AFRICAN DEVELOPMENT BANK

TERMS OF REFERENCE
RECRUITMENT OF CONSULTANT – REQUEST FOR PROPOSAL

1. BACKGROUND

The African Development Bank Group (AfDB) is a regional multilateral development finance institution established in 1963 with a mandate to further the economic development and social progress of African countries, individually and collectively.

The Bank has approximately 2200 staff members, who have been recruited from a wide geographic area only limited by membership in the Bank. There are currently 80 different nationalities from Africa, Asia, Europe and the Americas represented within the Bank making the institution multicultural in every sense of the word. The Bank has two official languages: English and French. It co-operates with a large network of international development partners.

HR SHARED SERVICES (CHHR.2)

The strategic objective of the HR Shared Services (CHHR.2) at the Bank is to align the IT delivery strategy along with the Bank’s business strategy, to increase the organizational effectiveness through efficient use of the Information Systems (IS). Under the leadership of the Bank’s HR Shared services (CHHR.2) Division is mandated by the Bank to deliver the best possible HR services for Bank staff and help achieve the results that will get the Bank closer to accomplishing its development goals.

2. OBJECTIVE

HR Shared Services Division (CHHR2) of the African Development Bank requires the services of an Individual Consultant for the assignments outlined below.

The selected consultant will contribute to the confidential, timely and accurate generation and dissemination of reporting activities. This includes providing quality assurance and control for deliverables, compiling sensitive high impact reports, archiving of documents in the Division, and assisting to analyze user requirements, developing functional designs, and perform process modeling for continuous improvements. The consultant will further assist in the administration and upgrading of the existing IT systems.
3. SCOPE OF THE SERVICES

The consultant’s duties will be as follows:

- Participate in ensuring the consistency and integrity of HR data, perform regular master data clean-up exercises, alerting HR organizational Units and stakeholders to regular updating and timely data entry in the system;
- Assist in the compilation and preservation of statistical data on staffing;
- Assist in the creation of analytical models using reporting tools and data mining tools;
- Assist in the preparation of weekly and monthly reports on recruitment and staffing;
- Assist in the provision of data on staffing and recruitment for institutional records;
- Assist in the monitoring the KPIs of the Human Resources Department and institutional KPIs relating to employees, staff and recruitment;
- Participate in projects related to improving the quality of data or improvement and automation of periodic reports;
- Provide a monthly report on master data changes;
- Act as focal point for the production of statistics and historical reporting and monitoring issues related to this activity, especially in the absence of the HR Analyst Officer;
- Assist in daily activities concerning the implementation of the HR applications in the different HR business areas (Personal Administration, Recruitment, Performance Management, Training and Learning Management, etc.);
- Assist with design and testing of modification/changes in SAP HCM system;
- Participate to the HRIS development projects;
- Assist in the training development materials relating to HRIS applications and train users;
- Assist, as appropriate, to carry out various activities of client management.

4. DELIVERABLES

The following is the list of expected deliverables during the assignment:

- Confidential compilation of all deliverables within the Department, this includes and is not limited to analytical reports for the use of the Management team and for other information purposes;
- Automate the generation of the monthly statutory reports and provide solutions that enhance the management/dissemination of HR Reporting;
- Monthly data audit report on master data changes;
- Support the administration of the SAP SuccessFactors implemented modules;
- Overall HRIS and Master Data Management Standard Operating Procedures.

The consultant shall submit a monthly report on the progress on expected deliverables. Payment will not be processed without clear communication on the status of the deliverables.
5. **PROFILE OF THE CONSULTANT**

- An individual of high integrity, with demonstrable / confirmed understanding of the required actions that indicate attention to preservation of confidentiality. Confirmation of the perceived level of integrity and confidentiality may be requested from referees.
- Master/ Engineering degree in HR, Information Systems, Quantitative methods, Finance, Business Management and/or equivalent work experience.
- Minimum of 5 years of relevant practical working experience in a large volume and busy computerized HR Unit.
- Strong analytical skills, and proficiency in the use of Bank standard software (Word, Excel, Access, PowerPoint, and web tools), preferable experience of SAP HR;
- Excellent knowledge and a good mastery of spread sheets, database software and related tools;
- Ability to be multi-tasking, compile, organize and prioritize under pressure with minimal supervision;
- Ability to meet strict deadlines and capacity to initiate and manage innovations and changes;
- Have a strong sense of rigor and accuracy, be proactive in implementing control and verification activities;
- Fluent in French or English, with preferably a working knowledge of the other language.

6. **DURATION**

The assignment duration is 1 (one) year from the date of signing the consultancy agreement.

7. **LOCATION**

The work will be carried out at the Bank’s Headquarters in Abidjan, Cote d’Ivoire.

8. **REPORTING**

The consultant will have a dual reporting to the Division Manager CHHR.2 and the HR Analyst Officer and Master Data Officer.

You are kindly requested to submit your proposal in writing by 20th September 2020 at 17:00 PM Abidjan time to the address as mentioned below:

**E-mail**: M.THEMA@AFDB.ORG & N.YEO@AFDB.ORG;