LETTER OF INTEREST
FOR CONSULTANCY FIRMS

1. The African Development Bank Group (AfDB) intends to carry out the THIRD REVIEW OF THE INDEPENDENT REVIEW MECHANISM (IRM) of the AFDB.

2. The IRM mandate is to handle complaints from persons who are or are likely to be adversely affected by any of AfDB financed operations because of its non-compliance with the Bank's policies, procedures and safeguards standards. The IRM handles these complaints through either problem solving (mediation), compliance review (investigation) or both. In addition, the IRM provides advisory services for institutional learning purposes and it carries out outreach, capacity building and knowledge management activities. For more details, please visit the IRM webpage <www.afdb.org/irm>.

3. The objective of the Assignment (hereinafter, the IRM Review) is two-fold. Firstly, the Review will assess the effectiveness of the IRM as both, a recourse mechanism for affected people and an accountability instrument of the Bank- taking into account the effectiveness of the BCRM's problem-solving exercises and its role as the secretariat of the IRM. Secondly, the Review will appraise the structure and functions of the IRM and propose amendments, if necessary, to the present IRM Enabling Resolution and Operating Rules and Procedures to clarify any ambiguities. The IRM Review Concept Note is accessible on the IRM webpage <www.afdb.org/irm>.

4. The Terms of Reference (TORs) of the IRM Review include, but not limited to: (i) assessing the IRM independence, integrity, effectiveness, and credibility when handling complaints through compliance review or problem-solving. (ii) Evaluating the contributions of the BCRM’s outreach, capacity-building and knowledge-management activities and the IRM advisory services to enhancing the visibility of the IRM and the institutional learning processes, respectively. (iii) Examining whether the IRM’s institutional arrangements are aligned with the Bank’s Ten-Year Strategy, priorities (the High 5s)¹, and decentralized model for developing and delivering business (DBDM). (iv) Assessing the implications of institutional, operational and safeguards policy context for the IRM work taking into account the new AfDB’s Policy on Non-Sovereign Operations (2018), Integrated Safeguard System (2013) among others relevant policies. (v) Addressing any ambiguities of the current IRM Enabling Resolution and Operating Rules to enhance the effectiveness of the IRM. The full TORs of the IRM Review are accessible on IRM webpage <www.afdb.org/irm>.

5. Consultancy Firms with credible experience and extensive knowledge of operational context of the IRM or having similar experiences with evaluating other accountability mechanisms of Multilateral Development Banks and/or operational effectiveness and sustainability of development investments of these Banks are invited to express their interest in this assignment.

¹ The High 5s are key priority areas for the Bank Group and they are: (i) Light up and Power Africa; (ii) Feed Africa; (iii) Industrialize Africa; (iv) Integrate Africa; and (v) Improve the Quality of Life for the People of Africa. These focus areas are essential in transforming the lives of the African people.
6. The Assignment duration is a total of eighty (80) days which could possibly be extended for another ten (10) days. The expected starting date is 20 December 2019.

7. The selected Firm could carry out part of the Assignment from its respective office; however, it is imperative that the Firm attends all meetings and consultations to be held at the Headquarters of the AfDB in Abidjan, Ivory Coast, and to carry out the anticipated field missions.

8. The responsible organizational unit for this assignment is the Compliance Review and Mediation Unit (BCRM), which is the secretariat of the IRM.

9. There will not be a pre-conference to discuss any proposals. However, the BCRM will provide general answers or clarifications to the applicants during the preparation of the documents that should be submitted to BCRM as described in Paragraph 10 below, if required.

10. Any question or request for clarifications should be addressed to the responsible staff for this Assignment. Queries in English should be addressed to Mrs. Grace KIMANI, BCRM Principal Compliance Officer, email: <g.kimani@afdb.org>; and queries in French should be addressed to Mr. Birima FALL, Senior Communication & Knowledge Management Officer, email <b.fall@afdb.org>. All correspondences should be copied to Mr. Alan BACARESE, the Acting Director of the BCRM, email <a.bacarese@afdb.org>.

11. The Firms should send their confirmation of interest, by indicating the name of the assignment and provide the following documents:

   (a) A brief description of the Firms Technical experience in the domain of the Assignment.

   (b) Documents showing the Firm’s Management team, Headquarters Address, email, website, telephone, corporate registration numbers.

12. The Firms could send the aforementioned documents through either regular mail services or email. The mailing address is:

   Compliance Review Mechanism (BCRM)
   African Development Bank
   Immeuble CCIA-Avenue Jean-Paul II, Abidjan Plateau
   01 BP 1387 Abidjan 01- Cote d’Ivoire
   2nd floor, office 2A
   Tel: +225 20 26 2900
   Email: Mrs. Bernadette KARGOUGOU
   B.KARGOUGOU@AFDB.ORG

   All correspondences should be copied to the staff responsible for this assignment as indicated in Paragraph 10 above.
13. The interested Firms must send the required information and documents described in Paragraph 11 above so as to be received by BCRM by no later than **31 October 2019 by 16h00 Abidjan hour**. Any expression of interest received after the closing date and time shall be rejected.

14. An Independent Evaluation Committee will be designated to **short list six (6) qualified Firms** with proven track record and experience in the domain of the IRM Review Assignment. Only the shortlisted Firms will be invited to submit their technical and financial proposals. BCRM will send the forms for the “Request For Proposals” to these Firms when applicable.

15. Selection of Firms will take into consideration the applicable IRM Operating Rules of 2015 on restriction on Bank Group employment of IRM Experts. IRM Rules are accessible on IRM webpage <www.afdb.org/irm>.

16. This is only a letter of interest and response to this call shall not constitute any obligation on the Bank to short list all of the applicant Firms.