

## AFRICAN DEVELOPMENT BANK GROUP



### EAST AFRICA REGIONAL DEVELOPMENT AND BUSINESS DELIVERY OFFICE (RDGE) POWER OPERATIONS DIVISION (RDGE.1)

Longonot Road, Upper Hill, Nairobi-Kenya

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#### REQUEST FOR EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (DUTY STATION BURUNDI COUNTRY OFFICE)

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment *power/energy individual consultant to support bank's energy portfolio in Burundi*;
2. The services to be provided under the Assignment include:
  - *Business Development and Pipeline management*
  - *Portfolio Management*
  - *Knowledge Production and Coordination*
3. The RDGE 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.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Rules and Procedure for the Use of Consultants** under projects financed by the Bank Group, May 2008 Edition, revised on July 2012, 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 12 months* and the estimated starting date is 1<sup>st</sup> December 2018.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: 8:00 am – 5:00 pm Nairobi time.
7. Expressions of interest must be received at the address below no later than 20 November 2018 at 5:00 *pm Nairobi time*.

For the attention of: Regional Sector Manager, Power Operations (RDGE1)  
African Development Bank  
East Africa Regional Development and Business Delivery Office (RDGE)  
Power Operations Division (RDGE.1)  
Longonot Road, Upper Hill  
Nairobi Kenya  
Tel: (+254-20) 271 2925/6/8 - 2998230  
Fax: +254 20 271 2938; Email: [Info.RDGE@AFDB.ORG](mailto:Info.RDGE@AFDB.ORG)

#### ESTABLISHMENT OF THE SHORT LIST

8. 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.

Level of education in general	20%
Educational level compared to the field of assignment	20%
Years of energy sector project management experience in general	20%
Number of years of professional experience relevant to the assignment	30%
Familiarity with the region and French language proficiency	10%

# **TERMS OF REFERENCE FOR POWER/ENERGY INDIVIDUAL CONSULTANT TO SUPPORT BANK'S ENERGY PORTFOLIO IN BURUNDI (BASED IN BURUNDI)**

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## **1. Background**

Established in 1964, the African Development Bank is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank's development agenda is delivering financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa. The Bank is seeking to strengthen its management team for successful implementation of this vision.

## **2. The Complex:**

The Vice Presidency for Regional Development, Integration and Business Delivery with the support of Power Systems Development (PESD) is responsible for operational relevance, efficiency and effectiveness of the Bank Group's Energy operational programs, and activities. This will ensure that the Bank operates successfully across its Regional Member Countries and oversee the full implementation of all aspects of the Bank's Regional Directorates.

## **3. The Hiring Division/Department**

Consequently, the Bank is seeking to procure a Power/Energy Individual consultant to support Bank's energy operations Burundi. The position's duty station is Burundi Country Office but the consultant may be required to support Bank activities in other countries from time to time. The Individual Consultant will report to the Country Manager Burundi, from an administrative point of view, and to the RDGE Regional Sector Manager Power Operations for technical guidance.

## **4. Objective of the Assignment**

The individual Power/Energy consultant will be responsible for the origination, processing, supervision and general management of the energy portfolio in Burundi. In delivering on the assignment, the individual consultant will interact closely with staff members of the Bank complexes and in particular, Private Sector, Infrastructure and Industrialization complex.

## **5. Key Functions of the Position**

### **A. Business Development and Pipeline management**

- (i) Provide support to the Burundi Country Office (COBI) and bank teams in the origination, preparation, structuring and implementation of complex and innovative projects.
- (ii) Work with Country & Region / Hub-based staff and relevant governance / risk / compliance units, in the process of identification, preparation and execution of Sovereign (SO) and Non-Sovereign (NSO) investment lending operations, as well as in conducting policy / result based financing operations and technical assistance related to the above topics;

- (iii) Review the various proposals and communications sent to the Bank by its partner, clients and RMCs; and advise on appropriate action, including issuing of technical opinion on government submissions to the Bank, drafting of responses and/or reports / presentations and internal or external follow-up. This includes, inter alia, preparation of bidding documents, bid evaluation reports, quarterly progress reports, request for extension of contracts or LDD (Last Disbursement Date);
- (iv) Provide the required technical skills to design national and multinational projects that respond to the needs of the RMCs and regional economic communities based on their priorities and selectivity;
- (v) Participate in the packaging and negotiations of IPP contracts, including Power Purchase Agreements (PPAs), Fuel Supply Agreements (FSAs), Operations and Maintenance Agreements, Engineering, Procurement and Construction (EPC) contracts and Grid Connection Agreements. In particular, the individual consultant will provide expert knowledge to ensure IPP contracts are financially sustainable, and their implementation results in maximum economic and social benefits, while producing the least negative impact to the overall ecosystem.
- (vi) Participate in assessment of quality of project feasibility studies and in support utility performance diagnostic assessments;
- (vii) Assist in the due diligence and processing of power and climate change projects, in line with approved Bank policies and procedures, and
- (viii) Liaise with other development partners in order to identify opportunities for co-financing and other partnerships;
- (ix) Provide inputs for the power/energy sector into the Bank's pipeline of projects;

## **B. Portfolio Management**

- (i) Provide sector expertise for quality assurance in: preparation of terms of reference (TORs), requests for proposals (RFPs), tender documents to procure goods and/or services in line with the Bank's procurement rules;
- (ii) Task-manage the Bank's energy sector projects in Burundi and carry out all regular portfolio management activities, including interaction with Project Management/Technical Units (PMU/PTUs) or Project Implementation Units (PIU) to guide, monitor and follow-up on implementation issues; lead and supervise all procurement and disbursement activities related to the Bank's energy sector projects in Burundi;
- (iii) Ensure timely procurement and disbursement of active power projects in the Bank's portfolio, liaising with Government departments and project implementation units to address blockages in project execution, using the Bank Portfolio Dashboard as main monitoring tool, and working closely with the Country Program Officer.
- (iv) Participate in the preparation of Project Completion Reports (PCR) in line with Bank requirements
- (v) Undertake any other tasks as assigned by the Country and Sector Manager, including in other countries of Bank operations.

### **C. Knowledge Production and Coordination**

- (i) Actively contribute to the preparation of energy sector assessments and other upstream analytical and diagnostic work to inform Country Strategy Papers (CSP) ; provide support to country/regional and other energy departments of the Bank on policy dialogue with RMCs relating to the energy sector; and provide back-up to country offices to ensure provision of quality advisory service to RMCs;
- (ii) Contribute to the preparation of policy statements, papers, briefs and various reports on energy sector issues and other areas relevant to the Energy, Environment & Climate Change Department;
- (iii) Provide inputs to Bank support in developing strategic energy sector reform actions through high impact policy and results based operations, and guiding the RMCs to develop in-house skills and competencies to sustain energy sector reform;
- (iv) Represent the Bank in national and regional partnerships, networks, conferences, workshops, and training seminars on issues related to energy sector development and related issues;
- (v) Participate in the energy sector working group activities, related donor-coordination meetings, joint portfolio review meetings, and policy dialogue missions, and provide advice on policy issues in the sector.
- (vi) In collaboration with other Directorates of the complexes and within the Bank Support delivery of Economic and Sector Work (ESW) related to the key constraints of the power sector in the focus countries in terms of: Policies (e.g. integrated planning, pricing, electricity access for the poor, private sector participation, promotion of renewable energies, demand-side management); Social (e.g. local content maximization, skills and capacity building and enhancing the role of women in project implementation); Institutional (e.g. coordination of sector activities, capacity building, organization and management); Financial (e.g. tariff structure, cost recovery, subsidies, financing structure and terms, tax / incentives, sustainability); Technical (e.g. technological choice, operation and maintenance); Environmental Management (e.g. resource and waste management, greenhouse gas emission control)
- (vii) Prepare and deliver specific training for the power utility staff on project management, contracts supervision, tender documents preparation and evaluation of Bids, contract negotiations, power utility performance improvement, distribution system design, preparation of power masterplan, energy and power demand estimation, energy policy formulation, among others training activities proposed by the consultant and agreed with the Bank and the Burundi Power utility. The list of capacity building activities to be reviewed every 12 months.
- (viii) Undertake other technical tasks the Sector and Country Managers may assign from time to time.

### **D. Competencies (skills, experience and knowledge):**

- (i) Hold at least a BSc. degree in Electrical Engineering or Electromechanical Engineering. Additional training in project management and / or energy economics is an asset.
- (ii) Demonstrate at least Seven (7) years of relevant professional projects implementation experience, and proven track record and analytical skills in the following areas: power sector strategy formulation; financing of energy projects; management and operation of power generation, transmission and distribution utilities; electrical system planning and design; preparation of bidding documents;

- project management; contract administration; costing of infrastructure projects; monitoring and supervision of work on the construction of major power plants, electricity transmission and distribution infrastructure works; electricity access and rural electrification solutions including mini-grids, off-grid and on-grid solutions;
- (iii) Experience in implementing projects with public sector institutions and / or with bilateral and multilateral development finance institutions will give an added advantage for this position.
  - (iv) Proven ability to interact competently with the staff of government and donor agencies on issues relating to aid coordination, as well as with the private sector;
  - (v) Knowledge and understanding of project financing/ financial and economic appraisal, contracts management and contracts supervision would offer an advantage.
  - (vi) Proven ability to build and lead a team of professional staff, and utilize talent and expertise of team members in a productive way;
  - (vii) Good listener with demonstrated ability to present and win support for ideas as well as make effective and timely decisions; Capacity to initiate and manage innovations and change
  - (viii) Familiarity with project management and project identification procedures in Development Finance Institutions, Multilateral Finance Organizations, and in particular of the African Development Bank, is an added advantage.
  - (ix) Good command of standard software (e.g. Microsoft Office Suite for word processing, spreadsheets, databases and presentations).
  - (x) Excellent written and oral communication skills in French, and good working knowledge of English will be an added advantage.

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

The estimated duration of the assignment is twelve (12) months with the possibility of extension based on the need, availability of resources and performance of the consultant. The assignment should commence on 1<sup>st</sup> December 2018.

## **7. Organization of Work and Reporting**

The assignment will be conducted mainly in Burundi and the duty station shall be Bujumbura at the Bank's country office. The consultant may be required to participate in mission outside of Burundi to the RDGE Hub office, the Banks HQ and other countries of Bank's operations. The consultant shall work under the supervision of the Country Manager administratively, and under the technical guidance of the RDGE Regional Sector Manager for Power Operations. The managers may assign a staff within the Bank to provide direct supervision and coordination of the assignment.

## **8. Contract Type and Payment Schedule**

The contract fee shall be on the basis on a Monthly rate (all-inclusive). The individual consultant will be paid as per the terms of payment mentioned in Annex-II of the contract.

## **9. Responsibilities of the Consultant**

The Consultant shall perform the Services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence and skill and shall, in performing the Services, accept, promptly act upon, and comply with, such instructions and

directions as may be issued by the Bank from time to time.

The consultant shall have the overall responsibility for the timely delivery of the various activities as prioritized and described in the Work Plan agreed with his/her supervisor. He/she shall be responsible for the collection and analysis of all information necessary for the achievement of the assignments.

All reports, documents, data and information entrusted to the consultant by the Bank or Bank clients in the process of the assignment shall remain **Confidential** and shall not be shared with any other party outside the Bank without prior approval from Bank Management.

### **10. Responsibilities of the Bank**

Notwithstanding the above-mentioned responsibilities of the consultant, the Bank shall provide working desk at its Bujumbura office, and provide access to project documents and guidelines.

### **11. Procurement**

The recruitment of the individual consultant shall be governed by the AfDB rules and procedures for the recruitment of individual consultants – selection based on Consultants Qualification within the limit of the budget.

Note: Consultant must register at <http://dacon.afdb.org/dacon/> before submitting the CV to be considered for the shortlist.