REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Compliance Review and Mediation Unit (BCRM)

Expressions of interest are being requested for a
Junior Individual Consultant Position

1. The African Development Bank (AfDB) invites eligible consultants to indicate their Interest in Services to assist the Compliance Review and Mediation Unit (BCRM).

2. The services to be provided under the Assignment include:

   • Update BCRM list of operational policies and procedures of the AfDB by collecting information regarding all new policies updated by the Bank Group from 2017 onwards;

   • Prepare policy briefs on the relevance of these policies and strategies to the BCRM and the IRM work, particularly when screening Request and undertaking compliance reviews, spot-check advisory reviews of project compliance and problem-solving/mediation exercises.

   • Conduct research to compile knowledge products prepared by other Accountability Mechanisms of multilateral development Banks (MDBs) to enrich BCRM lessons learning series;

   • Undertake other research assignments or data collection and analysis as may be required.

   • Undertake any other duties that may be assigned from time to time.

Terms of reference for the assignment is specified in Appendix I

3. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, CVs, experience in similar assignments, etc.) in the format specified in Appendix II
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Rules and Procedure for the engagement of Junior Individual Consultants. 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.

- The duration of services is six (6) months;
- The place of assignment is Abidjan; and
- The estimate starting date is 15 April 2020.

5. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours.

6. For the EOI to be considered, the consultant needs to be registered in the AfDB DACON Consultant Database by following the link: https://www.afdb.org/fr/projects-andoperations/procurement/consultancy-services-e-consultant/

7. Expressions of interest must be received in softcopy at the email address below no later than Tuesday, 25 February 2020 at 17:00 hours Abidjan time and mention “BCRM Junior Consultant - Name.”:

Bernadette KARGOUGOU: E-mail: b.kargougou@afdb.org
With copy to: (i) Rose ATTIGNON SAH: E-mail: r.sah@afdb.org, and
(ii) Birima FALL: E-mail: b.fall@afdb.org

Any questions and requests for clarifications may be sent to:
Bernadette KARGOUGOU: E-mail: b.kargougou@afdb.org
With copy to: Rose ATTIGNON SAH: E-mail: r.sah@afdb.org

8. A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria:

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Level of education in general</td>
<td>20%</td>
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<tr>
<td>Educational level compared to the assignment</td>
<td>20%</td>
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<td>Number of years of experience relevant to the assignment</td>
<td>40%</td>
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<td>Fluency in English or French</td>
<td>20%</td>
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Appendix I: Terms of Reference for BCRM Junior Individual Consultant

1. BACKGROUND

The Compliance Review and Mediation Unit (BCRM) is an organizational unit that administers the Independent Review Mechanism (IRM) of the African Development Bank Group (AfDB).

The IRM mandate is to provide people adversely affected by projects (PAPs) financed by the AfDB with a recourse mechanism through which they can request the Bank to comply with all its own policies and procedures.

The IRM functions include the followings: compliance review, problem-solving, outreach and knowledge management and advisory services and its activities are governed by the IRM Operating Rules and Procedures. Besides regular staff, the BCRM administers a Roster of Experts who are appointed by the Boards of Directors for a fixed term of five years. Upon the authorization by the Boards of Directors or the President, the Experts undertake the compliance and spot-check advisory reviews of projects with technical and logistical assistance of the BCRM staff, while BCRM staff undertakes problem solving exercises, outreach and knowledge management activities together with other non-specific projects advisory services. In 2015, the Board of Directors approved the amendment of the IRM Rules. Consequently, BCRM shall work with Bank Management to establish, maintain and update a list of operational policies and procedures of the Bank Group relevant to the IRM work. Moreover, the work of the IRM is also based on verification of whether or not such policies and procedures have been followed by the AfDB-financed project to which the complaints submitted to the IRM relate or projects which are subjected to spot-check reviews.

1. OBJECTIVES:

BCRM is currently looking for a medium-term junior consultant to provide analytical and research work related to support IRM compliance review, spot-check reviews, problem-solving and communication functions in line with the duties and responsibilities described below.

The Junior Consultant will work under the overall supervision of the Principal Compliance Officers.

2. DUTIES AND RESPONSIBILITIES:

The Junior Individual Consultant’s assignment will include but not limited to the following:

- Update BCRM list of operational policies and procedures of the AfDB by collecting information regarding all new policies updated by the Bank Group from 2017 onwards;

- Prepare policy briefs on the relevance of these policies and strategies to the BCRM and the IRM work, particularly when screening Request and undertaking compliance reviews, spot-check advisory reviews of project compliance and problem-solving/mediation exercises.

- Conduct research to compile knowledge products prepared by other Accountability Mechanisms of multilateral development Banks (MDBs) to enrich BCRM lessons learning series.
• Support BCRM in drafting several lessons learning publications including compiling all recommendations of IRM reports and corresponding management action plans with status of implementation with emphasis on policy issues;

• Undertake other research assignments or data collection and analysis as may be required.

• Undertake any other duties that may be assigned from time to time

3. SELECTION CRITERIA (including desirable skills, knowledge and experience):

3.1 Education:

➢ A Masters’ degree (or its equivalent) in international development, preferably to developmental issue in Africa, environmental and social studies, law or a related field.

3.2 Relevant Experience, Skills and other requirements:

➢ A minimum of two (2) years and a maximum of four (4) years of relevant or related experience in research and data analysis, drafting and summarizing of reports and publications;
➢ Good knowledge of and/or experience working with the operations of multilateral development banks or international financing institutions in a similar capacity;
➢ Strong analytical skills and ability to manage multi-tasks under pressure;
➢ Ability to work in teams, and in a multi-cultural work environment;
➢ Working level knowledge of English or French language and practical knowledge of the other language;
➢ Having a nationality of the Bank Member Country (regional or non-regional);
➢ Have less than 32 years of age;
➢ Working level knowledge of the Bank’s standard software (Word, Excel, Access, PowerPoint);

4. DURATION OF THE CONSULTANCY & PLACE OF ASSIGNMENT

The assignment will commence at the completion of the selection process and upon signing of a contract. The contract with the selected Consultant will last for a period of six (6) months. The duty station will be the AfDB Headquarters in Abidjan, Cote d’Ivoire. A precise work program will be agreed upon on commencement of the assignment.

5. EXPECTED START DATE

The consultancy is expected to start on 15 April 2020 and will cover a period of up to six (6) months.
6. CONFIDENTIALITY

Any information provided by AfDB or by any other source concerning any AfDB project or activity or the bidding and appointment of the Consultant will be considered confidential and proprietary in nature and should not (except as required by law) be disclosed by the Consultant to any third party.

7. REMUNERATION

The remuneration will be based on the Consultant experience and the Bank’s Guidelines on Individual Consultants Remuneration.
Appendix II: MODEL CURRICULUM VITAE (CV)

Please attach an updated Curriculum Vitae on the basis of the template below:

1. **MODEL CURRICULUM VITAE (CV)**

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

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<tr>
<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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Language Level: Read ☐ Written ☐ Spoken ☐

**English:**
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐

**French:**
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐

**Other (specify):**
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐
Fair ☐ Good ☐ Excellent ☐

2. **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).
3. **EDUCATION** (University Level and above only):

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<th>Period</th>
<th>Diploma Obtained</th>
<th>Main Topic / Major</th>
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4. **PROFESSIONAL TRAINING**:

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<th>Name of Training Institution- City - Country</th>
<th>Type of Training</th>
<th>Period</th>
<th>Certificates or Diploma Obtained</th>
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5. **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

6. **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: