

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK Development Impact and Results Department

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Expressions of interest are being requested for a Junior Consultant Position

Brief Description of the assignment: Results and data Analyst Junior Consultant.

Department making the request: SADR.1

Place of assignment: Abidjan – Côte d'Ivoire

Period of assignment: September 2023- March 2024 (06 months)

Expected start date of the assignment: 01 September 2023

Last date for expressing interest: 4 August 2023 at 5:00PM (Abidjan) local time.

Expression of interest to be submitted to: h.debbiche@afdb.org and t.kouakou@afdb.org

Questions/ clarifications to be addressed to: h.debbiche@afdb.org

Terms of reference

1. Background

Within the Senior Vice Presidency Complex, the Impact Development and Results Department supports Senior Management in meeting AfDB's development mandate, improving operational and corporate performance, accelerating the pace of delivery and increasing the Bank's impact on development. As part of its mandate, it also works to strengthen the Bank's, external and internal, accountability for results and promotes a performance-oriented culture across the organization. The Corporate Performance and Accountability Division is responsible for establishing and maintaining corporate frameworks for assessing and tracking the Bank's development effectiveness and performance. As part of this mandate, it seeks to strengthen the Bank's internal and external accountability and promote a performance-oriented culture.

The Corporate Performance and Accountability Division is recruiting recruit a junior consultant to work collaboratively with staff in the division to support data collection, management and analysis. The main goal of this consultancy is to consolidate the Results Reporting System data and help with the data collection for the Aid Transparency Index.

2. Duties, Responsibilities and Expected Achievements

Specific duties and responsibilities are outlined hereunder:

- Support the rollout and maintenance of the RRS 1.0 and respond to requests received through the RRS Help Desk.
- Collect results data from appraisal, supervision and completion reports and ensure data consistency and robustness.
- Ensure data reliability, availability, robustness and comprehensiveness on MapAfrica, the AfDB data portal and for the Aid Transparency Index.
- Assist SNDR.1 team to regularly update its database, by including relevant information from a broad range of sources (e.g.SAP, private sector data base, etc...).
- Contribute to the training and rollout of the RRS 2.0 in Wakanda.
- Provide support to the team on documents search, data collection and analysis process.
- Support the development of materials on the results tools (PowerPoint presentations, narratives, case studies/exercises) and translation of some of the work.
- Contribute to the preparation of any training materials related to the full use of the RRS.
- Identify any bugs and follow up with the IT department.
- Ensure that the system complies to new functional requirement specifications and responds to user needs.
- Undertake any other tasks/assignments as assigned by the Manager of SNDR.1.

3. Management/supervision of the consultancy

The Consultant will work under the overall guidance of the SNDR.1 Manager, and the immediate supervision of the Principal Results Officer.

4. Essential Qualifications and Experience

- At least a master's degree (or its equivalent) in Statistics, Economics, Management, Business Administration or any other related discipline;
- Demonstrated interpersonal and communication skills, with strong record of working effectively across institutional boundaries;
- Ability to produce high quality work on a variety of issues within very short deadlines and make effective judgment calls;
- Ability to work within a multi-disciplinary team of staff from diverse cultural and linguistic backgrounds;
- Good command of IT tools and computer skills: Excel, Access, PowerPoint, Word or equivalent, as well as SAP.
- Minimum of two years and maximum of five years working experience proven relevant work experience in managing portfolios and database design and maintenance;
- Experience in information systems and website management.
- Experience of defining and monitoring performance indicators is an asset.
- Be a national of one of the member countries of the Bank.
- Be under 32 years of age;

5. Language skills:

English and French are the working languages of the African Development Bank. The consultant should be able to communicate and write effectively in French or English, with a very good working knowledge of the other

language.

6. Duration of the Assignment

The consultancy is expected to start in September 2023 and will cover a period of 6 months.

7. Remuneration for the Assignment

During the duration of the contract, the Consultant will be based at the Bank's Headquarters in Abidjan, Côte d'Ivoire. The Consultant will be paid a round trip ticket from the point of recruitment to Abidjan. No per diem and accommodation will be paid in Abidjan. The consultant will also be eligible for travel expenses (air ticket, hotel accommodation and per diem) while assigned on a Bank mission during the duration of the contract. Payment of honorarium (according to a scale based on years of experience) will be on a monthly basis after satisfactory execution of duties assigned to him/her.

Please attach an updated Curriculum Vitae on the basis of the template below:

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

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	Organisation 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"/> t	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent <input type="checkbox"/>
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good Excellen t	<input type="checkbox"/> Fair <input type="checkbox"/> Good Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good 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. Utilise 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: _____ and Signature: