

REQUEST FOR EXPRESSIONS OF INTEREST FOR AN INDIVIDUAL CONSULTANT



AFRICAN DEVELOPMENT BANK GROUP

Rue Joseph Anoma, 01 BP 1387
Abidjan 01, Cote d'Ivoire

Syndication & Co-Financing Division
Syndication, Co-financing and Client Solutions Department
Email: FISTconsultant@afbd.org

1. The African Development Bank (the “Bank”) hereby invites Junior Individual Consultants to indicate their interest in the following assignment: **Syndication, Co-financing Facilities Support**.
 - The Assignment will entail working with the Syndication & Co-Financing Division (“FIST.1” or the “Division”) of the Syndication, Co-Financing, and Client Solutions Department, and other Departments concerned across the Bank, to support the implementation of several existing arrangements/facilities the Bank has in place with certain development partners for co-financing.
2. The services to be provided under the assignment include assisting the Division in meeting its commitments to:
 - Support the team in the design of the Co-Financing Dashboard, working notably on designing the platform, collecting necessary data, analyzing and presenting it, with the view to ensure readability of key information required by the Executive Management team. The Dashboard will also act as a project tracker.
 - Ensure the fulfillment and performance of Bank’s obligations under co-financing agreements, especially in the case of joint financing where the Bank provides specific fee-based services acting as lender’s agent.
 - Leverage Bank’s financial resources by maximizing co-financing with other development partners under both existing and new co-financing arrangements and facilities. Existing facilities presently include the European Union, Agence Française de Développement (France), Africa Growing Together Fund (China), Accelerated Co-financing Facility for Africa (ACFA), the Islamic Development Bank and other ad hoc arrangements based on general cooperation agreements (MOUs).

Given the aforementioned, the Consultant will need to be familiar with data management, dashboard creation and management with familiarity with the Bank’s (or other comparable Multilateral Development Bank) lending procedures and policies or those of bilateral partners. English or French fluency is a must, and/or other relevant languages a plus. Prior experience with donor coordination, co-financing and resource mobilization is an advantage.

3. The Syndication and Co-Financing Division invites individual junior consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide their

curriculum vitae and information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).

4. 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 Corporate 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.
5. The estimated duration of services is **6 months** and the estimated starting date is May 1st 2023 at the Bank's headquarters in Abidjan, Cote d'Ivoire.
6. Interested Individual Consultants may obtain further information and clarifications from fistconsultant@afdb.org.
7. Expressions of interest must be submitted to: Syndication & Co-Financing Division, Email: fistconsultant@afdb.org with a copy to Rim Bekri, e-mail: r.bekri@afdb.org so as to be received no later than April 14th 2023 **at 17:00 GMT** and specifically mentioning: **Syndication, Co-financing Facilities Support Junior Consultancy**.

TERMS OF REFERENCE

Syndication, Co-Financing Facilities Support Consultant

I. BACKGROUND

The Assignment entails working with the Syndication & Co-Financing Division (“FIST1” or the “Division”) of the Syndication, Co-Financing, and Client Solutions Department, and other Departments concerned across the Bank, to design a Dashboard of Co-financing facilities and support the implementation of several existing arrangements/facilities the Bank has in place with development partners for co-financing.

II. OBJECTIVES OF THE ASSIGNMENT

The services to be provided under the Assignment include assisting the Division in meeting its commitments to:

- Support the team in the design of the Co-Financing Dashboard, working notably on designing the platform, collecting necessary data, analyzing and presenting it, with the view to ensure readability of key information required by the Executive Management team. The Dashboard will also act as a project tracker.
- Ensure the fulfillment and performance of Bank’s obligations under co-financing agreements, especially in the case of joint financing where the Bank provides specific fee-based services acting as lender’s agent.
- Leverage Bank’s financial resources by maximizing co-financing with other development partners under both existing and new co-financing arrangements and facilities. Existing facilities presently include the European Union, Agence Française de Développement (France), Arica Growing Together Fund (China), Accelerated Co-financing Facility for Africa (ACFA), , the Islamic Development Bank and other ad hoc arrangements based on general cooperation agreements (MOUs).
- Assist the team in drafting and presenting documents to comply with internal and external reporting requirements as required by management or stipulated under each co-financing agreement.
- Prepare PowerPoint presentation materials to support the internal and external stakeholders engagement

III. SCOPE OF THE ASSIGNMENT

Key responsibilities will include but are not limited to:

A. Design a Dashboard of Co-financing facilities and project tracker:

Collecting input data

- Contact data focal points for co-financing projects: task managers, support teams.

- Design and update data collection templates
- Engage focal points to ensure timely submission

Checking coherence of data collected

- Validate data submitted
- Check for coherence with previous submissions
- Ensure formatting is respected and reformat as need be
- Cross-check with other sources of information

Analyzing past data

- Analyze trends and difference compared to previous periods
- Build coherent time series

Projecting future performance based on trends

- Deduct future performance
- Make projections based on a clear set of assumptions
- Validate projections with relevant stakeholders and departments

Presenting the data in a format appropriate for the Co-Financing Management Team

- Input data in the Dashboard model
- Update the model based on new requirements
- Safeguard integrity of the model and underlying formulas
- Provide short summaries in text format

B. Overall support to the Syndication and Co-Financing team:

- Supporting the production of reporting as part of the Co-financing facilities management by the FIST team, such as quarterly reports, Loan and Portfolio Management reports.
- Coordinating with key internal counterparts (Office of the Vice President for Regional Development, Integration and Business Delivery; Regional and Country Program Officers; Sector Departments and project Task Managers among others) to identify co-financing candidates in the Bank's pipeline for the attention of relevant co-financing facilities coordinators;
- Developing and maintaining a regular co-financing pipeline and progress report;
- Preparing co-financing requests for transmission to prospective co-financiers;
- Organizing, participating in and recording the minutes of consultation meetings with co-financiers;
- Supporting and promoting knowledge and awareness of Bank's co-financing arrangements;
- Acquiring and applying expert knowledge of Bank's co-financing facilities to assisting task managers and other Bank staff concerned with respect to the applicable policies and procedures;
- Acquiring, compiling, consolidating, verifying and analyzing relevant information from many sources both internal and external, including information on project evaluation and development results;
- Preparing reports and fulfilling scheduled/assigned reporting requirements (to management as well as to external agencies per applicable agreements);
- Support the syndication activities of the Bank as required including working on presentations to potential clients and undertaking financial analysis and review of potential borrowers

- Other relevant tasks, as may be assigned.

IV. PROFILE OF THE CONSULTANT

The Consultant will need to be familiar with the Bank (or other comparable Multilateral Development Bank) lending procedures and policies as well as those of bilateral partners. English fluency is a must, French and/or other relevant languages a plus. Prior experience with donor coordination, co-financing and resource mobilization is an advantage.

- Master's degree in Information Systems, Business Administration, finance or other relevant fields and related disciplines with at least 2 years of experience.
- A national of a Bank's Regional Member Country (RMC).
- Be under 32 years of age on 31 December 2023.
- A minimum of 2 years of relevant professional experience in dashboard creation and management, data management and mining, analysis, and forecasting either with a similar development or financial institution, or in the private sector;
- Demonstrated interpersonal and communication skills, with strong record of working effectively across institutional boundaries;
- Ability to produce high quality work on a variety of issues within very short deadlines and make effective judgment calls;
- Ability to work within a multi-disciplinary team of staff from diverse cultural and linguistic backgrounds;
- Knowledge and prior exposure to portfolio and project trackers, dashboard management, would constitute a significant plus;
- Good command of IT tools and computer skills: Excel, Access, PowerPoint, Word or equivalent. Experience with data modeling, ETL processes & tool such as Talend, Power Automate, Power Query would be a plus.

V. DURATION OF ASSIGNMENT

The duration of the mission is expected for 6 months. The assignment can start as soon as possible. The renewal will be subject to the performance of the consultant and the availability of the budget.

VI. SUPERVISION OF THE MISSION

The consultant will perform the assignment under the supervision of FIST.1 Manager.

VII. LOCATION

The work will be carried out on hybrid mode: remotely and/or at the Bank's headquarters in Abidjan, Cote d'Ivoire.

VIII. REMUNERATION

The consultant will receive a monthly lump sum rate based on his experience. No additional benefits or per diem will be paid. The individual consultant is responsible for his/her own health insurance and own accommodation costs.