REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
IMMEUBLE CCIA, AVENUE JEAN-PAUL II
01 BP 1387, ABIDJAN 01
COTE D’IVOIRE

Web Site: www.afdb.org  Telephone: (225) 20 26 2536 or 20 26 3594

GOVERNANCE AND PUBLIC FINANCIAL MANAGEMENT
COORDINATION OFFICE (ECGF)

RECRUITMENT OF A LOCAL JUNIOR PORTFOLIO DATA ANALYST

Expressions of interest are being requested for a Local Junior Consultant Position to Provide Support to ECGF in the implementation of its work program.

Brief description of the Assignment: Provide support to the ECGF Team in the implementation of its work program.

Department issuing the request: Governance and Public Financial Management Coordination Office (ECGF)

Place of assignment: ADB, Immeuble du Centre de Commerce International d’Abidjan (CCIA), Avenue Jean-Paul II, 01 BP 1387, Abidjan 01, Côte d’Ivoire

Duration of the assignment: 6 Months

Tentative Date of commencement: 7 May 2020

Detailed Terms of reference for the assignment: [Include a file in PDF format with detailed TORs]

Deadline for applications: 26 April 2020

Applications to be submitted to: c.sugden@afdb.org and c.ahouansou@afdb.org

Any questions and requests for clarifications may be sent to: c.sugden@afdb.org and c.ahouansou@afdb.org

TERMS OF REFERENCE

LOCAL JUNIOR PORTFOLIO DATA ANALYST

1. INTRODUCTION AND OBJECTIVES

1.1 The Governance and Public Financial Management Coordination Office (ECGF) is in the Complex of the Chief Economist / Vice Presidency for Economic Governance and Knowledge Management (ECVP), based at the Headquarters of the African Development Bank Group in Abidjan, and is responsible for coordination and operationalization of the Bank’s Governance policy, strategy and programs, including lending and non-lending work. ECGF works in collaboration with the other Complexes and Departments of the Bank towards ensuring (i) that the Bank’s substantive technical engagement with key policy and strategy processes in the area of governance and public financial management are properly coordinated; and (ii) that the Bank’s interventions in Regional Member Countries, through program-based operations/ budget support and institutional strengthening projects promote effective and accountable governance and public financial management.

1.2 The Governance and Public Financial Management Coordination Office (ECGF) of the African Development Bank is planning to recruit a Local Junior Portfolio Data Analyst Consultant for a period of 6 months to support ECGF in the implementation of its work plan.
2. **SCOPE OF WORK**

2.1 Under the direct supervision of the Director, ECGF, the Junior Consultant will be responsible for implementing the following activities:

- Collect data in respect of projects, programs and studies, from Task Managers, concerning the completed, on-going and pipeline projects, loan/grant administration and project management, and assist in the entry of such data in various systems used by the Bank, SAP and the Bank Project Processing Schedule (BPPS), as well as an ECGF database;
- Contribute to the design and maintenance of a database for ECGF portfolio of active and pipeline projects;
- Extract data produce monitoring tables on the Department’s Key Performance Indicators (KPIs);
- Follow up and update project schedules in BPPS in accordance with Board Agenda;
- Attend internal quality review meetings (IQR), draft minutes and ensure timely clearance and distribution;
- Assist Task Managers in editing and revision of reports (PAR, PCR);
- Analyze and produce portfolio statistics for the ECGF periodic reports, such as the quarterly reports and annual reports;
- Provide support to the ECGF Team on non-lending activities and data collection;
- At the request of the Bank, the Junior Consultant may carry out other tasks in light of his/her field of expertise, notably those that shall be assigned to him/her by the Director, ECGF.

3. **ORGANIZATION OF THE ASSIGNMENT**

3.1 The assignment will be undertaken mainly at the Headquarters of the Bank (in particular, CCIA Building) in Abidjan (Cote d'Ivoire). The Junior Consultant could be required to undertake missions to Regional Member Countries of the AfDB, which shall be considered in conformity to the rules applicable to standard Bank procedures. In addition to the missions, the Junior Consultant is required to participate in the review and approval processes of the documents produced as a result of the assignment at the AfDB and to perform ad hoc assignments.

3.2 A significant portion of the work will require the Junior Consultant to work independently, however he/she will be under the overall guidance and supervision of an assigned Task Manager.

4. **DURATION OF ASSIGNMENT**

4.1 The period of the contract will be six (6) months with possibility of renewal upon satisfactory performance. The service of the Junior Consultant is expected to start on 7 May 2020 and will be undertaken in the Bank’s permanent HQ in Abidjan (Cote d'Ivoire).

5. **REPORTING AND DELIVERABLES**

5.1 At the time of conclusion of the assignment the Junior Consultant’s output will be evaluated based on the following criteria: (i) professional competence; (ii) analytical reasoning and communication skills; (iii) reliability of information and data; and (iv) output and quality of work produced.
6. PROFILE AND QUALIFICATIONS OF THE JUNIOR CONSULTANT

Essential

- The Junior Consultant should have an advanced degree (minimum of Master Degree) in Business Management, Economics and Finance, or a closely related field;
- Minimum of 2 years of relevant practical working experience;
- Previous experience in consulting for a bilateral and/or multilateral organisation;
- Less than 32 years of age.

Desirable

- Experience in project portfolio monitoring and using information management systems (such as SAP) to access, compile and present data and statistics in user friendly format;
- Knowledge of the AfDB and its Information Management Systems.

Competencies

- Strong analytical and conceptual abilities;
- Good organisational, coordination and communication skills;
- Team working and relationship skills;
- Excellent writing skills in English or French, with a good working knowledge of the other language; and
- Ability to handle speedily and efficiently internal and external requests;
- Understanding of the Bank’s operations and strategic priorities;
- Competence in the use of Bank standard software (Word, Excel, Access, PowerPoint, MS projects); knowledge of SAP would be an asset;
- Advanced Excel skills and knowledge of SAP highly desirable.

7. REMUNERATION FOR THE ASSIGNMENT

7.1 The Junior Consultant will be paid a monthly lump sum, which will be determined on the basis of his/her years of experience, for the entire period.

Consultants who meet the required profile and are interested in this assignment are encouraged to submit 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:

<table>
<thead>
<tr>
<th>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?</th>
<th>Yes □ No □</th>
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</thead>
<tbody>
<tr>
<td>If « Yes », the following data must be provided</td>
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<tr>
<td>Name</td>
<td>Relationship</td>
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<tr>
<td>Language Level</td>
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<td>Excellent</td>
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<td>Other (specify)</td>
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<td>Good</td>
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<td>Excellent</td>
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</tbody>
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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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<thead>
<tr>
<th>Name of University - City - Country</th>
<th>Period</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</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: