

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK GROUP (AfDB)

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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 an **Individual Consultant - AML-CFT/IDD/TDD.**

Brief Description of the Assignment

Integrity Specialist Consultant

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

Duration of the assignment: One (1) year, 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: 7 August 2023

Detailed Terms of Reference for the assignment: Integrity Specialist Consultant

Deadline for applications: Friday 21 July 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 by the following link: https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac_wd_login_page?SAP-language=EN#

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%)

5. 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 overriding 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), as well as relevant training of Bank employees and 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 requires the services of an individual Specialist Consultant to support the team in developing and implementing Tax Due Diligence (TDD), Integrity Due Diligence (IDD), and Anti-Money Laundering/Combating Financing of Terrorism (AML/CFT) measures in Bank funded projects and operations and supporting training and capacity building for staff and consultants.

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 developing and drafting TDD procedures to ensure that international best tax due diligence standards are adopted in relevant Bank group operations
- Advise operational teams on implementation of TDD/AML/CFT, and IDD in Bank funded operations/projects through providing integrity opinions and advisory services to operational departments.
- Perform TDD/AML/CFT, and IDD assessments on Bank funded projects and prepare reports on the assessment.
- Analyse complex company and project structures to identify risks and recommend mitigating and preventive measures to address tax and integrity related risks.
- Support development and delivery of training for staff and key stakeholders to foster understanding of TDD/AML/CFT, and IDD.
- Participate in and contribute to multilateral initiatives and discussions on TDD/AML/CFT, and IDD
- Provide support to other due diligence tasks within the Division.

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 one (1) calendar years tentatively commencing on 7 August 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 Social Sciences, Law, Taxation, Anti-Corruption, Compliance, Risk Management, and related disciplines.
- A minimum of 5 years of experience in International Financial Institutions, accounting, audit, law firms, banks and similar institutions with minimum of 3 years spent assessing complex project or company structures on tax, AML/CFT and integrity matters

Desirable

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

Competencies

- Expert knowledge of international tax best practice standards, cross-border taxation, transfer pricing, international tax structuring, tax due diligence and AML/CFT and integrity due diligence
- Professional certifications in accounting, taxation, risk, money laundering prevention or fraud prevention will be an added advantage.
- Solid experience in drafting policies, guidelines, questionnaires, and compliance procedures
- Excellent command of the English or French language (written and spoken) with an ability to communicate ideas clearly and confidently
- Experience in developing and delivering trainings
- Excellent interpersonal and client service skills with the ability to work in a multi-cultural context
- Strong organizational skills with an ability to work under time pressure and respond to ad hoc shifts in priorities
- Highly developed personal integrity, strong values, and ethics

7. Remuneration

The consultant will be paid the sum of USD\$ 6,200 monthly. The monthly lump comprises fee, subsistence, and other incidental costs. 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.