

**REQUEST FOR EXPRESSIONS OF INTEREST
RENEWABLE ENERGY AND ENERGY EFFICIENCY DEPARTMENT
Sustainable Energy Fund for Africa (SEFA)**

SEFA Portfolio Officer – Individual Consultant

Expressions of interest are being requested for an Individual Long-term Consultant Position

1. The African Development Bank (the Bank) invites eligible consultants to indicate their Interest in providing services under the Sustainable Energy Fund for Africa (SEFA) to support as Portfolio Officer to effectively support the management, administration and monitoring of the SEFA's project portfolio from identification to completion in line with approved SEFA Operational Procedures Document (OPD), Bank investment policies and project/contract agreements.
2. SEFA is a multi-donor Special Fund managed by the Bank, with the mandate of unlocking private sector investments through technical assistance and concessional investments along three themes, namely Green Baseload (GBL), Green Mini-grids (GMG) and Energy Efficiency (EE). The Fund's overarching goal is to contribute to universal access to affordable, reliable, sustainable, and modern energy services for all in Africa, in line with the New Deal on Energy for Africa and Sustainable Development Goal 7. SEFA was established in 2011 in partnership with the government of Denmark and has since received contributions from the governments of the United States, United Kingdom, Italy, Norway, Spain, Sweden, Germany, the Nordic Development Fund and Global Energy Alliance for People and Planet (GEAPP). SEFA is housed in the Renewable Energy and Energy Efficiency Department (PERN) under the Power, Energy, Climate, and Green Growth (PEVP) complex.
3. Under the supervision of the SEFA Operations Officer and Coordinator, the consultant will provide administration and technical support to SEFA Secretariat and, in particular, will assist in the following areas: (i) pipeline management, (ii) portfolio management and information systems; (ii) financial Management and (iv) Results Management, Reporting and Knowledge Management.
4. 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.).
5. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's Rules and Procedure for the Use of Consultants. 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. The duration of services is 12 months, 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*.
7. Expressions of interest must be received in softcopy at the email address below no later than **Friday 10th March and mention "Portfolio Officer – Your name."**

Mr. Joao Duarte Cunha, Division Manager, PERN3
E-mail: G.LIMA@AFDB.ORG with copy to T.MUNGAJ@AFDB.ORG

Any questions and requests for clarifications may be sent to:

Mrs. Thuguri Mungai

E-mail: T.MUNGAI@AFDB.ORG

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:

Level of education in general	20%
Educational level compared to the field of mission	20%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%