EXPRESSION OF INTERESTS

AFRICAN DEVELOPMENT BANK
Headquarters

CONSULTANCY SERVICES - TERMS OF REFERENCE

Brief Description of the assignment: The African Development Bank is seeking to recruit a Junior Consultant to support the Quality Assurance Division in the implementation of its work program.

Department making the request: Operations Committee Secretariat & Quality Assurance Department (SNOQ) - Quality Assurance Division (SNOQ.2)

Place of assignment: Home-based

Period of assignment: 6 months

Expected start date of the assignment: 1 August 2021

Last date for expressing interest: 22 June at 5:00PM (Abidjan) local time.

Detailed Terms of reference for the assignment: See below

Expression of interest to be submitted to: Ms. Nina Danielle ZADI, k.zadi@afdb.org, and Ms. Nadia Hamel, n.d.hamel@afdb.org

Questions/clarifications to be addressed to: n.d.hamel@afdb.org
**TERMS OF REFERENCE**

1. **Introduction**

The Operations Committee Secretariat and Quality Assurance Department (SNOQ) of the African Development Bank works to continuously enhance the quality and timely delivery of Bank operations. It coordinates and supports the Bank’s efforts towards sharpening the country focus, strategic selectivity, and quality of the Bank’s operations.

Within the Department, the Quality Assurance Division (SNOQ.2) focuses on enhancing and mainstreaming the quality and results of the Bank’s strategies and operations. To this end, it is responsible for: (i) setting certain quality standards for the Bank’s interventions; (ii) strengthening tools and processes throughout operational cycles notably those relating to monitoring and results; and (iii) building staff capacities and facilitating operational knowledge dissemination.

The Quality Assurance Division intends to recruit a Junior Consultant to support its activities in implementation its work program. The objective of the consultancy is to support in the preparation, dissemination and coordination of internal staff guidance and operational instructions.

2. **Scope of Work**

The Junior Consultant will specifically assist in:

- Processing the requests for project reviews received by SNOQ.2 using Microsoft applications such as SharePoint and Teams.
- Supporting the deployment of new quality assurance instruments. This will include assisting in pilot exercises, reviewing documents to check for compliance with approved guidelines and instructions, collating and analyzing user feedback through the division’s help desk and providing user assistance.
- Updating the SharePoint Online internal site of the division with articles, and other resources.
- Coordinating virtual working group meetings and training events organized by the division – this covers the preparation of meeting agenda, invitation of participants, preparation, and dissemination of meeting material and tracking of number of attendees, etc.
- Contribute to operational analytical work produced by the division as well as knowledge dissemination activities.
- Data analysis and reporting
- Undertake any other tasks/assignments as assigned by the Division Manager SNOQ.2.

3. **Reporting and Deliverables**

The expected outputs of the Junior Consultant will include, but are not limited to:

- Information notes and articles on the new quality assurance tools and the division’s activities for publication on SharePoint
- Performance report on the use of new quality assurance tools (e.g. analysis, dashboards etc)
- Consultation plans and materials (including PowerPoint presentations, questionnaires, surveys etc)
The Junior Consultant will report to the Division Manager, SNOQ.2.

4. **Duration of the assignment**

The estimated duration of services is six (06) months and the estimated starting date is **01 August 2022**.

5. **Qualifications and Experience required**

- Hold at least a master’s degree in business administration, economics, or any related disciplines.
- Less than 32 years in age
- Between 2 and 4 years proven relevant work experience in development cooperation related to project design, development issues and delivery of training materials.
- Knowledge and practice of operational policies, procedures, and review processes of multilateral development banks or other development agencies.
- Experience in coordinating virtual workshops and training events.
- Experience with Microsoft Office 365 (SharePoint, Teams, Planner) and other similar tools would be an advantage.
- Familiarity with and practical experience of results-based management and/or quality assurance.
- Experience in communication or learning campaigns would be an advantage.
- Experience with data reporting would be an advantage.
- Excellent organizational skills, inter-personal and communication skills.
- Fluency in English or French, with working knowledge of the other language

6. **Remuneration**

The Junior Consultant will be paid a monthly lump sum, which will be determined on the basis of his/her years of experience, for the duration of the contract.

Consultants who meet the required profile and are interested in this assignment are encouraged to submit an updated Curriculum Vitae on the basis of the template below:
MODEL CURRICULUM VITAE (CV)

Title of the Assignment:
Department:
Surname: First Name:
Birth Date: Nationality:
Address: Country:
Telephone: E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?

If Yes provide the following information

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Language Level

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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):

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Professional Training:

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<th>Type of Training</th>
<th>Period</th>
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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: ____________

Signature: