REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

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.KINYOHO@AFDB.ORG and copy M.KOUASSI@AFDB.ORG
Telephone: +225 20264464

1. The African Development Bank hereby invites qualified individuals to indicate their interest in the following Assignment: **Consultant to Develop a Toolkit for Mainstreaming Civil Society Engagement in the Bank’s Projects**

2. The purpose of this assignment is to support the Civil Society and Community Engagement Division in the design of a Toolkit for Mainstreaming Civil Society Engagement in the Bank’s Projects. This Toolkit will define critical steps and approaches to ensuring the engagement of civil society as key stakeholders in the entire project cycle, from project inception to monitoring and reviewing of their impact on the lives of the African people. The Consultant will be the Key Technical Expert, responsible for developing this Toolkit.

3. **Tasks and deliverables**
Under the overall supervision of the Manager of AHGC2 and working in close consultation with the Inter-Departmental Reference Group composed of Key Bank departments/Units, the Consultant will be expected to implement the following tasks:

➢ Undertake a Desk Review

The Consultant will conduct desk review of literature on CSO engagement in project documents; A thorough analysis of the references reviewed will help determine how the existing projects framework within the Bank’s Group has incorporated civil society engagement within the project cycle. This will inform the Tool that will be developed.

➢ Benchmarking

Conduct a benchmarking of Civil Society Engagement Tools used by other Multilateral Development Banks (MDBs) and development agencies; This will involve, to some extent, collaboration, consultation and sharing of information with other Multilateral Development Banks to determine the effectiveness of their tools.
Special focus will be on analyzing the key strengths and weaknesses Tools and the challenges that they face in the application of those Tools.

➢ Development of the Mainstreaming Toolkit

Applying a learning by doing approach; this means working with the Bank’s assigned Task Manager to learn through holding consultations, workshops, and meetings internally and externally with diverse stakeholders on civil society engagement in the work of the Bank; The Consultant will develop forms to implement focus groups discussions and interviews to collect relevant key data needed to develop the Toolkit.

➢ Peer Review:
The Consultant will work with the Task Manager to ensure the Bank reviews and gives feedback on the Mainstreaming Toolkit and the process is well document during the drafting and finalization processes

➢ Consultation Workshops
Work with Task Manager to organize at least two workshops, including one at HQ and one in the field to collect feedback, perspectives and various views in order to ensure representation of Bank wide view, and adapt the Guidelines to both HQ and field contexts;

➢ Pilot testing:
Work with the Task Manager to ensure pilot-testing of the Guidelines with the target end users (Bank staff) to determine their effectiveness. This will help monitor and audit the implementation and use of the Guidelines and generate additional feedback and recommendations;

➢ Updating and Completion
The Consultant will review, update and consolidate inputs and recommendations into the Guidelines following feedback;

➢ Finalization
All preparatory and validation workshops shall be virtual due to the prevailing COVID 19 pandemic.

An Inter-Departmental Reference Group will be tasked with determining the technical quality, relevance and applicability of this Toolkit to the Bank’s Group Operations and Projects, considering its people-centered driven approach, the buy-in for inclusive growth and the various cross-cutting themes and contexts within which Civil Society Organizations operate.

The Reference Group will review the final document and seek approval from key departments with relevant stake in strategies and policies approval. The Consultant will document the internal and external peer review process as well.

Prior to the validation process, the Reference Group will conduct final review and AHGC2 will consolidate the final draft and submit to CODE and OPSCOM clearance. The Department within which the Division falls will organize a validation workshop, integrate inputs and solicit Board adoption/approval process of the Toolkit.
4. The Civil Society and Community Engagement Division invites individuals to indicate their interest in providing the above-described services. Interested eligible candidates shall provide information on their qualifications and experience demonstrating their ability to provide the services (documentation, references for similar services, experience in comparable Assignments, such as list of previous contracts of similar nature undertaken and a certificate of good completion of works for these previous contracts from clients.

5. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Rules and Procedures for the Selection of Consultants of the African Development Bank.

6. The consultancy will be for a period of 60 days starting from September 29, 2020. The consultancy shall essentially be home-based until the current situation with the current COVID-19 pandemic improves, where the Consultant may be required to travel. In that case, the need for the consultant to travel shall be assessed and she/he informed accordingly.

7. Interested individuals may obtain further information at the address below during the Bank’s working hours: (09h00 – 17h00 GMT).

8. Expressions of interest must be received through the address below no later than Thursday 17th September 2020 at 17h30 GMT local time; The EOI should have the Title; “Consultant to Design a Toolkit for Mainstreaming Civil Society Engagement in the Bank’s Projects” and should be sent to the attention of:

   MS. 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.KINYOH@AFDB.ORG and copy M.KOUASSI@AFDB.ORG
AFRICAN DEVELOPMENT BANK

TERMS OF REFERENCE

AFRICAN DEVELOPMENT BANK

TEMPORARY PERSONNEL

<table>
<thead>
<tr>
<th>Position</th>
<th>Duration: 60 Days</th>
<th>Start date: 29/09/2020</th>
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<tbody>
<tr>
<td>Consultant to Design a Mainstreaming Tool for Civil Society Engagement in Projects</td>
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<tr>
<th>Division</th>
<th>Supervisor’s title</th>
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<tr>
<td>Civil Society and Community Engagement (AHGC2)</td>
<td>Manager, AHGC2</td>
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Introduction

1. The African Development Bank (the Bank) recognizes the importance of integrated approaches to addressing socioeconomic development challenges through programming with citizens to drive governance for enhanced delivery, management and oversight. Civil Society remains the most critical partners in achieving active community engagement in the Bank’s work with its Regional Member Countries. Civil Society Engagement (CSE) in the Bank’s operations has progressively become a means to enhancing stakeholder participation, inclusion and accountability in order to achieve sustainable development.

2. The Bank has embarked on a broader, more integrated, and coherent collaboration with Civil Society to achieve its High 5 Priorities. As such, effective engagement with Civil Society will require effective mainstreaming Civil Society Engagement (CSE) into Bank’s policies and operations. This implies the need to provide staff with very clear guidance on engaging Civil Society in operations and projects. In this regard, the Bank has created a Civil Society and Community Engagement Division (AHGC2) located within the Gender, Women and Civil Society Department (AHCG), under the Complex for Agriculture, Human and Social Development (AHVP), with the mandate to coordinate, implement, monitor and report on the Bank’s engagement with Civil Society across the Bank. AHGC2 is currently in the process of implementing a workplan based on 5 main pillars that include...
3. The Bank is committed to strengthening engagement with Civil Society Organizations (CSOs), with a view to enhancing relevance and quality of its programmes in the respective Countries. It is an essential process of respecting and promoting the rights and dignity of citizens, particularly those that are directly affected. CSOs are key stakeholder in the planning, implementation and review cycle of all the Bank Projects. They provide invaluable and nuanced feedback based on evidence and are able to bring to light facts and views of communities that they represent. This level of stakeholder engagement builds trust, improves accountability, community ownership of projects and ultimately help improve the quality of services that communities get. Engagement leads to greater empowerment of citizens and affected groups.

1. **Objectives of the Assignment**

1.1 The main objective of the consultancy is to develop a Toolkit for Mainstreaming Civil Society Engagement in the Bank Projects. This will cover the entire project cycle (Please refer to the Concept Note), from inception to monitoring and reviewing of their impact in the lives of the African people. The Consultant is the Key Technical Expert, responsible for developing this Toolkit.

1.2 This proposed tool will help to:

- Define Civil Society participation in the Bank’s Operations and identify different approaches, actions, methodologies and depths of Civil Society participation that will be undertaken as a requirement by Bank staff and partners
- Identify gaps and expand dialogue, participation and consultation with Civil Society as key stakeholders in the Bank’s Projects (including marginalized and most vulnerable groups)
- Develop a common understanding and approach by Bank staff on how to meaningfully engage with Civil Society Organizations, with clear indicators and timelines
- Ensure communities are well informed on the Bank’s Projects
- Enhance project transparency and accountability, leading to improved targeting, development outcomes, greater impact and improvement in the lives of beneficiaries at the country level
- Monitor the level of engagement of civil society organizations in the Bank’s projects: inception, implementation, impact assessment, indicating numbers being impacted and demonstrate diversity and inclusiveness

2. **Tasks and deliverables**

2.1 The Consultant will work under the supervision of the Civil Society Officer, Task Manager, the oversight of the Manager of the Civil Society and Community Engagement Division (AHGC2) and working in close consultation with the Inter-Departmental Reference Group composed of Key Bank departments/Units, the Consultant will be expected to implement the following tasks:

3. **Undertake a Desk Review**

The Consultant will conduct desk review of literature on civil society engagement in project documents; A thorough analysis of the references reviewed will help determine how the existing projects framework within the
Bank’s Group has incorporated civil society engagement within the project cycle. This will inform the Tool that will be developed.

5.1. Benchmarking

Conduct a benchmarking of Civil Society Engagement Tools used by other Multilateral Development Banks (MDBs) and development agencies; This will involve, to some extent, collaboration, consultation and sharing of information with other Multilateral Development Banks to determine the effectiveness of their tools. Special focus will be on analyzing the key strengths and weaknesses Tools and the challenges that they face in the application of those Tools.

