AFRICAN DEVELOPMENT BANK

REQUEST FOR EXPRESSIONS OF INTEREST

SENIOR CONSULTANT TO SUPPORT THE DEVELOPMENT OF STRATEGIES, PROJECTS AND PROGRAMS

Headquarters-Abidjan (Côte d’Ivoire)
Human Capital, Youth and Skills Development Department (AHHD)
Office of the Director (AHHD)
Avenue Jean Paul II
01 BP. 1387, Abidjan 01
Cote d’Ivoire
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1. The African Development Bank hereby invites qualified Individual Consultants to indicate their interest in the following Assignment: Experienced Individual Consultant – Development of Strategies, Projects and Programs - AHHD.

2. Scope of Work

The consultant will work under the supervision of the Chief Business Coordinator and undertake the following activities:

- Undertake in-depth quality reviews and make recommendations for improvement of the documents being prepared for the development of the High5-5 Improving Quality of Life, health infrastructure development and skills development strategies, to ensure selectivity in Bank strategy based on clear comparative advantage that is informed by robust analysis including benchmarking and best practices.
- Undertake in-depth quality review and make recommendations for improvement of the document being prepared for the mid-term evaluation of the JfYA strategy and other Bank sector strategies
- Undertake in-depth reviews and make recommendation for improvement of the project documents being prepared for Board consideration in the area of skills development for employment and entrepreneurship, jobs for youth, health and social protection
- Undertake quality reviews of project documents and make recommendations to ensure that skills and capacity building have been integrated and impact on jobs have been well captured in the design in line with ADF 15 and GCI 7 commitments Analyze recent developments and share best practices in policy reforms and impactful investments in the area of Human capital development in Africa and the world.
- Document lessons learnt for policy dialogue, public advocacy and future programming.
- Facilitate in collaboration with relevant stakeholders the dissemination of the work of the department within the Bank and externally.
- Prepare high quality, evidence based and well referenced briefs and statements for senior management to inform internal and external dialogue on the work of the department.
- Contribute to the preparation of human capital knowledge series, webinars and presentations
3. **Qualifications**

- Master’s degree or PHD, or equivalent professional qualification or experience in public policy, public administration, human capital and social development, international development, or a relevant technical field.
- Citizen of a member country (regional or non-regional) of the AfDB;
- Have at least 10 years of professional experience in the design and implementation of MDB funded projects in human capital and social development;

4. **Experience**

- Have at least 10 years of practical professional experience in the area of development financing for human capital and social development including in Africa;
- Proven track record of conducting, peer reviewing and publishing studies in the areas of skills, innovation and technology, health, employment, entrepreneurship and social protection
- Proven experience in providing policy, technical and knowledge advisory services to decision makers and teams
- Proven experience in the design, review and evaluation of strategies and projects in Africa
- Knowledge and experience in working with Multilateral Development Institutions;
- Production of knowledge products for diverse audiences and sectors, including public, private, academia, and civil society
- Provides clear and concise oral and written communication; presents oral information with clarity and appropriate style and adapts language and style to suit the requirements of a particular audience
- Technology and systems knowledge – Demonstrate good knowledge and experience working with Microsoft office applications (Excel, PowerPoint, Word, Access) and advance knowledge of SAP;
- Excellent interpersonal relationships and demonstrated experience in promoting process improvement;
- Excellent organizational, analytical, coordination and communication/business writing skills.
- Ability to work accurately, methodically and meet deadlines.
- Be English speaking, with a working knowledge of French - Able to write clearly, edit and proof-read draft documents and communications;
- Ability to telework in line with the official working hours of the Bank at the headquarters.

5. **Deliverables.** In addition to the preparation of reports and briefing notes related to the above specified scope of work, the consultant will submit a monthly report on activities and assignments carried out during the period.

6. **The Human Capital, Youth and Skills Development Department (AHHD)**, invites suitably qualified **individual consultants** to submit their interest in providing the services described above. Interested consultants must provide information on their capacity and experience indicating that they are qualified to perform the services (CVs, description of similar assignments, etc.).

7. **The eligibility criteria**, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s **Rules and Procedures for the Use of Corporate 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.

8. **Duration.** The estimated duration of services expected to start 1st of July 2020 is **six (6) months renewable** depending on the performance of the consultant, availability of budget and prevailing staffing issues.

9. **Interested Individual Consultants** may obtain further information at the address below during the Bank’s working hours: **8:00 to 17:00.**

10. **The remuneration** will be an all-inclusive monthly fee to be negotiated upon contract signature, and in compliance with the Bank’s established remuneration scale considering requisite qualifications and experience.

11. **Duty Station.** The consultancy is homebased with teleworking in line with the Bank’s current “working from home” policy directive. When the confinement will be lifted the duty station will remain home based for the remainder of the six months contract but will be Abidjan, Cote D’Ivoire for the renewal period. He/She will make all the necessary arrangements to be able to attend all the meetings necessary for the satisfactory completion of the assignment.

12. **Expressions of interest** must be received at the address below no later than 11th June 2020 at 17:00 am Abidjan time. Submissions should quote “**LONG-TERM CONSULTANCY-Development of Strategies, Projects and Programs**” to s.assi@afdb.org with a copy marked to b.fokotagne@afdb.org by the same date and hour.

13. **Establishment of the Short List.** 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.

   - **a) General qualifications and adequacy for the assignment to be undertaken**  
   - **b) Similar experience in the area of expertise of the assignment and understanding of TOR**  
   - **c) Experience with multilateral development organizations**  
   - **d) Language proficiency**  
   - **e) Knowledge of the Africa region**

   

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<th>Criteria</th>
<th>Weight</th>
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<td>General qualifications and adequacy</td>
<td>30%</td>
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<td>Similar experience in the area</td>
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<td>experience of TOR</td>
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<td>Experience with multilateral development</td>
<td>25%</td>
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<td>organizations</td>
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<td>Language proficiency</td>
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<td>Knowledge of the Africa region</td>
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