1. Established in 1964, the African Development Bank (“the Bank”) is the premier Pan-African development institution promoting economic growth and social progress across the continent. There are 81 Member States, including 54 from Africa (Regional Member Countries). The Bank’s development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013–2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate the Bank’s delivery for Africa, have been identified for scaling up, namely; Light Up and Power Africa, Feed Africa, Industrialise Africa, Integrate Africa, and Improve the Quality of Life for the People of Africa.

2. The services to be provided under the Assignment:
   a) Review and revamp of the learning strategy, policies, procedures, processes, systems and communication in line with best practice and the “New Normal”.
   b) Design and implement learning strategies and products in line with the “New Normal”.
   c) Support in the digitization and automation of learning products and promotion of e-learning on the Learning Management System.
   d) Support the roll out and implementation of the African Development Bank Academies.
   e) Engage actively in the tracking and delivery of services that will support the implementation of the African Development Bank (AfDB) framework using a project-management approach and agreed upon tools.
   f) Support the planning, design and implementation of top-quality learning and training events and campaigns.
   g) Launch events, and/or other dissemination engagements in promoting learning in the Bank through sustained and effective communication.
   h) Support the selection of relevant communications, learning, knowledge systems and products that will enable capacity enhancement in the Bank.
   i) Support sustained accountability for the quality and impact of the products and services created or delivered.
   j) Work collaboratively with other members of the learning team to ensure seamless delivery of services to clients.
   k) Assist with write-ups /update procedural documentation and provide quality assurance for all learning communication products.
l) Support the adaptation of global learning products to address the Bank’s business focus areas.

m) Consult with Human Resources Business Partners (HRBPs), senior business leaders and other key stakeholders to perform periodic learning needs analysis and evaluations.

n) Develop and implement the Branding and Communication of Learning and Development.

o) Support in any other duties and responsibilities that may be assigned by the Director Human Resources Department (CHHR), the Division Manager Talent and Development or the HR Specialists Learning and Development.

p) The position will also cover any other duties and responsibilities that may be assigned.

3. The Talent and Development Division of the Human Resources Department (CHHR) of the Bank now invites Individual Consultants to indicate their interest in providing the above-described services. Interested Individual 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, etc.).

4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Procurement Policy Framework for recruitment of corporate consultants, available on the Bank 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. Interested Individual 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, etc.), based on the attached model of the Cv.

5. The estimated duration of services is six (6) months, which will be renewed based on the needs of the Bank and on performance. The estimated starting date is the 15th July 2021.

6. Interested Individual Consultants may obtain further information via email address below during the Bank’s working hours: 09:00 to 17:00 hours Abidjan local time.

7. Electronic zipped copies of Expressions of interest must be received at the email addresses below no later than 9th June 2021, at 5:00 p.m. Abidjan time and specifically mentioning “EXPRESSIONS OF INTEREST FROM INDIVIDUAL CONSULTANTS FOR THE PROVISION OF LEARNING AND DEVELOPMENT EXPERTISE”.

For the attention of:
Mr. LANKOANDE Philippe and Ms. ADJIBI Olivia Adele
African Development Bank
Human Resources Department
01 BP 1387 Rue Joseph Anoma
Abidjan, Cote d’Ivoire
Tel: +225 2026 4471 and +225 2026 3232
E-mails: P.LANKOANDE@AFDB.ORG: O.ADJIBI@AFDB.ORG
8. ESTABLISHMENT OF THE SHORT LIST

A shortlist will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria based on their updated resume and they will be requested to submit a full proposal at a later date.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Rating</th>
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<tbody>
<tr>
<td>1. Level of education in general</td>
<td>20%</td>
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<tr>
<td>2. Educational level compared to the field of mission</td>
<td>20%</td>
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<tr>
<td>3. Years of experience in general</td>
<td>20%</td>
</tr>
<tr>
<td>4. Number of years of experience relevant to the mission</td>
<td>40%</td>
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9. DECLARATION OF IMPARTIALITY

This is an open advertisement, to ensure that the same level of information is available to all intending applicants; apart from the above-mentioned address, no applicant should make contact with any official of the Bank soliciting for more information or requirements for this job.
1. BACKGROUND AND STRUCTURE OF ASSIGNMENT

The African Development Bank (hereafter referred to as the Bank) is a multilateral development finance institution with Headquarters in Abidjan, Republic of Côte d’Ivoire and offices in 29 other African countries. It has a membership of 54 African countries and 27 non-African countries from Asia, Europe, North and South America. The purpose of the Bank is to further the economic development and social progress of African countries, individually and collectively.

Since its inception in 1966, the Bank has gradually grown in stature and capacity, with a total staff complement of about 2000 comprising Senior Management, Professional (PL) and General Service (GS) categories. The Bank has grown and decentralized quickly and needs a Staff motivated and engaged with vocational, behavioral and leadership skills to succeed in its development challenge.

In line with the objectives of the Ten-Year Strategy 2013–2022 and the People Strategy 2020–2025, there is need to develop capacity and capability of staff to deliver for the Bank. This has led to the expansion of the role of learning in the Bank to ensure that developed internal capacity responds to the business needs of the Bank and is able to deliver a structured Learning and Development framework that will enhance staff knowledge and skills to deliver on the Bank’s business.

In this context, the Human Resources Department (CHHR) intends to engage an International Learning and Development Consultant that will support the design and delivery of diverse HR Learning & Development initiatives.

2. DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Division Manager, Talent and Development and working closely with the Human Resources Specialists in the Learning & Development team, the selected Learning and Development Consultant will be required to deliver on the following duties, tasks, and responsibilities:

a) Review and revamp of the learning strategy, policies, procedures, processes, systems and communication in line with best practice and the “New Normal”.

b) Design and implement learning strategies and products in line with the “New Normal”.

c) Support in the digitization and automation of learning products and promotion of e-learning on the Learning Management System.

d) Support the roll out and implementation of the African Development Bank Academies.

e) Engage actively in the tracking and delivery of services that will support the implementation of the African Development Bank (AfDB) framework using a project-management approach and agreed upon tools.
f) Support the planning, design and implementation of top-quality learning and development events and campaigns.

g) Launch events, and/or other dissemination engagements in promoting learning in the Bank through sustained and effective communication.

h) Support the selection of relevant communications, learning, knowledge systems and products that will enable capacity enhancement in the Bank.

i) Support sustained accountability for the quality and impact of the products and services created or delivered.

j) Work collaboratively with other members of the learning team to ensure seamless delivery of services to clients.

k) Assist with write-ups /update procedural documentation and provide quality assurance for all learning communication products.

l) Support the adaptation of global learning products to address the Bank’s business focus areas.

m) Consult with Human Resources Business Partners (HRBPs), senior business leaders and other key stakeholders to perform periodic learning needs analysis and evaluations.

n) Develop and implement the Branding and Communication of Learning and Development.

o) Support in any other duties and responsibilities that may be assigned by the Director Human Resources Department (CHHR), the Division Manager Talent and Development or the HR Specialists Learning and Development.

p) The position will also cover any other duties and responsibilities that may be assigned.

3. REPORTING

The Individual Consultant will work as a member of the Learning and Development section and will be supervised and evaluated by the Division Manager, Talent and Development.

4. LOCATION FOR THE CONSULTANCY

The duty station of this consultancy position is the Bank’s headquarters based in Abidjan, Cote d’Ivoire. However, the Consultant will work from home given the prevailing COVID-19 situation, while waiting for the Bank to reopen its office premises.

5. DURATION OF THE CONSULTANCY SERVICES

The total duration of the contract will be six (6) months from the date of assumption of duty and may be renewed subject to the Bank’s needs, budget availability and performance. Though not a staff member, the Consultant will be required to observe the Bank’s official working hours and working ethics to be able to attend to clients’ needs as and when they arise.

6. BANK RESPONSIBILITIES

a. Relevant Bank documents and information that will facilitate effective performance of the duties and responsibilities will be provided to the consultant.

b. The Bank will allocate a team to work with the Consultant to provide a brief of the issues arising and any additional input concerning the assignment.

c. The Bank will assist in securing meetings for the Consultant with relevant stakeholders where needed.

d. The Bank will assist with translation of documents. These must be submitted well in advance to interpretation services.
e. The Bank will provide logistics and facilities for any training that will be needed during the Consultancy period.

7. CONSULTANT’S QUALIFICATIONS

The Individual Consultant will be well qualified and professionally competent to carry out the duties and responsibilities. It is expected that the Consultant will have the following qualifications:

7.1. Education

a) At least a Master’s degree preferably in Human Resources Management, Learning and Development, Talent Management, Communications, Business Development, Organizational Development or a relevant social sciences field.

b) A Bachelor’s degree and at least ten (15) years’ experience in preferably Human Resources Management, Learning & Development, Talent Management, Communications, Business Development, Organizational Development, or a relevant social sciences field.

7.2. Experience

a) At least 10 years’ experience (for candidates who possess a Masters’ degree) or 15 years’ experience (for candidates who possess a Bachelor’s degree) in professional HR assignments and/or consulting related to Human Resources Management, Learning & Development, Talent Management, Organization Development.

b) Strong background in leadership development, learning, organization development, communication.
   a. Strong report writing and facilitation skills.
   b. Experience in developing communications and marketing materials, managing events, and using a variety of outreach strategies and tactics.
   c. Demonstrable track record of designing and implementing strategies; delivering results through enterprise wide learning programs.
   d. Extensive experience in the design and implementation of sequenced enterprise wide Leadership and Management Development Programs.
   e. Practical experience managing intensive talent development and leadership review processes.
   f. Knowledgeable in adult learning theory and evidence of using it to design and implement innovative development solutions that translate into action learning.
   g. Highly accomplished presenter; able to deliver succinct messages, enrol & garner commitment from senior leaders across the Bank in both formal and informal settings.
   h. Demonstrated track record of aligning learning strategies and programs to business strategy, and realizing measurable business impact (metrics, level 4 evaluations, quantifying ROI on Learning initiatives)
   i. Demonstrated skills and experience in project management, client relationship management and stakeholder outreach
   j. Ability to toggle between strategy development & tactical execution measuring impact of learning on the Bank’s business.
   k. Tolerance of ambiguity; able to chart a way forward even when the path is not very clear.
   l. Results orientated, resourceful with in-depth ability to overcome challenges.
   m. Excellent relationship-building, communications and team working skills.
   n. Advanced IT skills with Web and graphic design capabilities.
   o. Adherence to the Bank’s Core Values and Code of conduct.
7.3. **Computing knowledge**

Competence in the use of standard Microsoft Office applications. Knowledge of SAP is an added advantage.

7.4. **Language**

Command of written and spoken English and/or French (preferably with a good working knowledge of the other language).
### Title of the Assignment:

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<th>Department:</th>
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<tr>
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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? 

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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If « Yes », the following data must be provided

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<th>Name</th>
<th>Relationship</th>
<th>Organization Unit</th>
<th>Place of Assignment</th>
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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. Utilize one half-page maximum.

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

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<thead>
<tr>
<th>Name of University – City - Country</th>
<th>Period From</th>
<th>To</th>
<th>Diploma Obtained</th>
<th>Main Topic / Major</th>
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### Professional Training:

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<th>Name of Training Institution-City- Country</th>
<th>Type of Training</th>
<th>Period From</th>
<th>To</th>
<th>Certificates or Diploma Obtained</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: