REQUEST FOR EXPRESSIONS OF INTEREST

JUNIOR CONSULTANT

AFRICAN DEVELOPMENT BANK
01 B.P. 1387 Abidjan 01 - Côte d'Ivoire
IDEV.3 Division
E-mail: h.ayari@afdb.org; m.diop@afdb.org
Telephone: +225 27 2026 5664

Title of the assignment: Recruitment of a Junior Consultant (Analyst) to support the delivery of IDEV.1 work program.

Brief description of the Assignment: Support to evaluations.

Department issuing the request: IDEV.

Place of assignment: Bank’s headquarters in Abidjan, Cote d’Ivoire.

Duration of the assignment: 3 Months.

Tentative Date of commencement: 01 April 2021.

Deadline for applications: 19 March 2021.

Applications to be submitted to: Ms. Henda AYARI (H.AYARI@afdb.org).

Any questions and requests for clarifications may be sent to: Mr. Boubacar Ly (B.LY@afdb.org).

Terms of Reference: please see Annex 1 below.

Establishment of the Shortlist

A shortlist of six individual junior consultants will be established at the end the request of expressions of interest, whereby the applicants will be judged on the following criteria:

- General qualification and suitability for the assignment (30%)
- Experience related to the assignment (40%)
- Experience with international donor agencies (20%)
- Language capacity (5%)
- Experience in African countries (5%)

Please attach updated Curriculum Vitae on the basis of the template below (Annex2).
Annex 1- Terms of Reference

1. Introduction

Independent Development Evaluation (IDEV) of the African Development Bank (AfDB) requires the services of a Junior Consultant (Analyst) familiar with evaluation/research methods, development issues in Africa, particularly private sector development, to support the design, conduct and reporting of a number of evaluations under the direct supervision of an IDEV Task Manager. The key objectives, tasks, management, qualifications and other aspects of the assignment are presented below.

2. Objectives and tasks for the Assignment

The objective of the assignment is in general to support the implementation of IDEV.1 work program and especially to contribute to the on-going Evaluation of the Bank’s Non-Sovereign Operations (NSOs) and the Validation of the 2020 Extended Supervision Reports (XSRs).

The main tasks comprise the following:

- Collection and organization of data sources.
- Collection and management of data from multiple sources including documentary and primary sources.
- Participation in meetings, and data collection and taking notes.
- Analysis, interpretation and presentation of data from multiple sources including documentary reviews and quantitative data analysis.
- Drafting of notes, briefs, presentations, and reports.
- Performing other tasks related to IDEV’s work program, as required.

3. Management

The Junior Consultant will work under the direct supervision of, and report to the designated Task Manager, in IDEV1.

4. Duration and location of the assignment

The assignment will start on April 1st, 2021. The contracting period is three (3) months, with possibility of extension.

The consultant will be based in Abidjan, Cote D’Ivoire; the Bank’s Headquarters.
5. Qualifications and Experience required

The consultant shall have the following qualifications and experience:

Masters’ degree in development evaluation, economics, statistics, operations research, public policy management, science management or a related field.

Relevant experience and skills:

- At least two (2) years but not more than five (5) years of relevant work experience in designing and conducting and/or contributing to formal evaluation and/or research studies.
- Work experience and knowledge of development issues in Africa.
- Experience in the field of Private Sector Development is an asset.
- Prior experience with Multilateral Development Banks (MDBs), especially with the African Development Bank (AfDB) and Non-Sovereign Operations is an asset.
- Knowledge of development evaluation and/or research methodologies, processes, practices, and standards;
- Knowledge of quantitative and qualitative methods for data analysis;
- Strong analytical skills;
- Strong written and oral communication skills;
- Fluency in one of the two official languages of the Bank (French and English) including written and verbal communication, and at least a working knowledge of the other language.
- Proficiency in Microsoft products including Word, Excel, PowerPoint, and Outlook. Experience using STATA, SPSS or other statistical packages is also an advantage.

According to the Bank rules for recruitment in the Junior Consultant category, the consultants should be under 32 years of age.

6. Remuneration

The consultant shall be paid a total monthly lump sum, comprising fee, subsistence and other incidentals, for the duration of the assignment and commensurate with the number of years of work experience. The Bank will cover travel costs to take up duty, and if relevant any field mission costs as per its rules.

7. Selection

The selection will be based on an assessment of the curriculum vitae using the following standard criteria:

- General qualification and suitability for the assignment (30%)
- Experience related to the assignment (40%)
- Experience with international donor agencies (20%)
- Language capacity (5%)
- Experience in African countries (5%)
Annex 2 - Model Curriculum Vitae (CV)

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

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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<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
<th>Place of Assignment</th>
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Language Level

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<th>Written</th>
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<td>English</td>
<td>□ Fair □ Good □ Excellent</td>
<td>□ Fair □ Good □ Excellent</td>
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<tr>
<td>French</td>
<td>□ Fair □ Good □ Excellent</td>
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<td>Other (specify)</td>
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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. Utilize one half-page maximum.

**Education (University Level and above only):**

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**Professional Training:**

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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: