

**AFRICAN LEGAL SUPPORT FACILITY  
FACILITE AFRICAINE DE SOUTIEN JURIDIQUE**

Immeuble CCIA Plateau  
01 B. P 1387 Abidjan 01  
Côte d'Ivoire

Téléphone : (225) 27 20 26 35 96



**PROCUREMENT NOTICE  
IT SUPPORT CONSULTANT**

Ref:

Date: **XX**/01/2023

**ANNEX 1**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF AN  
IT SUPPORT CONSULTANT**

The African Legal Support Facility ("ALSF" or the "Facility") requires the services of an IT Consultant (the Consultant) to assist in the Office of the Director.

**1. General information about ALSF**

The ALSF is an international organization whose membership comprises African countries (regional member countries or RMCs), non-regional member countries, and international organizations including the African Development Bank (AfDB or the Bank). The ALSF is hosted at the AfDB in Abidjan, Côte d'Ivoire. The ALSF's main objectives include:

- a. assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities);
- b. providing legal advisory services to African Governments in the negotiation of complex commercial transactions relating to natural resources and extractives, energy, infrastructure PPPs, sovereign finance, and related commercial agreements;
- c. capacity building for lawyers and public officials in relation to the above; and
- d. development of knowledge products.

The institutional structure of the Facility consists of:

- a. the Governing Council,
- b. the Management Board, and
- c. the Director and Staff.

The Office of the Director comprises various functions that are strategic or are required to ensure effective operation of the Facility, including resource mobilization, Monitoring & Evaluation, MIS, finance, and communication.

**2. Duties & Responsibilities**

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The IT Support Consultant will manage the Facility's IT resources, advise on IT issues generally, recommend and implement IT solutions to facilitate the ALSF's operations, and manage the implementation and administration of the ALSF's MIS and IT systems, including maintaining the systems, solving daily issues and bugs in the systems, providing timely assistance to users and staff, and updating the systems periodically. The specific tasks include:

- a. *MIS implementation:* a) support the development of the second phase of the Management Information System (MIS) and ensure its successful implementation in coordination with the AfDB's IT department; b) Extract, clean and load inputs data required for the proper functioning of the MIS; c) Organize regular meetings with developers, ALSF staff and the Bank's IT team working on the MIS to collect all stakeholders needs, update on the implementation progress, and solve bottlenecks that arise during the implementation; d) Perform regular quality assurance of the MIS, to ensure quality at entry, propose corrective actions and follow up on their implementation; e) Extract and provide data from the system upon request from authorized stakeholders; f) Assist ALSF staff to solve day-to-day issues faced during the use of the MIS; g) Liaise with the Bank's IT support team to request intervention upon system failure and follow up on the requests.
- b. *Data engineering:* a) Extract process and load data from various data sources to the central MIS database (MariaDB). The data source can be an Excel file, database, SAP ERP, XML file, online sources, or reading documentation (operations documents, project documents); b) Record and maintain metadata; c) Publish data to an Excel file as well as in XML format based on an XML Schema; d) Propose possible evolutions to data processes and IT systems to automate the process; and e) Develop applications with interfaces that can be used to manage data directly to the target database to reduce flat file importing.
- c. *MIS administration* (In collaboration with AfDB IT teams): a) Ensure permanent availability of the MIS. b) Undertake system updates, including protocols for security, back up and data recovery; c) Set up (installation and configuration) and testing; d) Monitor and optimize performance and efficiency; e) Support the design and preparation of reports for management by querying database as per need; f) Develop protocols for data processing; g) Create complex query definitions that allow data to be extracted; h) Back up the database; i) Maintain archived data; j) Train colleagues on how to input and extract data; k) Carry out troubleshooting; l) Enroll users; and m) Maintain system security.
- d. *Digital Platforms including training portals, collaboration spaces, websites, and social media:* a) Support the design and preparation of digital platforms; b) Manage ALSF Digital Platforms; c) Advice and support on creation and integration of digital platforms; d) Monitor and optimize platforms performance and efficiency; e) Carry out troubleshooting; f) Enroll users; g) Maintain system efficiency and security.
- e. *Information Technology security:* IT system hosting services are provided by the AfDB IT Department. The IT Support Officer will ensure regular follow-up with the relevant AfDB departments to ensure compliance of ALSF's systems with AfDB and ALSF security requirements.

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- f. *Administrative assistance:* a) Provide required assistance in resolving day-to-day IT related issues; b) Ensure proper record keeping; c) Draft general correspondence and responses to enquiries and requests for IT-related information; d) Assist in recruiting and managing specialists for specific assignments; d) Liaise with IT service providers and manage IT resources.
- g. *Communication support:* Provide requisite IT support for implementation of the ALSF communication strategy and activities.
- h. Perform such other assignments as may be required from time to time by the Facility.

### **3. Selection Criteria**

The Qualifications and Experience required include:

- a. Hold at least a master's degree in computer science, information technology, programming, communication, or a related field.
- b. Have a minimum of five (5) years of relevant professional experience in implementation and administration of Management Information Systems.
- c. Have a minimum of three (3) years of graphic design and implementation of information-rich, easy-to-use and large-scale web-based applications.
- d. Have a proven track record in web development with a strong portfolio of completed web projects (candidate must present at least three (3) systems of similar scope developed).
- e. Have experience in mastering web development (Front End Angular, backend Java, SQL Databases).
- f. Have a command of reporting tools integrated into a database, such as Power BI, Tableau, etc.
- g. Have a good understanding of OpenID and REST API (interconnection with the Box.com and Basecamp.com platforms;).
- h. Have experience in web servers (Apache, Tomcat, Nginx, etc.) and IT security.
- i. Have proven coordination skills and be able to work under pressure in a multicultural environment, to accomplish multiple tasks, and meet deadlines
- j. Fluency (written and spoken) in French or English, with preferably a good working knowledge of the other language.

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**4. Duration and duty station**

The estimated duration of the services is Six (6) months, with possibility of renewal or extension based on performance. The consultant will be based in Abidjan, Côte d'Ivoire.

**5. Eligibility criteria**

The establishment of a short list and the selection procedure shall be in conformity with the ALSF's Rules and Procedures for the Use of Consultants. Please note that interest expressed by a consultant does not imply any obligation on the part of the ALSF to include him/her in the shortlist.

Interested Individual Consultants may obtain further information at the address below during the ALSF's working hours: 08:00 to 17:00 hours.

**Expressions of interest must be received at the address below no later than 28 February 2023 at 18h00 local time and specifically mentioning IT Support Consultant**

**For the attention of: The Manager of the Corporate Affairs Division  
Mrs. Carmen FREIRE DA COSTA  
African Legal Support Facility (ALSF)  
CCIA Plateau, 01 B.P. 1387  
Abidjan 01, Côte d'Ivoire  
E-mail: [alsf@afdb.org](mailto:alsf@afdb.org)  
Telephone: +225 27 20 26 42 34**

**6. Short List**

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.

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%

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**ANNEX 2 :  
MINIMUM INFORMATION REQUIRED**

Title of the Assignment: **IT Support Consultant**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

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**Key Qualifications:**

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities that you exercised. Utilize one half-page maximum.

**Education (University Level and above only):**

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

**Professional Training:**

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

**Employment Record:**

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

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**Reference:**

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses that I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Legal Support Facility might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Facility. The African Legal Support Facility may verify any statements, which I made in this application.

Date: \_\_\_\_\_

*Signature:* -----