REQUEST FOR EXPRESSIONS OF INTEREST
FOR AN INDIVIDUAL CONSULTANT
AFRICAN DEVELOPMENT BANK

Avenue Joseph Anoma, 01 BP 1387 Abidjan 01, Côte d’Ivoire

Office of the Chief Economist, Vice-President for Economic Governance and Knowledge Management (ECVP)

E-mail: a.koffi@afdb.org; Telephone: +22520265935

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment:

Consultancy services for preparation of Implementation Completion Report (ICR) of the Knowledge Management Strategy (KMS) 2015-2020 (henceforth the assignment).

2. Objectives of the Assignment

2.1 The objective of the assignment is to prepare the ICR of the KMS 2015-2020. The ICR fulfils the Bank’s institutional requirement for Management self-evaluation of strategies at the end of the implementation period for the purpose of learning and reflection on implementation, as well as drawing lessons and making recommendations to inform the preparation of the successor strategy as necessary. The main objectives of the ICR are to evaluate the relevance, effectiveness, efficiency, and sustainability of the Bank Group’s knowledge management activities in implementing the KMS 2015-2020; and to draw lessons and making recommendations for the preparation of the KMS 2021-2025

2.2 To assess the Bank’s KMS 2015-2020, the evaluation will address the following main questions:

(i) What is the relevance, effectiveness, efficiency and sustainability of the KMS 2015-2020 in terms of objectives and expected results?

(ii) What is the progress achieved by the Bank in the implementation of the KMS 2015-2020?

(iii) To what extent has the Bank’s knowledge management activities focused on results?

(iv) To what extent is knowledge being generated, collected, analyzed, synthesized, made available in a timely manner, and in a format that is useful for decision making and contributes to effective delivery of Bank support to RMCs?

(i) Are there appropriate incentives to both produce good knowledge products and to apply that knowledge in Bank operations and policy dialogue with Regional Member Countries (RMCs)?

(ii) What have been the strengths, weaknesses, opportunities, and threats of the KMS 2015-2020 at design and during implementation?
3. Scope of work

The consultant will be expected to:

(i) Review selected key documentation related to a) the Bank’s knowledge management activities and development assistance to its regional member countries, b) global development policy commitments.

(iii) Seek the views of a range of internal and external stakeholders who have been engaged in the implementation of the KMS 2015-2020 and other Bank strategies to date. A combination of telephonic/video-conferencing interviews/electronic surveys are to be used for this purpose. Data collection should be both qualitative and quantitative.

(iv) Undertake desk studies of a representative sample of Bank knowledge work and products, and policy dialogue carried out by the Bank with RMCs and RECs, to discern how the Bank’s knowledge activities have contributed to these processes. The desk study will be complemented with surveys/interviews as needed.

(iii) Carry out a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the KMS 2015-2020 and assess the extent to which the design and the implementation of the strategy adequately leveraged this analysis.

(iv) Carry out a prospective SWOT analysis for a KMS for the period 2021-2025.

4. Deliverables Expected:

The consultant will prepare the following reports:

i) **Inception Report**: The consultant shall submit an inception report, which includes a logical framework with baseline data to assess the KMS, data sources, data collection methodology and respective tools (including evaluation questions and indicators), the evaluation methodology (including sampling of stakeholders and field activities), evaluation process (including work plan and schedule and quality assurance), and annotated outline of the ICR. The Inception Report will be assessed as satisfactory by the Bank’s Knowledge Management Committee and ECVP Management before the consultant proceed to the preparation of the draft final report.

**Data collection and analysis.** The consultant will carry out the evaluation as specified in the Inception Report, including review of key documents, interviews with a range of stakeholders, desk review of Bank knowledge work and products among others. Subsequently, all available data will be triangulated and analysed to create a credible evidence base to support the evaluation findings and conclusions and to answer the evaluation questions.
ii) **Draft ICR of the KMS 2015-2020**: The consultant shall submit draft ICR in accordance with these detailed Terms of Reference. The final report will contain all findings and conclusions, supporting evidence and appropriate explanation of methods used.

iii) **Final ICR of the KMS 2015-2020**: The consultant shall take into account the comments provided by the Bank and by key stakeholders on the draft ICR towards producing the final ICR. The final ICR should be assessed as satisfactory by the Knowledge Management Committee and by ECVP management. All data collection tools and the data collected are to be included as annexes to the final ICR and provided in electronic form. The link between evaluation questions, data collection, findings, analysis, conclusions, lessons learned, and recommendations must be clearly made and set out in the presentation of the evaluation findings.

5. **Consultant Profile**

The consultant must be a senior development expert with at least 15 years combined experience and expertise in economics, knowledge generation and management for development, development issues in Africa. In addition, the consultant should have extensive experience/track record in:

- International Financial Institutions’ and other international agencies’ development assistance operations;
- Knowledge generation, management and dissemination for international financial institutions.
- Knowledge of development assistance issues in Africa and particularly in relation to political, economic, private sector, social and environmental policies and operations.
- Supporting development agencies, international finance institutions, or multi-lateral development banks in defining and evaluating development policies, strategies and programs.
- Experience having carried out evaluation/reviews for large, complex organizations like the African Development Bank.
- Knowledge of Africa’s development challenges and business environment

6. The Office of the Chief Economist, Vice-Presidency for Economic Governance and Knowledge Management 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.).

7. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s **Procurement Policy and Procedure for Corporate Consultants Recruitment**. 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. The estimated duration of services is 4 (four) months and the estimated starting date is June 15th, 2020.

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

10. Remuneration

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

11. Expressions of interest must be received at the address below (either electronically by email or hard copy by post) no later than May 8th, 2020 at 17:00 hours Abidjan time and specifically mentioning [Consultancy services for the preparation of the Implementation Completion Report of the Knowledge Management Strategy 2015-2020]

For the attention of: Mrs. Amah Koffi
African Development Bank
Office of the Chief Economist, Vice-Presidency for Economic Governance and Knowledge Management
Zip Code: 01 BP 1387 Abidjan 01
Town: Abidjan
Country: Côte d’Ivoire
Tel: (225) 20 26 59 35
E-mail: a.koffi@afdb.org

Copy to: Mr. Amadou Boly; e-mail: a.boly@afdb.org.

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.

| General qualifications and suitability for the task | 25% |
| Experience in the specific assignment described above | 45% |
| Experience with international financial institutions | 25% |
| Language (Fluent in either English or French with a working knowledge of the other) | 5% |