REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
Immeuble du Centre de commerce International d'Abidjan CCIA
Avenue Jean-Paul II
01 BP 1387
Abidjan 01, Côte d'Ivoire

Civil Society & Community Engagement Division (AHGC2)
E-mail: m.kouassi@afdb.org and copy z.toure@afdb.org and t.yameogo@afdb.org
Telephone: +225 202 64650

1. The hereby invites Consultants to indicate their interest in the following Assignment: CONSULTANT SENIOR TO SUPPORT THE ORGANISATION OF THE CIVIL SOCIETY FORUM 2022

The purpose of the consultancy is to support the AHGC2 Division responsible for civil society engagement at the Bank, in organizing the Civil Society Forum 2022, specifically through assistance and support to developing the following technical materials among others: Agenda of the Forum; Run of Show; Approach Papers; Briefing Notes; Guidance Notes to facilitate the Forum; Invitations.

2. Task and deliverables

In close collaboration with the Task Manager, the selected contractor will be responsible for the following:

2.1. Development of the technical material for the Forum (assist and support)
   • Elaborate the detailed agenda of the Forum and the Run of show
   • Draft the issue papers for each of the 4 sub themes for the round table sessions
   • Assist on the identification and mobilization of moderators and panelists for the Forum
   • Draft the information and guidance notes for the panelists and moderators
   • Draft the speeches for the opening and the closing ceremonies
   • Elaborate the report of the Forum.

2.2. Identification of participants, moderators and guests
   • Coordinate with the Bank’s Senior Management front offices to secure their participation in the Forum
   • Liaise with the Bank-Civil Society Committee to draw up a list of speakers and participants
   • Liaise with the CSO Coalition on the COP27 to ensure effective participation
   • Coordinate the distribution of invitations to participants, including session chair(s), speakers and facilitators.
• Expected Deliverables
  • Civil Society Forum Agenda and Run of show
  • Approach papers approved by the Task Force
  • Speakers, facilitators and moderators identified and invited
  • Speeches and talking points
  • Report of the forum

3. The Civil Society and Community Engagement Division (AHGC2) invites qualified Consultants to indicate their interest in providing the above-described services. Interested eligible Consultants shall provide information on their qualifications and experience demonstrating their ability to provide the services (documentation, references for similar services, experience in comparable Assignments, CVs ...).

4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Rules and Procedure for the Selection of Corporate Consultants. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include it in the shortlist.

5. The consultancy is for a period of 60 working days starting from August to November 2022, with the potential to extend the contract based on performance.

6. Interested individuals may obtain further information at the address below during the Bank’s working hours: (9h00 – 17h00 GMT).

7. Expressions of interest must be received at the address below no later than 28 July 2022 at 17h30 GMT local time and specifically mentioning Senior Consultant Bank – Civil Society Forum 2022.
   For the attention of:

Mrs. Zéneb TOURE
Manager, Civil Society and Community Engagement Division
African Development Bank Group
Civil Society and Community Engagement Division (AHGC2)
Immeuble du Centre de commerce International d'Abidjan CCIA
Avenue Jean-Paul II
01 BP 1387
Tel: +225 20 26 44 64
E-mail: m.kouassi@afdb.org and copy z.toure@afdb.org and t.yameogo@afdb.org
ESTABLISHMENT OF THE SHORTLIST

The shortlist of three Consultants will be established at the end of the request of expression of interest. The Consultants in the shortlist will be evaluated on the following criteria on the basis of the CVs and other documents received.

General Qualifications and suitability to the Tasks 40
Experience in the specific assignment 40
Experience with International Institutions 10
Language Capacity 5
Working knowledge of the Africa Region 5

SELECTION CRITERIA

- Proven experience in managing and organizing international large-scale forum/summits. The Consultant should have at least 10 years of experience in policy agenda and event management;
- Excellent knowledge of the civil society landscape in the continent: Excellent knowledge of different civil society stakeholders (Government officials, high-level leaders from the Civil Society and academia) on the continent and beyond;
- Excellent managerial/organizational skills and a solution-oriented attitude.
- Demonstrated ability to work well both independently and within a multicultural team;
- Strong skills in writing communications content for large events and international summits;
- Good command of information and communication technology;
- Capacity to prioritize and manage a diverse range of partners, projects and activities;
- Familiarity with social media, technology and communication technologies required;
- Language: Proficiency in both English and French (spoken and written) is essential including the ability to draft at a professional level in this language.
- Ability to work under pressure to strict deadlines;
- Consultant presence in Abidjan is an asset.
Brief Description of the Assignment

The Civil Society and Community Engagement Division (AHGC2) is seeking a Senior Consultant to support the planning, implementation, and evaluation process for the Annual Civil Society Forum 2022.

- **Division making the request:** The Civil Society and Community Engagement Division (AHGC2)
- **Location of assignment:** Abidjan, Côte d’Ivoire
- **Period of assignment:** 6 months
- **Expected start date of the assignment:** 15 August 2022
- **Last date for providing your proposal:** 28 July 2022
- **Expression of interest to be submitted to:** Ms. Marie-josée Kouassi: m.kouassi@afdb.org and copy Ms. Zéneb Touré: z.toure@afdb.org and t.yameogo@afdb.org
- **Any questions/clarifications needed should be addressed to:** Ms. Marie-josée Kouassi: m.kouassi@afdb.org and copy Ms. Zéneb Touré: z.toure@afdb.org and t.yameogo@afdb.org

1. **Background**

The African Development Bank (AfDB or the Bank) is the premier multilateral development finance institution fostering economic growth and social progress in Africa. The Bank’s primary goal is to reduce poverty and improve the living standards of all Africans by mobilizing resources in and outside Africa. The Bank is dedicated to tackling the full complexities and challenges of development on the continent by providing financial and technical assistance to development projects and programs in regional member countries. It has integrated operations of lending directly to the public and
private sectors through a variety of financing instruments as well as providing advisory services.

The Gender, Women and Civil Society Department has a mandate to mainstream gender and civil society engagement across the Bank’s project cycle. As a result, the Civil Society and Community Engagement Division (AHGC2), found within the Gender, Women and Civil Society Department, is responsible for Bank-wide cooperation and partnership with civil society; coordinates and supports Civil Society Organizations (CSO) participation in Bank policies and operations. Furthermore, AHGC2 is specifically tasked with supporting the Bank’s operations and regional Departments to enhance engagement partnership with civil society actors in developing inclusive policies, strategies, and projects to benefit all communities in the Bank’s regional member countries. To demonstrate the Bank’s commitment to engaging with civil society, the Bank has institutionalized an annual Civil Society Forum organized separately from its Annual Meetings, to have an event dedicated to civil society engagement.

This year’s Civil Society Forum will be held under the theme “Engaging Civil Society for Climate Resilience and Just Energy Transition in Africa” aligned with the Bank’s agenda under the climate change and Energy transition prism and as a common theme running from the Civil Society Regional Forums held in 2021. The Regional Forums identified climate finance, energy transition and climate resilience as important topics to be discussed further in 2022.

The 2022 Forum will provide opportunities for Civil Society, the Bank, African leaders, International Institutions and African Climate Change Champions and Ambassadors to share their views on the role of Civil Society on the issue of climate adaptation for resilient growth in Africa, discuss key challenges, options and mainly opportunities to engage Civil Society on this substantial agenda.

The Civil Society Forum will be organized **06-07 October** on hybrid format: Panelist, Bank’s Civil Society Committee member, CSO Coalition on COP27 and guest of special sessions shall meet physically. Main audience across the Continent shall remain virtual through the Bank’s dedicated platforms.

2. **Purpose**

The purpose of the consultancy is to support the AHGC2 Division responsible for civil society engagement at the Bank, in organizing the Civil Society Forum 2022, specifically through assistance and support to developing the following technical materials among others: Agenda of the Forum; Run of Show; Approach Papers; Briefing Notes; Guidance Notes to facilitate the Forum; Invitations.

- **Task and deliverables**

  The consultant will be responsible for the following:

2.2 Development of the technical material for the Forum (assist and support)
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• Elaborate the report of the Forum.

2.3 Identification of participants, moderators and guests

• Coordinate with the Bank’s Senior Management front offices to secure their participation in the Forum
• Liaise with the Bank-Civil Society Committee to draw up a list of speakers and participants
• Liaise with the CSO Coalition on the COP27 to ensure effective participation
• Coordinate the distribution of invitations to participants, including session chair(s), speakers and facilitators.

• Expected Deliverables

  • Civil Society Forum Agenda and Run of show
  • Approach papers approved by the Task Force
  • Speakers, facilitators and moderators identified and invited
  • Speeches and talking points
  • Report of the forum

• Consultancy duration

The consultancy is for a period of 60 working days starting from August to November 2022, with the potential to extend the contract based on performance.

• Consultants Qualifications and requirements

  • Advanced degree in one of the following fields: Social sciences, public relations, business administration and management, communication.
  • Ten (10) years of prior work experience in assisting and/or fully managing the organization of a Forum and/or international large-scale events.
  • Excellent knowledge of the civil society landscape in Africa.
  • Strong skills in developing and writing communications content for large scale events.
  • Capacity to prioritize and manage a diverse range of partners, projects and activities.
  • Excellent managerial/organization skills with a solution-oriented attitude.
  • Demonstrated ability to work well both independently and within a multicultural team.
  • Language: Proficiency in English and French (spoken and written) is essential including the ability to draft at a professional level in both languages.
  • Ability to work under pressure and meet strict deadlines.