

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK Sustainable Energy Fund for Africa (SEFA)

Procurement and Contracts Management Officer – Individual Long-term Consultant

1. The African Development Bank invites eligible individual consultants to indicate their Interest in providing **Procurement and Contracts management Services** to support the Renewable Energy and Energy Efficiency Department (PERN) in particular the Sustainable Energy fund for Africa (SEFA). The consultant will also undertake activities related to project and corporate procurement.
2. The services to be provided under the Assignment include:
 - ✓ Provide advice to SEFA management and task managers on wide ranging complex technical and other issues relating to the selection of consultants.
 - ✓ Ensure compliance with the Bank's policies and regulations relating to eligibility, and the general conditions for acquisition of Consulting services.
 - ✓ Assist Task Managers in conducting various steps of the procurement process.
 - ✓ Participate in the preparation, screening and review of applications for financing.
 - ✓ Review and/or draft, procurement chapters/sections for Aide-memoire and Project Appraisal Reports for final clearance by the Bank's procurement department in accordance with the applicable Delegation of Authority Matrix (DAM).
 - ✓ Assist Task Managers in the analysis relating to procurement, and provide relevant recommendations, when validation from SNFI and no-objections are requested from the Bank at different stages of the implementation of the PERN3 projects/programs.
 - ✓ Develop appropriate templates in compliance with recommended Bank memos and templates (e.g., documents, internal memos, emails) to initiate and complete procurement processes.
 - ✓ In collaboration with the Consultant Management Unit (TCCM) and the fiduciary Department (SNFI), organize procurement trainings for PERN staff and ensure that all new staff joining the department acquire within a short period the required training towards procurement activities.
 - ✓ Undertake related duties as assigned.
3. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, CVs, experience in similar assignments, etc.).
4. The eligibility criteria, the establishment of a shortlist and the selection procedure shall conform to the Bank's Rules and Procedure for the Use of Consultants under projects financed by the Bank Group. Please note that the expression of interest by a consultant does not imply any obligation on the part of the Bank to include the Consultant in the shortlist. The Bank retains the right to postpone or cancel this recruitment process.
5. The duration of services is twelve (12) months (with a possibility of renewal subject to satisfactory performance), and the estimate starting date is June 2023.

6. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours.

For the EOI to be considered, the consultant needs to be registered in the AfDB DACON Consultant database .See link below.

https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac_wd_login_page/#).

7. Expressions of interest must be received at the address below no later than **24 May 2023, 6 PM Abidjan time** and mention “**Procurement and Contracts Officer – Your Name.**”

Mr. Joao CUNHA,
Division Manager – Renewable Energy Funds (PERN3)
Email:G.LIMA@AFDB.ORG;A.KOUASSI@AFDB.ORG

Any questions and requests for clarifications may be sent to:

Mr. Joao CUNHA,
E-mail: G.LIMA@AFDB.ORG;A.KOUASSI@AFDB.ORG

8. 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:

Criteria	Weight
Level of education (Masters degree in engineering, business administration or similar)	30
Level of experience relevant to the assignment	50
Experience in the region	10
Language proficiency	10