REQUEST FOR EXPRESSIONS OF INTEREST
AFRICAN DEVELOPMENT BANK
Climate Change and Green Growth Department (PECG)

GEF Financial Specialist

1. The African Development Bank (AfDB) is one of the implementing Agencies for the Global Environment Facility (GEF). The AfDB hereby invites Individual Consultants to indicate their interest in the following position: Global Environment Facility (GEF) Financial Consultant.

2. The selected Consultant will assist AfDB’s Global Environment Facility (GEF) Coordination Unit to support the Bank in its financial reporting obligations to be funded by the GEF trust fund and the least developed countries fund / special climate change fund.

3. Under the supervision of the GEF Financial Coordinator and general guidance of the Division Manager PECG.1, the Consultant will assist in the following areas:

Financial Reporting
- Support the preparation of all GEF financial reports, in collaboration with the Financial Control Department (FIFC) and other relevant Bank departments;
- Maintain records of all underlying data used in financial reporting,
- Meet ad-hoc financial data and analysis requested.

Financial Management support
- Maintain an updated database of project documents and approvals, of all key portfolio documents and GEF financial documents using the platform Collaboration or other appropriate platform;
- Perform any other duty assigned by the Financial Coordinator;

Expenditures follow-up
- Maintain updated records and prepare reporting of expenditures under internal orders and cost centers;
- Ensure processing of related cash requests with the Resource Mobilization Department (FIRM);
- Maintain soft records of contracts, memos related to expenditures imputed on GEF budgets.

Other
- Provide logistical support for the organization of events, workshops and meetings and take minutes at various events;
- Assist the Financial Coordinator in all related matters;
- Any other reasonable actions assigned by the Divisional Manager.

4 Qualifications and Experience

The consultant should:

- Hold at least a master’s degree or equivalent in economics, finance, audit, accountings, or related fields;
- Have a minimum of 5 years of professional experience in the following fields: Finance, accounting, audit, financial management, budget planning and/or controlling;
- Good understanding of financial instruments;
- Experience in accounting and reporting using automated accounting systems such as SAP will be an advantage;
- Proficiency in MS Office tools, especially Excel;
- Enthusiasm and ability to learn new concepts quickly and to take initiative. Good organizational skills and attention to detail;
- Knowledge of both English and French is an advantage;
• Have strong inter-personal skills and be committed to work individually or as part of teams in a multicultural environment.

5 The Climate Finance Division (PECG.1) invites Individual Consultants to indicate their interest in providing the above-described services. Interested 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.).

6 The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s procedure for the acquisition of consulting services funded by the Administrative or Capital expenditure. 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.

7 The position will be based in Abidjan, Côte d’Ivoire. The duration of services is 12 months renewable based on performance. The expected starting date is in September 2022. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: from 08:00 to 17:00 hours, Abidjan local time.

7. Expressions of interest must be received by email at the address below no later than July 24, 2022 at 5:00 p.m. Abidjan local time and specifically mention: “GEF Financial Consultant”

For the attention of: Mrs. YAMADJAKO Audrey-Cynthia
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ESTABLISHMENT OF THE SHORT LIST

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

- Level of education in general 10%
- Educational level compared to the field of mission 20%
- Years of experience in general 10%
- Number of years of experience relevant to the mission 60%