REQUEST FOR EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF LOCAL INDIVIDUAL CONSULTANT (DUTY STATION - NAIROBI)

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment:
   “Private Sector and Regional Integration Operations Consultant”

2. The consultant will support the origination, structuring, and execution of private investment projects as well as support the Regional Integration Coordinator with the management of the Horn of Africa Initiative;

3. The RDGE invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, and in similar international institutions, etc.)

4. The eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Rules and Procedures for the use of Consultants” May 2008 Edition revised October 2015, which is available on the Bank’s website at http://www.afdb.org. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

5. This is a six (6) month consultancy with possibility of renewal, based on performance and as determined by the Bank. The Consultant will be based in Nairobi, Kenya, and requires regular full-time presence in the Bank’s offices with field missions in the Eastern Africa region and HQ in Abidjan. The successful Consultant will be expected to start as soon as the selection process is completed and the contract signed.

6. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: 08:00 - 17:00 hours East African Standard Time.
   Email: b.mulei@afdb.org
   Telephone: +254 202998337

   Expressions of interest including an updated Curriculum vitae (CV) must be received by email: b.mulei@afdb.org no later than 24 March 2020 by 17:00 hours East African Standard Time and specifically mentioning “Private Sector and Regional Integration Operations Consultant”

For the attention of: Ms. Beatrice Mulei
African Development Bank
East Africa Regional Development and Business Delivery Office (RDGE)
Khushee Towers Longonot Road Plot 11, Upper Hill
P.O. Box 4861-00200 Nairobi, Kenya
Email: b.mulei@afdb.org
7. **Establishment of the Shortlist:** A shortlist of three to six individual consultants will be established at the end of the request of expression of interest. The consultants on the shortlist will be evaluated based on the following criteria:

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<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>(a)</td>
<td>General qualifications for the assignment to be undertaken</td>
<td>20</td>
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<tr>
<td>(b)</td>
<td>Similar experience in the area of expertise of the assignment and understanding of TOR</td>
<td>35</td>
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<td>(c)</td>
<td>Experience with the Bank and/or multilateral donors</td>
<td>20</td>
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<tr>
<td>(d)</td>
<td>Language proficiency in English</td>
<td>10</td>
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<td>(e)</td>
<td>Knowledge of the region (East Africa)</td>
<td>15</td>
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**Attachment:** *Terms of Reference.*
1. JUSTIFICATION

The Consultant- Private Sector and Regional Integration Operations Support will serve as a critical support and link between the managers and officers in the Private Sector Department and sector teams within the RDGE, Headquarters in Abidjan and external stakeholders in RMCs. The Consultant will progressively become a key point of contact for the Private Sector Operations team and the Regional Integration team by working closely with task managers, private sector clients as well as Government representatives and development partners to implement Bank initiatives. S/he will engage regularly with a wide range of key stakeholders across sectors to manage the flow and exchange of information, streamline interactions with key actors, support the planning and accomplishment of the department’s goals and vision and facilitate initiatives on behalf of the Acting Director General.

The Consultant will also engage closely with Administration & Finance teams to provide strategic support as needed, ensure close integration, coordination and timely execution of activities, identify and address/elevate key issues that cut across sector teams and play a key role in keeping strategic programs, partnerships, and operations’ related activities on track. Ideal candidate will be a skillful, dedicated and tactful self-starter with international experience in coordination, process design and implementation, a proven track record of successful execution in the private sector specifically in Eastern Africa, and the ability to render support and actively contribute to all aspects of the department. This position will report to the Eastern Africa Regional Development Business Delivery Hub (RDGE) based in Nairobi, Kenya.

2. MAIN ACTIVITIES AND DELIVERABLES

Under the supervision of the Private Sector Manager of the East African Region, the Consultant will:

- Support active management and monitor coordination of the Bank's portfolio in RDGE countries in close collaboration with sector departments;
- Assist in the identification of problems related to the Bank's portfolio performance and service delivery, and promptly undertake appropriate action;
- Assist the Bank in developing processes and reporting templates that enable smooth functioning and integration of different operational activities;
- Prepare a weekly/bi-weekly country by country portfolio status showing projects that are flagged;
- Assist in identifying and addressing gaps within the RDGE Private Sector Operations;
- Participated in business development initiatives through preparation of presentations to potential clients and co-financiers and participate in the meetings and workshops;
- Conduct research work on key clients that the private sector team should focus on to build business within the region;
- Support task managers within RDGE Private Sector to prepare projects for board approval;
- Support the Regional Integration Coordinator in managing the Horn of Africa (HoA) Initiative;
- Prepare briefs and summary updates for the Ag.DG and VP on the progress of the HoA initiative;
- Manage key stakeholders in the HoA initiative i.e. Government Representatives and Development Partners;
- Organize and participate in the HoA initiative Ministerial and Senior Officials meetings;
- Support the Regional Integration Coordinator in other sector activities.

3. SELECTION CRITERIA (including desirable skills, knowledge and experience):

- Minimum of a master’s degree (or equivalent) in economics, accounting, business administration or other related disciplines;
• Preferably, a minimum of Eight (8) years of relevant experience, especially in country portfolio and/or financial management, in the Bank or similar development institutions in the private sector;
• Interest in and familiarity with coordinating and managing projects in the East Africa region;
• Deep understanding of public and private sector operations in emerging markets and ability to effectively engage stakeholders within the government, business, donor and NGO sectors;
• Proven ability to monitor programmes and ensure portfolio/programme performance quality;
• Ability to solve portfolio management-related problems in various sectors;
• Exceptional oral and written communication skills for a diverse range of audiences;
• Strong analytical, organizational and adaptive problem-solving skills and good attention to detail;
• Ability to independently organize work, prioritize tasks, initiate process improvements where required and handle simultaneous assignments with success and accuracy in a timely manner
• Strong team player, highly energetic, proactive, results oriented, committed self-starter and creative thinker
• Excellent proficiency with Excel and PowerPoint tools

4. ADMINISTRATION/REPORTING

The Consultant will submit a monthly report detailing the activities carried out and the status of each activity. S/he will formally report to the RDGE Acting Director General through the Private Sector Manager.

5. DURATION AND LOCATION OF THE ASSIGNMENT

This is a six (6) months consultancy, with possibility of renewal, based on performance. The successful Consultant will be expected to start as soon as the selection process is completed, and the contract signed.