AFRICAN DEVELOPMENT BANK

REQUEST FOR EXPRESSIONS OF INTEREST

Individual Consultant to Support the Development and Roll-out of the Virtual Capacity Development Academy (VCDA) – a virtual interactive environment that hosts the Global Communities of Practice (G-CoPs) and manages the G-CoP e-seminar series

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AFRICAN DEVELOPMENT INSTITUTE
Avenue Joseph Anoma
01 BP. 1387, Abidjan 01
Cote d’Ivoire
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1. The African Development Institute hereby invites qualified Individual Consultants to indicate their interest in the following Assignment: A consultancy to support the roll-out of the Virtual Capacity Development Academy (VCDA) – a virtual interactive environment that hosts the Global Community of Practice (G-CoPs) and manage the G-CoP e-seminar series.

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 the design and coordination of knowledge brokerage, policy dialogue, technical assistance and training for the RMCs through the VCDA.
   • Design and develop the framework and roadmap for the mode of operation of the VCDA, G-CoPs, and repositories of knowledge products in the key policy themes around the Hi- 5s, and manage the e-market place on the VCDA for hosting policy seminars, e-training workshops, e-education course modules, technical assistance, and policy dialogue across the Bank Group and the RMCs.
   • Coordinate the VCDA and associated G-CoP Technical Committee responsible for all technical inputs into the thematic policy seminars.
   • Oversee the process of knowledge synthesis and development of publication of knowledge products emanating from the seminars, including policy briefs and other knowledge products.
   • Design and develop a system for managing enrolment and participation in the G-CoP seminars through a digital Platform.
   • Plan, manage, coordinate and execute all seminars, technical assistance and training programs and initiatives on the VCDA platform.
   • Develop criteria for measuring effectiveness and provide an assessment of each Seminar with a view to ensuring required ongoing improvement.
   • Ensure development and application of guidelines and protocols for conducting e-seminars in line with international best practices.
• Liaise with the ICT Department (CHIS) to ensure appropriate IT system development to implement the VCDA as designed.
• Create, update, maintain, and execute a regular seminar schedule and mobilize delegates and speakers from global experts, policymakers, private sector and civil society.
• Maintain accurate database of participants and follow up appropriately as the need may be.
• Review presentation materials and provide feedback to speakers and participants.
• Create a repository of relevant knowledge products and seminar proceedings in form of video, audio and electronic and hardcopy reports

3. Essential Specialized Skills/Competence

The consultant must be a citizen of a member countries of the Bank, and have important skills in key areas that include:

• At least a Master’s degree in Economics, public policy, knowledge management, or associated social science-related subjects.
• At least 10 years of relevant experience in science-policy research and knowledge synthesis.
• Proven skills in knowledge management and social network development, including managing large international conferences.
• Proven knowledge in managing virtual e-platforms and other 4th industrial revolution technologies for science-policy dialogues such as holograms.
• Excellent knowledge of technical assistance and policy dialogue in diverse developing country setting, especially Africa.
• Good communication and interpersonal skills including the use of science journalism, e-networking and social media for evidence-based policy dialogue in developing country contexts.
• Familiarity with web-design (HTML and Adobe Dreamweaver).
• Leadership experience in science-policy networks will be an advantage.

4. Deliverables

In addition to managing the G-CoP, the consultant will be expected to produce guidelines and protocols for conducting e-seminars in line with international best practices, develop the criteria for measuring the effectiveness of the e-seminars, maintain database of participants, provision of reviews comments to speakers and participants on their presentations and materials submitted. The consultant will also build a repository of knowledge products and seminar proceedings in the form of video, audio and e-copy reports in addition to submission of monthly reports on activities carried out during the assignment period.

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 Procedure 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 shortlist.

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

8. **Place of assignment:** The duty station is Abidjan, Cote d’Ivoire.

9. Interested Individual Consultants may obtain further information at the 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, and 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 **22 June 2020 at 17:00** Abidjan time, and using “**Consultancy to Support the Development and Roll-out of the Virtual Capacity Development Academy (VCDA) – a virtual interactive environment that hosts the Global Community of Practice (G-CoPs) and manages the G-CoP e-seminar series**” as the subject.

    E-mail: adigcop@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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<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>General qualification and suitability for the proposed assignment</td>
<td>30%</td>
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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>40%</td>
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<td>Experience in public policy research, technical assistance and training</td>
<td>20%</td>
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<td>Number of years of experience in developing and managing IT platforms, social media, and science communications</td>
<td>10%</td>
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