



**TERMS OF REFERENCE
FOR A CONSULTANCY ASSIGNMENT
ORGANISATION OF 2019 ANNUAL MEETINGS OF THE AFRICAN
DEVELOPMENT BANK GROUP IN MALABO, EQUATORIAL GUINEA**

**REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK
[Headquarters - AfDB - Avenue Joseph Anoma
01 BP 1387 Abidjan 01 – Côte d'Ivoire]
[Office of the Secretary General and General Secretariat PSEG.0
E-mail: Telephone: Fax : (+225) 20 24 21 57]**

Dear Sir/Madam,

We are pleased to inform you that the Office of the Secretary General & General Secretariat of the African Development Bank will require the services of a Consultant for the following assignment:

Brief description of the Assignment: Provide advice to the host country and members of the Bank's organization team on all matters relating to the successful organization of the Bank Group's 2019 Annual Meetings, ensure that all preparations are conducted with efficiency and efficacy. He/She will also serve as a sounding board for the Office of the Secretary General at all time for the Annual Meetings and provide quick and effective operational solutions, facilitate communications between the Bank and the Host Country and ensure follow up for timely feedbacks.

Department issuing the request: *Office of the Secretary General and General Secretariat PSEG.0*

Place of assignment: *Consultants will be permanently based in Malabo, Equatorial Guinea.*

Duration of the assignment: *6 months*

Number of positions: 2

Tentative Date of commencement: 10 January 2019

Detailed Terms of reference for the assignment: See below

Deadline for applications: 14 December 2018

Applications to be submitted to: d.mesnil@afdb.org and s.yanla-bi@afdb.org

Any questions and requests for clarifications may be sent to: i.ngoran@afdb.org

1. The proposals to be submitted by the selected consultants shall be evaluated on the basis of the following criteria¹:

<i>a) general qualifications and adequacy for the assignment to be undertaken</i>	10%
<i>b) similar experience in the area of expertise of the assignment and understanding of TOR</i>	40%
<i>c) knowledge of the region and language proficiency (English and French with some notions in Spanish)</i>	20%
<i>d) solid experience in planning and organizing similar events in international organization</i>	20%
<i>e) experience with the Bank and/or multilateral donors</i>	10%

- 2. Only the proposals scoring [minimum score to be determined on the basis of the complexity of the services to be provided, but shall not be less than 70 points] or above shall be considered for this assignment. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if his/her fees are within budget limits.
- 3. The consultant shall bear all his/her insurance and medical costs for the duration of his/her services.
- 4. The consultant shall take steps to obtain the visas or certificates of residence required to perform his/her duties and fulfill his/her obligations under this contract. The Bank will assist the consultant in these tasks whenever necessary.
- 5. Kindly submit your proposal, at the venue indicated for the submission of proposals before the closing date specified in paragraph 2 above. Any proposal received after the closing date shall be rejected.
- 6. If you are unable to submit a proposal, please inform us as soon as possible by email.

The AfDB looks forward to receiving your proposal and thanks you in advance for your consideration of this request for proposals.

Yours faithfully,

¹ The weighted coefficients for these criteria may be adjusted to reflect the type of service required.

1. Background

- 1.1 The African Development Bank (hereinafter referred to as the "Bank") is an international financial institution, with its headquarters in Abidjan, Côte d'Ivoire. The Bank's mandate and purpose are to contribute to and assist African countries attain sustainable socio-economic development. The Bank manages the resources of certain Funds entrusted to it for financing development projects, programs and related activities in African countries, including the African Development Fund (the "ADF"), which has a separate Board of Directors, and the Nigeria Trust Fund (the "NTF"). The Bank, the ADF and the NTF constitute the African Development Bank Group (hereinafter referred to as the "Bank Group").
- 1.2 The Bank holds every year the Annual Meetings with an average of 3500 attendees per event. In May 2016, the Boards of Governors decided to endorse that the 2019 Annual Meetings will be organized in Equatorial Guinea.
- 1.3 The Bank is hereby seeking to recruit two (02) Consultants in the context of the 2019 Annual Meetings. The Consultants will work for the Bank to assist Equatorial Guinea in hosting the Annual Meetings.

2. Objectives of the Assignment

The principal objectives of conducting the assignment are:

- 2.1 to ensure that preparations of the 2019 Annual Meetings are carried out in a timely manner with the required expertise by having individuals of experience to assist the Host Country (Equatorial Guinea) and the Bank's organization team;
- 2.2 to follow-up on a day-to-day basis actions that need to be taken for the Annual Meetings in Malabo, Republic of Equatorial Guinea;
- 2.3 to follow-up with the National Organization Committee (NOC) of the Host Country and other relevant government officials : (i) the timeline of the 2019 Annual Meetings; (ii) the progress being made on the ground on all aspects of organization, including conference infrastructure and interpretation, Information technologies and communication, accommodation and catering, transport and logistics, protocol, hospitality and social programs, health, media and communication, security, and financial services.
- 2.4 to advise and assist the Host Country on any issue in connection with the organization of the Annual Meetings and not listed above.
- 2.5 to work closely with the Host Country and members of the Bank's organization team to ensure the effective preparation and organization of the 2019 Annual Meetings.

3. Key Qualifications of the Consultants

The assignment requires the services of qualified Consultants with extensive and substantial experience in the work, functioning and planning of major international events and familiar with the region for this purpose.

- 3.1 The Consultants must demonstrate solid and proven experience with planning and organization of Annual Meetings of the Bank or other similar international institutions;
- 3.2 The Consultants must be fully familiar with the host country institutions and culture as well as practices with regard to similar events;

- 3.3 The Consultants must be fully familiar with the Bank's Annual Meetings requirements, standards and shareholders expectations;
- 3.4 The Consultants must possess an excellent oral and written command of one of the Bank Group's working languages (French), and a good working knowledge of the other language (English);
- 3.5 A good knowledge of Spanish, the official language of the host country, will be an advantage;
- 3.6 The Consultants must have a University degree, preferably a Masters or higher, in a relevant field such as, but not limited to: international relations; economics; management and organization; law; international organizations; and governance.

4. Duties and Responsibilities of the Consultants

- 4.1 Work directly with the host country and the Bank's organization team to ensure successful organization of the 2019 Annual Meetings in a timely manner ;
- 4.2 Provide advice to the host country and members of the Bank's organization team on all matters relating to the successful organization of the Bank Group's 2019 Annual Meetings;
- 4.3 Follow-up with the NOC the implementation of host country requirements for the successful organization of the Annual Meetings;
- 4.4 Ensure that all preparations are conducted with efficiency and efficacy;
- 4.5 Ensure that all Annual Meetings organizational aspects are fully covered in a manner satisfactory to the Bank and the Host Country;
- 4.6 Serve as a sounding board for the Office of the Secretary General at all time for the Annual Meetings and provide quick and effective operational solutions;
- 4.7 Facilitate communications between the Bank and the Host Country and ensure follow up for timely feedbacks;
- 4.8 Any other assignments as directed by the Secretary General or the Chief of Protocol and Coordinator of the Bank's technical team.

5. Consultations and Interactions with the Bank and the Host Country

In performing their duties and carrying out their responsibilities under the contract, the Consultants shall regularly consult and interact with the Chief of Protocol and coordinator of the technical team as well as designated Officials from the Host Country. They will regularly brief the Chief of Protocol and coordinator of the technical team as may be required on specific issues or progress achieved for the preparation of the meetings and highlight slippages if any.

6. Reporting arrangements

The Consultants will be permanently based in Malabo, Equatorial Guinea and will work under general guidance of the Secretary General and directly with the Chief of Protocol and Coordinator of the technical team. In performing their day-to-day assignment, the Consultants shall report to the Chief of Protocol, Division Manager PSEG2.

Outputs/Deliverables

The Consultants shall prepare and submit to the Bank for review and comments the following reports and deliverables:

- ✓ Ensure that Annual Meetings requirements are delivered by the Bank and the Host Country;
- ✓ Provide a live check list of key steps on all organizational aspects ;
- ✓ Provide a risk mitigation plan;
- ✓ Provide weekly Briefs on the preparation status to the Chief of Protocol and Coordinator of the technical team on key aspects of the Annual Meetings which could be submitted to the Secretary General, if required;
- ✓ Advise the Bank and the Host Country on the need for an Event Management Company for the organization of the 2019 Annual Meetings;
- ✓ Other deliverables as highlighted in the duties of the Consultants.

7. Reports

The Consultants shall submit:

- ✓ A weekly Implementation Report on key aspects of their assignments;
- ✓ Verbal reporting and emails exchanges will be regularly used to inform the Bank on their dealings with the Host Country and other parties involved in the organization of the Annual Meetings.

8. Focal Point in the Bank

The focal point in the Bank for the Assignment shall be the Chief of Protocol and Division Manager, PSEG2 who shall support and provide necessary guidance to the Consultants in performing the Assignment.

9. Contribution of the Bank

In order to assist the Consultant successfully complete the assignment, the Bank will, as necessary or appropriate, provide information and assistance.

10. Duration of Assignment

The assignment will be for a cumulative period not exceeding 6 months starting from January 15, 2019 and ending June 30 2019.

11. Requirement for a Technical Proposal

All interested candidates are required to submit a mandatory technical proposal which will be evaluated as the first step of screening. The proposal should include, among other things, demonstration of your understanding of the job, methodologies, innovative ideas to approach any challenges and concrete deliverables.

12. Curriculum Vitae

Please attach an updated Curriculum Vitae on the basis of the template attached

Title of the Assignment: organization of 2019 annual meetings of the African Development Bank Group in Malabo, Equatorial Guinea

Department: PSEG.0

Surname: _____ First Name: _____

Birth Date: _____ Nationality: _____

Address: _____ Country: _____

Telephone: _____ 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: