNOQ1, within agreed timelines. The Consultant shall also conduct post-OpsCom review of proposals assigned to him/her to ensure that they are in line with the guidance provided by the Committee, and make recommendations on their clearance.
- 6.4 The duration of the assignment shall be six months renewable, with the possibility to renew based on the performance. The Consultant will carry out the assignment from the Bank's Headquarters in Abidjan.

7 REMUNERATION

- 5.1 The Consultant shall be paid in lump-sum based on Bank Group's Guidelines on Individual Consultants Remuneration, consistent with the Bank's procurement rules.
- 5.2 At the end of each month, the consultant shall be eligible to submit a request for payment for the work deliverables completed and deemed satisfactory by the Manager. Mission travel, if need be, shall be paid or reimbursed using standard Bank rates.

8 REPORTING.

- 8.1 The Consultant will work under the direct supervision of the Manager, SNOQ1, to whom the Consultant will report. The Consultant will work closely with the Manager and report on progress weekly to support timely delivery.
- 8.2 The Consultant is expected to work with SNOQ1 team members at all levels.

9 QUALIFICATIONS

- 9.1 The Consultant is expected to have at least the following qualifications:
- (i) Advanced degree (Master's or Doctorate) in any relevant field;
 - (ii) Seasoned operations/policy advisor, with at least 15 years working experience in design, implementation, coordination and management of operations;
 - (iii) Experience in the areas of the Bank's High 5s (Industrialization, Agriculture Transformation, and New Deal on Energy);
 - (iv) Demonstrated experience in the development and implementation of policies and strategies;
 - (v) Knowledge of, and experience with, rules and operational directives, processes, procedures, and guidelines of MDBs such as AfDB, the World Bank;
 - (vi) Excellent communication skills, including superior professional writing in English or French, and ability to work professionally in both languages; and,
 - (vii) Knowledge of standard software (Word, Excel Power Point).

Please attach an updated Curriculum vitae on the basis of the template below.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization 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		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

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

Employment Record:

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
- 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.

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: