AFRICAN DEVELOPMENT BANK

Front Office of the Vice President
Private Sector, Infrastructure and Industrialization
CCIA Abidjan, Cote d’Ivoire

REQUEST FOR EXPRESSIONS OF INTEREST
FOR A JUNIOR CONSULTANT

Title of the assignment: Operations, Policy and Data Analyst

Brief description of the assignment: Support the Front Office of the Vice President, Private Sector, Infrastructure and Industrialization on operations, policy and data analytical work and drafting of documents.

Department issuing the request: Front Office of PIVP - PISA

Place of assignment: Abidjan, Cote d’Ivoire

Duration of the assignment: Six months – October 2020 to March 2021

Tentative Date of commencement: 1st October 2020

Deadline for applications: 21st September 2020

Applications to be submitted to d.amouzou@afdb.org; copy e.houngue@afdb.org

Any questions and requests for clarifications may be sent to d.amouzou@afdb.org
Terms of Reference

Background

The African Development Bank ("AfDB" or "the Bank") is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 82 member states, including 54 in Africa (Regional Member Countries or RMC). The Bank’s development agenda is delivering 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, 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.

The Vice Presidency for Private Sector, Infrastructure and Industrialization (PIVP) is central to the Bank’s mission of developing the private sector, improving infrastructure and accelerating industrialization. PIVP leads the implementation of the Industrialize Africa High 5 while playing a leading role in collaboration with RDVP on the Integrate Africa High 5. The Complex’s main functions are to (i) strengthen the enabling environment for private sector development, conducive to inclusive growth and sustainable development, (ii) support the development of reliable and sustainable infrastructure, including urban development, (iii) place renewed emphasis on industrial and trade performance in support of structural transformation across Africa, and (iv) drive the Bank’s financial sector development agenda. The Complex leads the Bank’s Non-Sovereign Operations in these areas, as well as selected complex Sovereign Operations. The Complex leverages knowledge, co-financing, and partnerships to attract private capital and work with governments on delivering the Bank’s development agenda.

The Need for Operations, Policy and Data Analyst

The PIVP Complex, particularly the Front Office of the Vice President, is leading and coordinating Private Sector and Non-Sovereign Operations across the Bank. These works are diverse from internal sectoral analytical works, lending and portfolio data analysis, private sector dialogues at country level, engagement with clients as well as other assignment related to Industrialization, ICT and digitization analytics, country-level private sector reviews, regional integration and trade, transport infrastructure.

The need to recruit an Operations, Policy and Data Analyst is therefore important to ensure that there is adequate support for data collection, coordination and analysis and clients and country engagements. Also, the Consultant will provide background and analytical data to inform PIVP communications on past and present operations as well as studies and analytical works.

Objectives of the Assignment

The Consultant is expected to support the Front Office, specifically the Programme Coordinator, to coordinate and collect operations data for both Non-Sovereign Operations and Sovereign Operations where required. The Consultant will be actively involved in the preparation of clients and country engagement as may be required.
Main activities and deliverables

The consultant is expected to perform the following tasks:

i. Support the preparation and the coordination of NSO Coordination Committee meetings;
ii. Prepare minutes of meetings and follow-up on matters arising;
iii. Coordinate data collection and analysis on Private Sector (NSO) and Public Sector (SO) lending programmes (loans, guarantees, LoC, TF, Equity);
iv. Coordinate data collection and analysis on NSO and SO Portfolio;
v. Coordinate lending and portfolio management data for quarterly, mid-year and annual delivery report;
vi. Develop and maintain a database of special operations;
vii. Monitor Trust Fund and special initiatives;
viii. Design project fact sheet to reflect operational success stories;
ix. Gather and collate data from different sources on various sectors;
x. Clean and manipulate raw data and prepare them for analysis;
xi. Research data and draft Policy or Sector analytical documents;
xii. Research data and draft communication materials, where necessary;
xiii. Review and revise drafted of existing policy or sector documents;
xiv. Any other assignment related to PIVP sectors.

Implementation and Reporting

The Consultant will work under the close supervision and oversight of the Programme Coordinator of the Front Office and under the overall supervision of the Vice President.

The Bank will provide the Consultant with a desk in a shared office. The Consultant will be required to work from the Bank’s Headquarters in Abidjan with field missions when necessary.

Assignment Duration

The duration of the contract will be six (6) months, and all deliverables are expected to be submitted and formally accepted by PIVP Programme Coordinator and the Vice President. The contract is expected to start on 1st October 2020 and end on 31st March 2021.

Required Skills and Experience

The Consultants shall demonstrate appropriate qualifications and skills necessary for the assignment as described above. The qualifications and experience required are:

- Candidates should have a minimum of Master’s degree in Business Administration, International Development, economics, or related fields;
- 2-4 years of experience in a similar multilateral institution or any other institution engaged in economics research, with a focus on African countries;
- Be less than 32 years age;
- Strong analytical skills including experience using the Enterprise Surveys database;
- Extensive knowledge of methodologies for gathering and reporting performance data;
- Significant experience in the use of a variety of relevant information technologies;
- Proven ability to prepare reports and presentations using methods appropriate to varied audiences;
- Some experience in working with teams charged with the production of major flagship reports;
- Strong organizational skills and ability to manipulate large data sets and use of econometrics and Statistical software will be an added advantage;
- The working languages of AfDB are English and French. Fluency in one of the two languages is required, however, fluency in both is highly desirable.

Application Process

a. Resume/Curriculum Vitae (CV);

b. Letter of Motivation outlining how your experience, skills, qualifications and professional networks fit with the required deliverables (one-page maximum);

c. Copies of the relevant articles/reports published through an indication of links or submission of a PDF version via e-mail attachments.

All communications and queries related to this call should be addressed to the same e-mail address.

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? |
|---|---|---|---|
| Name | Relationship | Organization Unit | Place of Assignment |
| | | | |

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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Employment Record:

Begin with your most recent employment. For each job since your Master’s 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 :