REQUEST FOR EXPRESSIONS OF INTEREST
FOR JUNIOR CONSULTANT TO SUPPORT THE GENDER AUDIT PROCESS OF THE MANO RIVER UNION SECRETARIAT

AFRICAN DEVELOPMENT BANK
Immeuble CCIA, Avenue Jean Paul II, 01 BP 1387, Abidjan 01 Cote d'Ivoire
Gender, Women and Civil Society Department (AHGC)
E-mail : c.mbuyilusamba@afdb.org; i.konan@afdb.org

Title of the assignment: Support to the Gender Audit Process of the Mano River Union Secretariat

Brief description of the Assignment: Support institutional capacity building as well as transfer of knowledge and expertise to the Mano River Union (MRU) Secretariat through assistance in the preparation, implementation and follow up of the Gender Audit, to translate recommendations into affirmative actions that will accelerate the implementation of the Gender and Women’s Empowerment component of the MRU strategy 2020-2025.

Department issuing the request: Gender, Women and Civil Society Department (AHGC), within the framework of the project to Build Inclusive Business Ecosystems for Stabilization and Transformation in MRU (BI-BEST)

Place of assignment: Home-based, teleworking from the place of recruitment

Duration of the assignment: 6 months (full time)

Tentative Date of commencement: 1 September 2022

Deadline for applications: 21 August 2022

Any questions and requests for clarifications may be sent to c.mbuyilusamba@afdb.org
Terms of reference for a junior consultant to support the Gender Audit process of the Mano River Union (MRU) Secretariat

1. Introduction/Background
The African Development Bank (the Bank) has approved the technical assistance and capacity development project to Build Inclusive Business Ecosystems for Stabilization and Transformation in the Mano River Union (BI-BEST), to empower Women Traders (WTs) in cross border Value Chains (VCs) between Liberia and Sierra Leone, for resilient economic growth and social cohesion. The project aims to create favourable conditions for inclusive markets with a triple bottom line: gender equality, entrepreneurship development and resilience/cohesion.

65% of women in MRU work in cross-border trade and experience informality and poor trading conditions narrowing markets and impeding potential to benefit regional integration, including through the African Continental Free Trade Area (AfCFTA). The UA 2,980,000 million project, which is implemented between 2022 and 2025, will benefit at least 1500 women traders at two border points, namely Koindu-Foya and Jendema-Bo Waterside. Beneficiary women cross-border traders will receive gender-responsive capacity building, access to finance and assistance to be connected to more profitable market opportunities. At the end of the project, it is expected: (i) that at least 1,200 women cross border traders generate more income from higher quality jobs, and contribute to better lives for younger generations; (ii) a 10% increase in new women’s businesses formalization in the two countries; and (iii) a 25% increase of favorable perception of cross-border trade as a safe and profitable business thanks to mechanisms to address Gender-Based Violence and non-tariff barriers to cross-border trade. The project is implemented by the MRU secretariat and supported by a steering committee that provides oversight and overall guidance to the project implementation.

A key focus of this technical assistance and capacity development project is to enable the Gender team in Mano River Union (MRU) Secretariat to effectively perform their responsibilities regarding women’s economic empowerment in MRU countries. As such, the Bank will strengthen institutional capacity of the MRU Secretariat through a gender audit, whose conclusions and recommendations will contribute to the enhancement of the MRU Secretariat’s institutional capacity on gender mainstreaming for scalability and sustainability of project interventions, as well as an effective implementation of the Gender and Women’s Empowerment component of the MRU Strategic Plan 2020-2025.

2. Objectives of the assignment
The BI-BEST technical and capacity development project, being a targeted initiative that specifically seeks to close gender gaps in terms of women’s participation in and benefit from cross-border trade between Liberia and Sierra Leone, the level of meaningful participation of women and men in the project cycle activities has a huge influence on the gender equality achievements. To achieve this, the MRU Secretariat will take part in a participatory institutional assessment and gender transformation process in the form of a Gender Audit to position it better to respond to the needs of women in the region. With the understanding that gender transformation is a process, this exercise will identify the strengths and limitations to inform an action plan that will enhance the Secretariat’s capacity to implement the BI-BEST project and other programmes in line with the Gender and Women’s Empowerment component of the MRU Strategic Plan 2020-2025. The
exercise will be conducted by a team of two consultants under the supervision of the Gender and Women’s Empowerment Division (AHGC.1) of the Gender, Women and Civil Society Department (AHGC): (i) a senior external consultant, specialized in gender and institutional assessment, who will and facilitate the process in close coordination with MRU Secretariat; and (ii) a junior internal consultant, who will support the coordination of the process internally at the Bank, to identify entry points, support the transfer of knowledge and expertise and assist in translating the recommendations of the audit into affirmation actions that would advance the empowerment of women in MRU countries. The current Terms of Reference are designed for the junior consultant.

3. Main activities and deliverables
The junior consultant will work internally within the Bank to assist the coordination of the gender responsive technical assistance and Gender Audit process of the MRU Secretariat. It is expected from the junior consultant to:

- Gather and share with the senior consultant good practices from the operations of the Bank on Gender Audit and Institutional capacity reinforcement in fragile situations.
- Liaise with the senior consultant and ensure that the assignment is delivered on time and objective.
- Contribute to the review of key deliverables from the senior consultant and compile internal feedback from the Bank’s review process.
- Follow up on the internal clearance and validation process for the publication of the final Gender Audit report.
- Support the implementation of action recommendations for institutional and gender responsive capacity development of the MRU Secretariat.
- Perform other tasks as assigned by the supervisor.

4. Administration/reporting
The Consultant will report to the Manager of the Gender and Women’s Empowerment Division, through the Task Manager of the project to Build Inclusive Business Ecosystems for Stabilization and Transformation in the Mano River Union (BI-BEST).

5. Duration of the assignment
This is a full-time consultancy position for a duration of six (6) months, with the possibility of renewal subject to the performance and the availability of funds. The consultant will be teleworking from the place of recruitment.

6. Qualifications and Experience required
The Junior consultant, under 32 years of age and a National of one of the Bank Member Countries is required to have:

- At least a Master’s Degree in Economics, Development Studies, Social Science, Gender or Public Administration.
- At least one year of relevant professional experience, preferably in the Bank’s areas of operational priorities and focus.
- Proven experience in research and coordination, communication, and project leadership.
• Excellent report writing skills and ability to work without close supervision.
• Perfect knowledge of English and at least basic knowledge of French.

7. Remuneration
The Consultant will receive a monthly lump sum. No additional benefits or per diems will be paid. The Consultant is responsible for his/her own health insurance and accommodation costs. The Bank will cover full costs of any required missions if needed and provide per-diem in accordance with rules governing consultant mission travel.

8. Application process
Interested candidates are invited to send an updated Curriculum vitae in Word or PDF, on the basis of the below template to c.mbuyilusamba@afdb.org and i.konan@afdb.org
TEMPLATE 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?

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<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
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Language Level

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<th>Language Level</th>
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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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**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: