



AFRICAN DEVELOPMENT BANK GROUP
GROUPE DE LA BANQUE AFRICAINE
DE DEVELOPPEMENT

AFRICAN DEVELOPMENT BANK

Immeuble CCIA, Avenue Jean Paul, Abidjan 01 – Côte d’Ivoire

REQUEST FOR EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT

SENIOR ENGLISH-SPEAKING WRITER/EDITOR

Brief Description of the Assignment: The consultant will support the development and execution of strategic communications plans for the Bank, internally and externally.

Department issuing the request: Editorial and Media Relations (PCER1)

Place of assignment: Abidjan, Côte d’Ivoire

Duration of the assignment: 12 months

Tentative date of commencement: 9th August 2023

Deadline for applications: 19th July 2023 at 17:00 GMT

How to submit applications: [click here](#)

Questions and requests for clarification may be sent to: m.thouraya@afdb.org

Terms of Reference For the recruitment of Senior English speaking Writer/ Editor consultant

1- Background

The African Development Bank (“the Bank”) is a premier multilateral development finance institution. Its mission is to contribute to the economic development and social progress of its regional members, mobilize resources for the financing of development projects and promote economic integration on the continent. The Bank has 54 African member countries and 27 non-regional member countries. It has established cooperation ties with an extensive network of international development partners, and enjoys a very good reputation on the capital markets. Since its inception in 1964, the Bank Group has committed over US\$100 billion to support more than 4,000 development projects and programs in Africa.

Over the last 10 years, the Bank has grown in size and impact, and modernized its operations to drive efficiency and value for money.

The Communication and External Relations Department is seeking to recruit a Senior Writer and Editor (individual consultant) to help the Department deliver on its mandate, meet tight deadlines and provide high-level editorial services to the Bank's Senior Management.

2- Scope of work

The responsibilities of the Senior Writer and Editor will be to support the development and execution of strategic communications plans for the Bank, internally and externally. This will include but not be limited to the following:

Core responsibilities:

- Provide editorial support for strategic purposes and high-level events involving the Bank's president, senior vice president, vice presidents, secretary general and senior management of the Bank.
- Editorial responsibilities shall include and not limited to the following: Oversight responsibility for the drafting and editing of press releases, social media posts, web stories, opinion/editorial articles, analysis, feature stories, social media posts, blogs, talking points, interview briefs, press statements and recording audio clips.
- To be deployed for key missions of the Bank, including those led by the president, senior vice president, vice presidents and other senior management personnel of the Bank. During missions, follow the Bank's deployment practice of delivering coverage before, during and after the mission. This includes setting up media interviews, coordinate necessary all communication collaterals and offering any multimedia production support.
- Provide media and social media training support to Bank management and staff as requested by PCER Director.
- The Senior Writer and Editor will be expected to perform any other duties as assigned by PCER management.

3- Qualifications and Experience

The assignment will be undertaken by an individual consultant who meets the following criteria:

- Minimum of a Bachelor degree in Journalism, Communications, International Relations, or a related field
- National of an African Development Bank member country;
- Not less than 20 years of experience as a writer, reporter, journalist and communication expert, with at least 10 years of professional experience as an editor for a recognized digital or print publication or website. Experience in the fields of finance, economics, agriculture or human development would be particularly welcome.
- Excellent ability to write and communicate flawlessly in English, and a good working knowledge of French.
- Proven ability to write and edit a various set of pieces for Senior Management: op-eds, speeches, feature stories.
- Excellent interpersonal skills, working experience within multicultural teams and international organizations or companies, and knowledge of Africa and development issues

- Ability to solve problems, undertake relevant research and analysis, and fact-checking
- Ability to work in a fast-paced environment
- A team player and self-starter with a can-do attitude
- Proficiency in standard software such as Word, Excel, PowerPoint, Outlook, as well as knowledge of best practices in social media.

4- Reporting line

The Senior Writer and Editor (Consultant) will report to the Manager PCER1.

5- Timeframe and place of work

The consultant is expected to commence the assignment on the 9th of August 2023. The assignment is for a period of twelve months. The consultant will work from home with regular contact with the supervisor and the team, as necessary.

6- Establishment of the Shortlist

A shortlist of three to six individual consultants will be established at the end of the stipulated period of request for expressions of interest. Consultants on the shortlist will be assessed based on the following criteria and on the basis of their updated résumé:

Qualifications relevant to the assignment	30%
Experience in the area of the assignment as shown in work samples and understanding of the terms of reference	40%
Experience with writing and editing for both traditional and digital media platforms	10%
Experience with international institutions such as the African Development Bank	5%
Knowledge of the region (Africa)	10%
Language proficiency (fluent English, with working knowledge of French)	5%
Total	100%

To express your interest, please submit your cover letter and an updated CV. Please use this template for naming your files:

- [Your-Last-Name]_[Your-First-Name]_CV
- [Your-Last-Name]_[Your-First-Name]_Cover-Letter
- [Your-Last-Name]_[Your-First-Name]_Samples

To facilitate our candidate assessment process, please attach an updated curriculum vitae on the basis of the template below. This does not prevent you from submitting another version of your CV in the format / layout of your choice, under cover of a strong cover letter, where are free to make a case for your candidacy.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment: Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.) employed in the African Development Bank?				Yes <input type="checkbox"/> No <input type="checkbox"/> If «Yes», the following data must be provided			
Name		Relationship		Organisation Unit		Place of Assignment	
Language Level		Read		Written		Spoken	
English	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	
	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	
	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	
French	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	
	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	
	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	
Other (specify)	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Fair	
	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Good	
	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Excellent	

Key Qualifications:

Please provide (1) a summary of your experience and training, highlighting the most relevant experience for the proposed assignment; and (2) the responsibilities which you exercised. This should be no longer than half a 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	To	

Employment Record:

Begin with your most recent employment. For each job that you have had since earning your master's degree, please indicate:

- Name of the employer
- Type of activity/business of the employer
- Title / Function
- Place of employment
- Date of employment
- Brief description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship to yourself, who are familiar with your character and the positions that you have held.

I hereby certify that the responses which I have 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 Development Bank might result in the rejection of my application, termination of my contract or any other administrative sanction by the Bank. The African Development Bank may verify any statement that I have made in this application.

Date: _____

Signature: