

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
Procurement Department Avenue Joseph Anoma
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REQUEST FOR EXPRESSIONS OF INTEREST FROM INDIVIDUAL CONSULTANTS FOR THE PROVISION OF RECRUITMENT SERVICES TO THE AFRICAN DEVELOPMENT BANK GROUP

ADB/EOI/CHHR/2018/002

1. Established in 1964, the African Development Bank (“the Bank”) is the premier Pan-African development institution promoting economic growth and social progress across the continent. There are 80 Member States, including 54 from Africa (Regional Member Countries). The Bank’s development agenda is delivering the 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 the Bank’s delivery for Africa, have been identified for scaling up, namely; Light Up and Power Africa, Feed Africa, Industrialise Africa, Integrate Africa, and Improve the Quality of Life for the People of Africa.

The Bank has embarked on a transformational agenda which aims to make the Bank more efficient, more effective, and better positioned to deliver greater development impacts among its member countries. As part of this transformation process, a new organizational structure has been issued. Working with the various Complexes and Departments, the Human Resources Department has just completed the first phase of recruitment for positions in the new organizational structure identified by senior management as top priority. The majority of those positions have been filled through promotion and lateral movements of staff within the Bank. It is now both critical and urgent to fill the current vacant positions and the Bank has therefore embarked on a second phase of recruitment.

2. The services to be provided under the Assignment:

Under the overall direction of the Division Manager, Staff Training & Development, the services to be provided under this assignment shall be for downstream end-to-end recruitment activities and will therefore include, but not limited to the following:

- a) Liaising with Human Resource Business Partners and heads of business units to prepare Job Descriptions and Vacancy Notices.
- b) Rendering support to the screening of candidates’ applications.
- c) Coordinating the longlisting and short listing exercise.
- d) Support the preparation for and conducting of Competency Based Panel Interviews by:
 - i) Liaising with the hiring managers and Human Resource Business Partners (HRBPs) to identify key competences to be assessed.
 - ii) Where required, design questions for interviews.
 - iii) Prepare the necessary documentation to be used in the interviews.
 - iv) Making the necessary logistical arrangements for panel interviews.
 - v) Facilitate for scheduling of candidates and panelists.

vi) Acting as the Panel Administrator during interviews.

vii) Processing approval of panel recommendations.

e) Assist with data monitoring, analytics and reporting

f) Perform any other duties assigned by the Task Manager.

3. The Staff Training & Development Division of the Human Resources Department of the Bank now 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 Procurement Policy Framework for projects financed by the Bank Group, October 2015 Edition, 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 twelve (12) months and the estimated starting date is 1st August 2018.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: 09:00 to 17:00 hours Abidjan local time.
7. Electronic zipped copies of expressions of interest (supported by an updated Curriculum Vitae) must be received at the address below no later than **Tuesday 26 June 2018 at 17.00 hours** Abidjan local time and specifically mentioning "**Expression of Interest for the Provision of Recruitment Services**"

For the attention of:

Mr. Taurai MUSAKARUKA and Ms. Fatoumata COULIBALY-N'GUESSAN

African Development Bank

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8. ESTABLISHMENT OF THE SHORT LIST

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 based on their updated resume.

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| a) General qualifications and adequacy for the assignment to be undertaken | 35% |
| b) similar experience in the area of expertise of the assignment | |
| c) and understanding of TOR | 45% |
| d) c) experience with the Bank and/or multilateral donors | 05% |
| e) d) language proficiency | 05% |
| f) e) knowledge of the region (assignment environment) | 10% |