1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following assignment: **RDGE Quality Assurance & Portfolio Management Consultancy**

2. The African Development Bank (AfDB)’s East Africa Regional Development and Business Delivery Office, (RDGE) in Nairobi, Kenya has been established to strengthen dialogue between the Bank and regional Governments, development partners, the private sector, and the civil society, in the design of its development policy, strategies, and programs, as well as on implementation, monitoring and evaluation of the poverty reduction strategies. The office also assists the operational functions of the Bank Group in launching of and follow-up on projects and programs in 13 countries in the Eastern Africa Region (Kenya, Uganda, Tanzania, Rwanda, Burundi, Seychelles, Ethiopia, Djibouti, Sudan, South Sudan, Eritrea, Comoros and Somalia).

3. The functions of the office fall under the major areas of: country programming, project administration, promoting participation, regional integration, and aid co-ordination, in line with the partnership principles and with a view to increasing development effectiveness and impact. The office requires the services of a quality assurance and portfolio management consultant to assist with the quality review and editing of several Projects Appraisal Reports (PARs), Project Completion Reports (PCRs), and Country Portfolio Performance Reviews (CPPRs).

4. Bank’s portfolio in the Region is facing a number of challenges and requires close monitoring. To achieve substantial reduction in its portfolio flagged in the Bank’s Portfolio Flashlight Report requires a close monitoring and follow-up of the portfolio in the RDGE countries. Further, the RDGE’s Work Program includes standalone Country Portfolio Performance Reviews and the finalization of a number of analytical documents. The RDGE, therefore, is recruiting an experienced Consultant who will support the Bank to achieve its portfolio quality targets as well as deliver on the quality analytical work.

5. The purpose of this consultancy is to support quality assurance function in RDGE Front Office. The consultant will be responsible for reviewing project appraisal reports and ensure their compliance with quality assurance tools. This will be in close collaboration with relevant Task Managers, Country Program Officers and Sector Managers. He/ She will provide assistance as requested to portfolio management issues. In this regard, he/ she will provide technical support for country programming as well as in monitoring portfolio quality. He/ she will contribute to effective monitoring of operational activities, coordination between the RDGE Front Office, Sector Departments, Financial Control Department (FIFC) and Procurement and Fiduciary Services Department (SNFI), as well as relevant country teams.

6. The Consultant will provide technical support for country portfolio reviews as well as monitoring the recommendations of the Independent Evaluation Department (BDEV) and project audits. He/she will have mastery of the country/ regional portfolio and will prepare portfolio information notes for Annual Meetings or any other meetings upon Management’s request. The Consultant will pay particular attention to projects flagged for implementation issues and assist in resolving the issues. In addition,
he/she will support the Bank’s key deliverables relating to RDGE countries, including economic and sector studies, country economic reviews/memorandums, and the preparation, upon Management’s request, briefs and notes for the Annual Meetings, and on emerging developments.

7. Under the overall guidance of the Director General and the Deputy Director General as well as the direct supervision of the Regional Program Implementation Manager, the consultant will perform the following duties:

1. Participate in Country/Regional Meetings to review project and portfolio related reports, including but not limited to Project Concept Notes, Project Appraisal Reports, Project Completion Reports, Country Portfolio Performance Reviews Reports.
2. Review and edit (prior to clearance by the Director General) operations, strategy and policy related proposals to ensure alignment with Bank strategy objectives, quality standards, readiness and compliance with Bank policies (CSP, RISP, CPPRs, PARs, Policies, Sector Strategies, Economic and Sector Works -ESW, …)
3. Support active management and monitor coordination of the Bank's portfolio in assigned countries as well as regional projects in assigned countries that are implemented by Regional Economic Communities, in collaboration with the sector departments;
4. Assist in the identification of problems related to the Bank's portfolio performance and service delivery, and promptly undertake appropriate action;
5. Liaise with relevant field offices and sector departments on operational issues, especially those concerning country programming as well as portfolio coordination and monitoring;
6. Focus on seeking effective solutions/responses to questions relating to the countries under his coverage in coordination with relevant sector departments;
7. Cooperate with sector experts in charge of specific flagged projects to find solutions to outstanding problems
8. Maintain effective communication with sector departments and other relevant Bank units to ensure a coordinated approach to the implementation of the Bank’s strategy and lending operations in the countries covered;
9. Be regularly informed of relations and operational developments with key partners, and keep Management informed;
10. When required, lead the preparation of portfolio reviews in collaboration with country economists, sector departments, and fiduciary services.
11. Monitor the implementation of recommendations from the Board BDEV and annual project Audit reports, recommendations, project audits;
12. Ensure that activity and audit reports meet Bank requirements and are submitted on time;
13. Ensure that recommendations of supervision, portfolio review and audit missions are implemented;
14. Work very closely with all concerned departments to ensure RDGE make progress towards achievement of the target of less than 18% of projects flagged as having implementation issues in the Bank’s Portfolio Flashlight Reports;
15. Prepare analytical quarterly reports on RDGE IOP 5 indicative Operational Program) and portfolio performance

4. Qualifications and Experience

- Minimum of a Master’s degree (or equivalent) in economics, or other economic development-related discipline;
• Preferably, a minimum of ten (10) years of relevant experience, including in the formulation and implementation of policies, country strategies, programs/projects and flagship economic and sector studies in the Bank, or a similar development institution in public service or private sector;
• Proven ability to monitor programmes and ensure portfolio/programme performance quality;
• Ability to solve portfolio management-related problems in various sectors;
• Sound knowledge and experience in the procurement of goods, works and services within the context of donor financing;
• Demonstrated ability to lead and produce portfolio and economic related knowledge products/flagship reports, country strategy papers, and other economic and sector studies;
• Client-satisfaction and results-oriented mind-set; strong analytical and communication (verbal and written) skills, sense of accuracy and detail-oriented;
• Ability to handle sensitive issues in a multicultural environment and to build effective working relationships with colleagues;
• Strong written and verbal communication skills in English and/or French with a good working knowledge of the other language; and
• Competence in the use of the Bank’s standard software (Word, Excel, Access, PowerPoint). Knowledge of SAP would be an advantage.

8. The work assignment, under this term of reference, will involve full-time consultancy services for a period of Six (6) months. The remuneration will be in accordance with Bank rates and the qualification and experience of the Consultant. The successful Consultant will be expected to start as soon as the selection process is completed and the contract signed.

9. Expressions of interest with an updated Curriculum vitae (CV) must be received by email only: A.MBONAMPEKA@AFDB.ORG no later than 30 September 2020 at 5:00 pm and specifically mentioning: RDGE Quality Assurance & Portfolio Management Consultancy

For the attention of: MR. ALAIN-PIERRE MBONAMPEKA,
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East Africa Regional Development and Business Delivery Office (RDGE)
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10. Establishment of the Short List: A shortlist of three to six individual consultants will be established once the expressions of interest with and updated CV are received. Candidates who are shortlisted will be requested to send proposals and comment on the Terms of Reference.