

# REQUEST FOR EXPRESSIONS OF INTEREST

## AFRICAN DEVELOPMENT BANK

Headquarters

Operations Committee Secretariat & Quality Assurance Department

E-mail: [h.hmaidi@afdb.org](mailto:h.hmaidi@afdb.org) Telephone: +225-2026-3895

**Expressions of interest are being requested for Two Individual Consultant Positions**

*Brief Description of the assignment:* **Two Consultants to support the establishment of the Operations Academy by designing the content of e-learning courses**

*Department making the request:* **SNOQ**

*Place of assignment:* **ABIDJAN**

*Period of assignment:* **December 2018- May 2018 (6 months)**

*Expected start date of the assignment:* **1 December 2018**

*Last date for expressing interest:* **7 November 2018 at 5:00PM (Abidjan) local time.**

*Expression of interest to be submitted to:* [h.hmaidi@afdb.org](mailto:h.hmaidi@afdb.org)

*Questions/ clarifications to be addressed to:* [h.hmaidi@afdb.org](mailto:h.hmaidi@afdb.org)

## Terms of reference

---

### 1. Background

The Operations Committee Secretariat & Quality Assurance Department (SNOQ) works to continuously enhance the quality and timely delivery of bank operations, adopting a one-bank approach from identification to completion, with a view of enhancing of development impact of operations.

To strengthen knowledge of operations staff, the Bank has created the Operations Academy as a bank-wide effort aimed at establishing and institutionalizing a comprehensive and compulsory curriculum specifically geared towards all operations staff. The content of the Operations Academy will include a core component that covers basic aspects of Bank operations, which will be followed by specialized e-courses for Country Managers, Task Managers, Country Programme Officers (CPOs).

The Quality Assurance Division (SNOQ.2) will recruit two consultants to work collaboratively with staff in the Division and other Departments to support the development of content for e-learning courses of the Operations Academy.

## **2. Duties, Responsibilities and Expected Achievements**

The services of two bilingual (French-English) Individual Consultants are required to assist SNOQ.2 mainly in developing the Operations Academy e-courses. Specific duties and responsibilities are outlined hereunder:

- (i) Contribute to the development of curricula and training materials related to Bank operations;
- (ii) Lead the design of content for online courses for the Operation's Academy (PPT, narratives, translation, etc.) based on existing Bank strategies, policies and practices;
- (iii) Coordinate the development of multimedia materials and/or narratives for presentations;
- (iv) Assist in liaising with operations and non-operations departments for the purpose of developing and delivering online training;
- (v) Contribute to operational analytical work produced by the division and knowledge dissemination activities.
- (vi) Undertake any other tasks/assignments as assigned by the Manager SNOQ.2.

## **3. Management/supervision of the consultancy**

The two Individual Consultants will work under the overall guidance of the SNOQ.2 Manager.

## **4. Essential Qualifications and Experience**

1. Hold at least a Master's degree in business administration, economics, development studies or related disciplines.
2. Have a minimum of ten years of relevant professional experience gained in an operational department as task manager in charge of project preparation and management and/or portfolio performance management.
3. Knowledge and practice of operational policies, procedures, and review processes of multilateral development banks or other development agencies.
4. Experience as trainer, facilitator or instructor for workshops and learning events; experience with e-learning development would be an asset.
5. Familiarity with and practical experience of results-based management.

A phone or conference interview might be required.

## **5. Language skills:**

English and French are the working languages of the African Development Bank. The consultant should be able to communicate and write effectively in French or English, with a very good working knowledge of the other language.

## **6. Duration of the Assignment**

The consultancy is expected to start in December 2018 and will cover a period of 6 months.

## **7. Remuneration for the Assignment**

During the duration of the contract, the Consultant will be based at the Bank's Headquarters in Abidjan, Cote d'Ivoire. The Consultant will be paid a round trip ticket from the point of recruitment to Abidjan. No per diem and accommodation will be paid in Abidjan. The consultant will also be eligible for travel expenses (air ticket, hotel accommodation and per diem) while assigned on a Bank Mission during the duration of his Contract. No

other travel expenses will be incurred on the Consultant. Payment of honorarium will be on a monthly basis after satisfactory execution of duties assigned to him/her.

Please attach an updated Curriculum Vitae on the basis of the template below:

**MODEL CURRICULUM VITAE (CV)**

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation 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. Utilise 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:*