AFRICAN DEVELOPMENT BANK

REQUEST FOR EXPRESSIONS OF INTEREST

Individual Consultant to Support Communications, Knowledge Brokerage and Policy Outreach for the African Development Institute (ECAD)

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AFRICAN DEVELOPMENT INSTITUTE
Avenue Joseph Anoma
01 BP. 1387, Abidjan 01
Cote d’Ivoire

1. The African Development Institute hereby invites qualified Individual Consultants to indicate their interest in the following Assignment: A Science Communications, Knowledge Brokerage and Policy Outreach Consultant.

2. Under the direct supervision and guidance of the Senior Director of the African Development Institute, the Individual Consultant will carry out the following tasks:
   - Support the Senior Director in collating and synthesizing available knowledge in the Bank Group Complexes and in the regions into useful knowledge products to inform policymaking and implementation in Regional Member Countries (RMCs).
   - Develop and implement a science policy communications protocol to enhance effective translation of knowledge products produced by the Bank Group into implementable policy recommendations for the Regional Member Countries.
   - Develop integrated communication plan, tools, and protocols to improve reporting and dissemination of Bank Group’s capacity development, knowledge brokerage and policy dialogue outcomes to internal and external stakeholders of the Bank.
   - Provide editorial support to maintain high quality on all outputs of the Institute, i.e., edit and proof-read documents and write-ups for external and internal audience: press releases, news stories, and presentations, as required.
   - Design and implement a template for the Bank Group’s Annual Report on Capacity Development work program in the RMCs.
   - Develop, maintain, and regularly update the contents of the Bank’s Virtual Capacity Development Academy website (VCDA), and work with PCER to regularly update African Development Institute’s activities on the African Development Bank website, and in relevant social media platforms.
   - Liaise with all the Bank Group Departments to publish a monthly Newsletter on capacity development related work program implementation activities (including training, technical assistance, and policy dialogue) in the regional member countries. These reports will be consolidated into the Bank Group’s Annual Capacity Development Report (ACDR) to be made available to Senior Management and Bank Group Stakeholders.
   - Maintain ECAD’s social media accounts and ensure constant engagement.
   - Execute all other tasks that may be assigned to them by the Director.
3. **Essential Specialized Skills/Competence**
   The consultant must be a citizen of one of the member countries of the Bank, and have important skills in key areas that include:
   - At least a master’s degree in Science Communications, Journalism, Marketing, International Development, Public Policy Analysis, Knowledge Management, or related degree.
   - At least 10 years of relevant experience in scientific writing, content creation, policy analyses, and knowledge synthesis.
   - Experience in Science Diplomacy would be an added advantage
   - Proven skills in scientific writing and knowledge synthesis.
   - Prior experience in creating digital content and managing social medial platforms.
   - Experience in working in multi-disciplinary teams and ability to communicate complex scientific concepts to multiple stakeholders and audiences will be an advantage.
   - Ability to multi-task and meet strict deadlines
   - Experience in website design, publications layout, publishing, and related software required.
   - Knowledge of African economic, political, and social development issues will be an added advantage.
   - Proven ability to manage media relationships effectively and secure coverage
   - An excellent command of spoken and written English and French languages will be an advantage.

4. **Deliverables**
   The consultant will be expected to Deliver on the tasks described in 2 above within the specific time of the contract. These include:
   
   (a) Upgrade and maintain the Bank’s VCDA website and African Development Institute’s webpage regularly.
   (b) Develop and publish the Bank’s monthly CD Newsletter
   (c) Develop and publish the Bank Group’s Annual Capacity Development Report (ACDR)
   (d) Develop and maintain active presence and visibility of the African Development Institute’s / Bank’s knowledge products in the RMCs.
   (e) Provide editorial support to maintain high quality on all outputs of the Institute, i.e., edit and proof-read documents and write-ups for external and internal audience: press releases, news stories, and presentations, as required.
   (f) Develop integrated communications plan, tools, and protocols to improve reporting and dissemination of Bank Group’s capacity development, knowledge brokerage and policy dialogue outcomes to internal and external stakeholders of the Bank.
   (g) Collate and synthesize available knowledge in the Bank Group Complexes and in the regions into useful knowledge products to inform policymaking and implementation in Regional Member Countries (RMCs).
   (h) Develop and implement a science communications protocols to enhance effective translation of knowledge products produced by the Bank Group into implementable policy recommendations for the Regional Member Countries.
   (i) Liaise with the Bank’s external Relations and Communications Department (PCER) to ensure alignment with Bank’s communications polies and procedures.
5. The African Development Institute invites qualified Individual Consultant to indicate their interest in providing the above-described services. Interested eligible individual consultants should respond with information on proof of their qualifications and experience (CV, qualifications, documentation, references for similar services, experience in comparable assignments, etc.), demonstrating their ability to undertake this assignment.

6. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Rules and Procedures for the Use of Individual Consultants. Please note that interest expressed by a prospective consultant does not imply any obligation on the part of the Bank to include him/her in the short list.

7. The estimated duration of services is twelve (12) months with a possibility for renewal in line with AfDB’s Rules and Procedures.

8. Place of assignment: The duty station is Abidjan, Cote d’Ivoire. Given the current Covid-19 circumstances the duty station may also be agreed between ECAD and the Consultant with guidance from the Human Resources and Corporate Services Complex (CHVP).

9. Interested Individual Consultants may obtain further information at the email address below during the Bank’s working hours: 8:00 to 17:00.

10. Remuneration: The remuneration will be an all-inclusive monthly fee to be negotiated in compliance with the Bank’s established remuneration scale considering requisite qualifications and experience.

11. Expressions of interest must be received at the email addresses below no later than 27 November 2021 at 17:00 Abidjan time, and using “A Science Communications, Knowledge Brokerage and Policy Outreach Consultant.” as the subject.

   E-mail: n.sebutsoe@afdb.org with copy to africandevelopmentinstitute@afdb.org

12. Establishment of the Shortlist
A shortlist of three to six individual consultants will be established at the end of the request for expressions of interest period. The consultants on the shortlist will be judged on the following criteria based on their updated resume.

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<thead>
<tr>
<th>General qualification and suitability for the proposed assignment</th>
<th>10%</th>
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<tr>
<td>Adequacy for the assignment (relevant experience in the area of expertise of the assignment as described in the Terms of Reference)</td>
<td>30%</td>
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<td>Experience in synthesis and communication of public policy research, and policy analyses.</td>
<td>30%</td>
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<td>Experience in relevant International Development and/or African Government Ministry/Agency and advisory services in African countries</td>
<td>10%</td>
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<tr>
<td>Evidence of publications in the sector</td>
<td>20%</td>
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