REQUEST FOR EXPRESSIONS OF INTEREST
FOR A JUNIOR CONSULTANT
AFRICAN DEVELOPMENT BANK
Headquarters-Abidjan (Côte d'Ivoire)
SNFI/Office of the Senior Vice President Department
Avenue Joseph Anoma; 01 BP. 1387, Abidjan 01
Côte d'Ivoire

Title of the assignment: JUNIOR CONSULTANT FOR STATISTICAL REPORTS AND DATA CLEANUP

Brief description of the Assignment: Support in organizing the process to provide consistent and reliable statistics on corporate consultants.

Department: Fiduciary Service and Inspection Department (SNFI)

Place of assignment: Abidjan, Côte d’Ivoire

Duration of the assignment: 6 months

Tentative Date of commencement: 20 May 2020

Deadline for applications: 30 April 2020 at 16:00 local time, Abidjan, Côte d’Ivoire

Applications to be submitted to: A.NDOUNGA@AFDB.ORG and A.Z.FOFANA@AFDB.ORG

Any questions and requests for clarifications may be sent to the above email addresses.

TERMS OF REFERENCE

1. BACKGROUND
Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, the leading financial institution on the continent and Africa’s voice on global economic, financial, and development issues. The Bank’s mission is to contribute to the economic development and social progress of its regional member countries, mobilize resources to finance development projects, and promote economic integration on the continent. The Bank comprises of 54 African member countries and 26 non-regional member countries.

In order to scale up the delivery and developmental impacts of the Bank’s Ten-year Strategy (TYS), efforts are now focused on five priority objectives known as the “High 5s”-namely, Light up and Power Africa; Feed Africa; Industrialize Africa; Integrate Africa; and Improve the quality of life for Africans.

2. THE COMPLEX:
The Senior Vice-Presidency (SNVP) is responsible for supporting the President in the day-to-day management of the Bank Group to achieve its strategic objective and drive a performance culture that aligns with all processes and systems to deliver high impact results. The SNVP leads senior management discussions, decision-making processes and provides support to the President to ensure effective and efficient implementation of key decisions, ensuring sustained focus on Bank-wide priorities as well as coherence and coordination across Complexes.

The Complex is also responsible for coordinating the allocation of resources, management and execution of the budget and coordinating the monitoring of institutional performance.
3. CONTEXT OF THE ASSIGNMENT
AfDB has an application named DACON through which consultants apply to consultancy services or save their CV’s and record theirs details. The process of hiring a consultant starts in DACON and ends in SAP where a selected consultant’s details and additional information on contracts and payments are recorded.

In order to provide reliable statistics and justification for the budget provisions in terms of consultancy service’s needs, the budget department has engaged in a periodical reporting to the Board. This report nevertheless show some discrepancies or missing information that would be critical to a reliable reporting.

1. SCOPE OF SERVICES
Under the supervision of Directors SNFI and SNPB, the Junior Consultant will provide support in organizing the process to provide consistent statistics and to avoid lack of information. Specifically, the Consultant shall carry out the following tasks:

(i) Monitoring the consultancy data and take clean-up action;
(ii) Examining the process and advising on changes that can contribute to consistent and complete data;
(iii) Producing standard reports, ad hoc analysis and design tools for a smooth monitoring of consultancy reporting;
(iv) Proposing various new reports to help in decision making and showing the evolution and efficiency in the consultancy services utilization in the Bank;
(v) Assisting in data analysis and data needs during budget preparation process;
(vi) Following up with cost centers the update of missing information in the database; and
(vii) Advising on ways to strengthen controls in the processes, in order to eliminate further discrepancies or missing information.

5. KEY DELIVERABLES
The Consultant will submit a monthly progress report to the Bank, which shall highlight the following (as may be applicable at each stage of the assignment):

1. Reports and analysis of consultancy services progress in the Bank; focusing on cost efficiency;
2. Reporting on consultancy services utilization analysis;
3. Procedures of document strengthening processes;
4. Transactional data corrections;
5. Exceptions reports related to the existing issues with consultancy data;
6. Verbal consultations and advices; and
7. Any other action or task that can contribute to the scope of services.

The payment of fees in the 1st five months shall be tied to monthly progress reports acceptable to the Bank or that is assigned by SNFI and SNPB.

The Consultant shall produce a close-out report, which shall be tied to the last payment.

6. QUALIFICATIONS AND EXPERIENCE
The Junior Consultant shall have less than 32 years, hold at least a master’s degree or equivalent IT qualifications with a minimum of 2-4 years’ work experience.

The expert shall have excellent analytical skills, excellent knowledge in tools like Microsoft SQL Server Management Studio, Power BI Desktop, Microsoft Excel and PowerPoint; and excellent interpersonal
skills. A technical and functional implementation experience in business analysis and other IT domains out of which SAP is a requirement.

7. LANGUAGES OF WORK
The proposed Consultants should have the ability to work either in French or English (excellent written and oral communication) with working knowledge of the second language.

8. DURATION OF THE CONTRACT AND LOCATION
The Consultant will be based in Abidjan, Ivory Coast and the period of the assignment will be six (6) months renewable depending on the performance of the consultant, availability of budget and prevailing organizational needs and satisfactory evaluation of the Consultant’s performance.

9. RESPONSIBILITIES OF THE BANK
The Bank will provide:
   a) shared office space;
   b) documents on the existing DACON/SAP application: user’s requirements, user manual and training material; and
   c) document on budget reforms and Programming Budget Document.

10. REMUNERATION FOR THE CONSULTING SERVICES
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.

MODEL CURRICULUM VITAE (CV)

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First Name:
Birth Date:
Nationality:
Address:
Country:
Telephone:
E-mail:

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<th>Name</th>
<th>Relationship</th>
<th>Organization Unit</th>
<th>Place of Assignment</th>
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Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?

Yes □ No □

If «Yes», the following data must be provided
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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. Utilize one half-page maximum.

**Education (University Level and above only):**

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<th>Main Topic / Major</th>
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**Professional Training:**

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<th>Type of Training</th>
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<th>Certificates or Diploma Obtained From</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: