REQUEST FOR EXPRESSIONS OF INTEREST

Expressions of interest are being requested for one Individual Consultant Position:

Brief Description of the assignment: Support the development of e-learning courses

Division making the request: Quality Assurance Division (SNOQ2)

Department making the request: Operations Committee Secretariat & Quality Assurance Department (SNOQ)

Place of assignment: Abidjan- Côte D’Ivoire (AfDB Headquarters)

Period of assignment: May - October 2020

Expected start date of the assignment: 2 May 2020

Last date for expressing interest: 27 March 2020 at 5:00PM (Abidjan) local time.

Expression of interest to be submitted to: s.alissoutin@afdb.org and k.zadi@afdb.org

Questions/clarifications to be addressed to: s.alissoutin@afdb.org (Telephone: +225-2026-3811)
TERMS OF REFERENCE

E-Learning Consultant for the Quality Assurance Division

1. Background

The Operations Committee Secretariat & Quality Assurance Department (SNOQ) works to continuously enhance the quality and timely delivery of the Bank’s operations, adopting a one-bank approach from identification to completion, with a view of enhancing development impact. The Department is comprised of two divisions, namely the Operations Committee Secretariat (SNOQ1) and the Quality Assurance Division (SNOQ.2).

As per the Bank’s Integrated Quality Assurance Plan, management initiated the Operations Academy aimed at establishing and institutionalizing a comprehensive and compulsory curriculum in the form of online courses, with the primary objective to strengthen knowledge of operations staff. The Operations Academy which is meant to ensure that all operations staff have similarly strong foundations in Bank processing, rules, standards and tools include a core component, the Gateway, complemented by a set of Pathways for specific groups of staff in key operational roles. The Gateway is the first phase of the Operations Academy comprising a series of ten introductory online courses while the second phase is to deliver specialized e-courses for selected job-streams including Country Managers, Task Managers, Investment & Portfolio Officers and Country Programme Officers. The Operations Academy is envisaged to cover roles relevant to Sovereign and Non-Sovereign Operations.

The Quality Assurance Division plans to recruit a consultant to work collaboratively with staff in the Division and relevant departments to support the development of e-learning courses. The consultant will also be requested to handle various responsibilities in line with the overall mandate and work program of the division.

2. Duties, Responsibilities and Expected Achievements

The consultant is mainly expected to support the development of e-learning courses under the various pathways of the Operations Academy. He is expected to bring expertise for the design and review of the content of e-learning courses.

Specific duties and responsibilities are outlined hereunder:

- Contribute to the development of curricula and training materials under the Operations Academy through the review of contents (PPT, narratives, translation, etc.) designed for online courses based on existing standards and practices.
- Contribute to the development of multimedia materials and of presentations as required.
- Assist in liaising with operations and support departments for the purpose of developing and delivering the e-learning courses.
- Contribute to quality assurance analytical works led by the Division as well as knowledge dissemination activities.
• Undertake any other tasks assigned by the recruiting task manager or the Manager of the SNOQ2 Division, thus supporting the overall execution of the Integrated Quality Assurance Plan, and the Division’s work program.

4. Essential Qualifications and Experience

• Hold at least a master’s degree in business administration, economics, project management, development studies, e-Learning or related disciplines.
• Minimum of five years proven relevant work experience in development cooperation gained in an international organization including experience related to project management issues and delivery of training materials.
• Knowledge and practice of operational policies, procedures, and review processes of multilateral development banks or other development agencies.
• Experience as an e-learning developer, trainer, facilitator or instructor for learning events.
• Practical experience in dealing with development project related quality assurance matters, would be an advantage.
• Experience in working on Non-Sovereign Operations is a plus.
• Excellent inter-personal and communication skills.

A phone or conference interview might be required to complete the selection process.

5. Language skills:

English and French are the working languages of the African Development Bank. The program of work requires that the consultant should be fluent in English. However, (s)he should have a very good working knowledge, implying a good ability to communicate and write effectively, in French.

6. Duty Assumption

The Bank will cover air- ticket costs, if the consultant must travel from his/ her home country to reach the duty station.

7. Duration of the assignment and payment modalities

The duration of assignment will be for six (6) months and the estimated starting date is May 2, 2020. Payment of honorarium will be on a monthly basis after satisfactory execution of duties assigned.

The consultant will be eligible for travel expenses (air ticket, hotel accommodation and per diem) if assigned on a Bank Mission during the duration of the contract. No other travel expenses will be incurred by the Consultant.

8. Applications

Applications shall include a cover letter and a curriculum vitae (CV) using the following format.
MODEL CURRICULUM VITAE (CV)1

Title of the Assignment:
Department:
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?

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
<th>Place of Assignment</th>
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Yes ☐ No ☐
If « Yes », the following data must be provided

Language Level

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<thead>
<tr>
<th>Language Level</th>
<th>Read</th>
<th>Written</th>
<th>Spoken</th>
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<tbody>
<tr>
<td>English</td>
<td>Fair</td>
<td>Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>French</td>
<td>Fair</td>
<td>Good</td>
<td>Excellent</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>Fair</td>
<td>Good</td>
<td>Excellent</td>
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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):

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<thead>
<tr>
<th>Name of University - City - Country</th>
<th>Period</th>
<th>Diploma Obtained</th>
<th>Main Topic / Major</th>
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1 Please attach an updated Curriculum Vitae to your application using this template
**Professional Training:**

<table>
<thead>
<tr>
<th>Name of Training Institution - City - Country</th>
<th>Type of Training</th>
<th>Period From</th>
<th>Period To</th>
<th>Certificates or Diploma Obtained</th>
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**Employment Record:**

Begin with your most recent employment. For each job since your master’s 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:*