



REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK GROUP (AfDB)

CCIA Building - Avenue Jean-Paul II

01 BP 1387 Abidjan 01

Côte D'Ivoire

OFFICE OF INTEGRITY & ANTI-CORRUPTION (PIAC)

Integrity & Prevention Division (PIAC 1)

Telephone: (00225) 20265827 - Email: V.BAMBA@AFDB.ORG

Expressions of interest are being requested for a **Short-Term Individual Consultant- Capacity Building and Awareness Raising -**

Brief Description of the Assignment

The consultant is expected to provide support to the Office of Integrity and Anti-Corruption (PIAC) to implement its capacity building and awareness raising activities.

Department issuing the request: Office of Integrity & Anti-Corruption (PIAC)

Duration of the assignment: three (3) months, with possibility of renewal subject to satisfactory performance.

Eligibility Criteria, establishment of the shortlist and the selection procedure shall be in accordance with the Bank's "Rules and Procedures for the Use of Consultants". Please note that interest expressed by an individual does not imply any obligation on the part of the Bank to include the individual in the shortlist.

Tentative Date of commencement: Monday 17 April 2023

Deadline for applications: Wednesday 22 March 2023

Applications to be submitted via email to: INTEGRITY_ANTI-CORRUPTION@AFDB.ORG, copying V.BAMBA@AFDB.ORG

Any questions and requests for clarifications may be sent via email to: V.BAMBA@AFDB.ORG. For the EOI to be considered, the consultant needs to be registered in the AfDB DACON Consultant database - use the following link: <https://econsultant.afdb.org:44356/welcomedacon#>

A shortlist of three to six applicants will be established at the end of the request of expression of interest. The shortlisted applicants will be assessed on the following criteria:

General Qualifications and adequacy for the assignment to be undertaken	(25%)
Knowledge and work experience in the area of assignment to be undertaken	(30%)

Experience in the use of Compliance databases	(15%)
Experience with an international development organization	(10%)
Language Proficiency	(10%)
Knowledge of the Region	(10%)

Terms of Reference for: A CONSULTANT - INTEGRITY SPECIALIST. CAPACITY BUILDING AND AWARENESS RAISING

1. Introduction/ Background

The Bank:

Established in 1964, the African Development Bank (“AfDB” or “the Bank”) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are eighty (80) member states, including fifty-four (54) in Africa (Regional Member Countries). The Bank’s development agenda is to deliver the financial and technical support for transformative projects that will significantly reduce poverty, through inclusive and sustainable economic growth. In order to sharply focus the Bank’s objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

The Hiring Department and Division:

The Office of Integrity and Anti-Corruption (PIAC) has the objective of protecting the Bank’s corporate image and reputation, and improving the continent's investment climate through the deterrence, prevention and reduction of fraud, corruption, staff misconduct and other harmful practices within the Bank Group.

PIAC has the mandate to undertake unhindered investigations into allegations of corruption, fraud and other malpractices in Bank Group Financed Operations and to conduct investigations into allegations of misconduct involving staff members of the Bank. PIAC also has the mandate to develop and implement policies, tools and proactive measures to prevent fraud, corruption and misconduct. In this context, PIAC maintains the highest standard of professional proficiency and integrity; and is guided by ethos of confidentiality and due diligence.

The Integrity and Prevention Division (PIAC.1) is responsible for the prevention mandate of the Office. To achieve its mandate, the Division is directly supervised by a Manager, who reports to the Director. Its main activities are to:

- Develop and implement tools and proactive measures, including campaigns and outreach programs, to train and assist operational staff and other partners of the Bank Group, in order to proactively reduce integrity violations, misconduct, fraud or corruption within Bank Group-financed Operations; Conduct fraud and corruption awareness and publicity programs in Regional Member Countries (RMCs) among external partners.
- Develop and maintain knowledge management database and information sharing networks for best practices and lessons learned in integrity, prevention, detection activities and investigations of misconduct.
- Provide expert advice to management and field offices on significant integrity concerns and assess whether potential risks are acceptable to the Bank Group, in accordance with the Bank Group’s procedures and guidelines.
- Develop tools to enhance due diligence practices and recommendation of measures or institutional reforms to close loopholes, in order to ensure compliance with Bank Group policies and applicable international conventions.
- Develop and maintain risk assessment strategies and processes to strengthen and reduce vulnerability.

- Provide policy support in the review and development of the Department's (PIAC) internal procedures and manuals, including management of sanctions and cross-debarment issues, maintenance of PIAC database of sanctioned and cross-debarred entities.
- Assess compliance with conditions for non-debarment and release from debarment in line with imposed sanctions; In consultation with the Investigations Division (PIAC.2), provide support for maintenance of PIAC's records management system and sanctions and cross-debarment activities; Also, in consultation with the Investigations Division (PIAC.2), prepare key performance indicators, work plans, progress reports, and the PIAC annual reports.
- Monitor and report regularly to the Director, on planned activities and programs developed for prevention work, as well as performance of any other tasks as instructed by the Director, in consultation with the Investigations Division (PIAC.2), and;
- Review of proposed transactions or investigations to ensure that operations financed by the Bank Group comply with Bank Group policies and applicable international conventions.

2. Objectives of the Assignment

The Integrity and Prevention Division is requesting the services of an individual Specialist Consultant to support the team in delivering its integrity prevention activities, including identification of integrity training needs, developing appropriate trainings, training materials, and facilitate training and sensitisation activities. The Specialist Consultant will also support the integrity risk assessment work of the Division by conducting training on Tax Due Diligence (TDD), Integrity Due Diligence (IDD), and Anti-Money Laundering/Combating Financing of Terrorism (AML/CFT) measures in Bank funded operations and activities.

3. Main activities and deliverables

The services expected to be provided in the context of this assignment include, but are not limited to the following:

- Assist in implementing the annual integrity capacity building and outreach workplan.
- Assist in implementing training and sensitisation activities by , developing concept notes, terms of reference, procurement requests, and other actions required for the successful implementation of the activities.
- Develop training materials, pre and post training assessments, and training aids.
- Facilitate training and sensitisation sessions on integrity and anti-corruption for Bank staff and external stakeholders including, civil society organisations, anti-corruption and law enforcement agencies.
- Conducting training assessments, collecting relevant data and writing training activity reports.
- Developing creative and effective Information, Education and Communication (IEC) materials for internal and external integrity campaigns.
- Assist in organising internal and external integrity campaigns.
- Assist in organising joint activities with development partners.
- Develop newsletters, news articles, opinion pieces and press releases.
- Manage social media presence of the Department with regular development and updating of content.
- Assist in conducting other integrity prevention tasks assigned during the period of the consultancy.

In terms of deliverables, the consultant shall produce an activity report at the end of each month and at the end of the assignment.

4. Administration/reporting

The Consultant will work with the PIAC Team under the general guidance of the Director of PIAC and the direct supervision of the Division Manager in charge of the Integrity and Prevention (PIAC.1).

5. Duration of the assignment

The assignment will be for a duration of three (3) calendar months tentatively commencing on 17 April 2023, with the possibility of extension subject to satisfactory performance

6. Qualifications and Experience Required

Prospective candidates are required to have the following minimum requirements:

Essential

- Must be a citizen of one of the Bank's member countries;
- A master's degree in the Arts, Social Sciences, Development Studies, International Relations, Law, Anti-Corruption, Compliance, Risk Management and related disciplines.
- A minimum of 4 years of progressive professional experience in the field of anti-corruption, criminal justice or a related field especially in a capacity building, networking, training or coordination capacity.

Desirable

- Experience in an international development organization will be an added advantage.

Competencies

- Knowledgeable in devising and administering capacity building programmes for institutions.
- In-depth knowledge of anti-corruption and/or, organised crime as they relate to the African context is required.
- Experience conducting integrity and anti-corruption research and integrity due diligence checks.
- Experience in managing training programmes, and measuring their outputs, outcomes and impact is also necessary.
- Experience in results-based management, project monitoring, reporting and evaluation is required.
- Demonstrable experience in the usage of computers and office software packages including PowerPoint and Excel and other software for creating visual content.
- Demonstrable experience in creating and maintaining a thriving institutional social media presence.
- Demonstrable experience developing content including newsletters, news articles, and audio-visual content.
- Excellent command of the English language (written and spoken) with an ability to communicate ideas clearly and confidently. Proficiency in the French language will be an added advantage.
- Excellent interpersonal and client service skills with the ability to work in a multi-cultural context.
- Strong organisational skills with an ability to work under time pressure and flexibility to respond to shifts in work priorities.
- Be a problem solver, with the ability to think creatively and propose new ideas and new ways of doing things.
- Highly developed personal integrity, strong values, and ethics.
- Readiness to travel within and outside the region to implement activities.
- Work experience with an international institution would be an asset.

7. Remuneration

The consultant will be paid a competitive monthly lump sum during the duration of the assignment, comprising fee, subsistence, and other incidentals commensurate with the number of years of work experience, in accordance with the Bank's remuneration guidelines for consultants. The consultant will

be responsible for his/her own health insurance and accommodation costs. No additional benefits or per diem will be paid.

However, the Bank will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travels.

8. 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 Acquisition of Consulting Services funded by the Administrative or Capital Expenditure Budget**. 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.

Candidates who meet the required profile and are interested in this assignment are encouraged to submit an updated Curriculum Vitae to the email address provided.