5.2. Development of the Mainstreaming Toolkit

Applying a learning by doing approach; this means working with the Bank’s assigned Task Manager to learn through holding consultations, workshops, and meetings internally and externally with diverse stakeholders on civil society engagement in the work of the Bank; The Consultant will develop forms to implement focus groups discussions and interviews to collect relevant key data needed to develop the Toolkit.

5.3. Peer Review:

The Consultant will work with the Task Manager to ensure the Bank reviews and give feedback on the Mainstreaming Toolkit and the process is well document during the drafting and finalization processes;

5.4. Consultation Workshops

Work with Task Manager to organize at least two workshops, including one at HQ and one in the field to collect feedback, perspectives and various views in order to ensure representation of Bank wide view, and adapt the Guidelines to both HQ and field contexts;

5.5. Pilot testing:

Work with the Task Manager to ensure pilot-testing of the Guidelines with the target end users (Bank staff) to determine their effectiveness. This will help monitor and audit the implementation and use of the Guidelines and generate additional feedback and recommendations;

5.6. Updating and Completion

The Consultant will review, update and consolidate inputs and recommendations into the Guidelines following feedback;

5.7. Finalization

All preparatory and validation workshops shall be virtual due to the prevailing COVID-19 pandemic.

An Inter-Departmental Reference Group will be tasked with determining the technical quality, relevance and applicability of this Toolkit to the Bank’s Group Operations and Projects, considering its people-centered driven
approach, the buy-in for inclusive growth and the various cross-cutting themes and contexts within which Civil Society Organizations operate.

The Reference Group will review the final document and seek approval from key departments with relevant stake in strategies and policies approval. The Consultant will document the internal and external peer review process as well.

Prior to the validation process, the Reference Group will conduct final review and AHGC2 will consolidate the final draft and submit to CODE and OPSCOM clearance. Then AHGC would organize a validation workshop, integrate inputs and solicit Board adoption/approval process of the Toolkit.

6. Administration/reporting
The Consultant will work under the close supervision of the Task Manager, the Civil Society Officer. He/she will also have to work closely with Senior Civil Society Officer and the Inter-Departmental Reference Group.

7. Consultancy duration
The consultancy will be for a period of 60 days starting from 29 September, 2020 to end Nov 30, 2020. The consultancy shall essentially be home-based until the current situation with the current COVID-19 pandemic improves, where the Consultant may be required to travel. In that case, the need for the consultant to travel shall be assessed and she/he informed accordingly.

8. Consultant Qualifications and requirements
➢ Hold at least a minimum of a Master’s degree or its equivalent in Development Studies, Sociology, Anthropology, Economics or closely related disciplines;
➢ Relevant knowledge with at least 8 years’ experience in civil society engagement, advocacy, stakeholder dialogue or social development
➢ A good mastery of quantitative and qualitative methods in social research
➢ Relevant experience in the design of mainstreaming tools and Project Design and Management
➢ Ability to work independently and as part of a team; well organized, and able to prioritize multiple tasks, while driving results;
➢ Hands-on experience in social survey design, data collection and analyses;
➢ Good knowledge of African economic and development issues;
➢ Excellent analytical and negotiation skills, coupled with good skills in stakeholder consultation;
➢ Proven capacity in developing monitoring and evaluation frameworks;
➢ Good communication skills and ability to build effective working relationships in a diverse multicultural environment;
➢ Communicate and write effectively in English or French, with a good working knowledge of the other language;
➢ Competences in the use of standard Microsoft Office applications (Word, Excel, Access, PowerPoint).
9. **Remuneration**

The Consultant will be paid according to his/her qualifications and commensurate with the African Development Bank’s Rules and Procedures for Recruitment and Remuneration of Consultants.

Where necessary, per diem will be paid for days spent on missions as well as travel expenses where applicable, in line with the Bank’s Travel Policy for individual consultants. The consultant will have to obtain personal health insurance cover at their own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

10. **Establishment of a Shortlist**

A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria based on their updated resumes.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Consultant’s experience relevant to the assignment</td>
<td>40%</td>
</tr>
<tr>
<td>General qualifications and suitability</td>
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<tr>
<td>Experience with the African Development Bank, MDBs or similar</td>
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<tr>
<td>development institutions</td>
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<tr>
<td>Language capacity</td>
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<tr>
<td>Knowledge of African region</td>
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</tbody>
</table>

**Submitted by:**

Njeri KINYOHO

M.KINYOHO@AFDB.ORG

**In copy**

Marie-Jose KOUASSI

M.KOUASSI@AFDB.ORG

**Date:** 02/09/2020