



AFRICAN DEVELOPMENT BANK GROUP

REQUEST FOR EXPRESSIONS OF INTEREST

CAPACITY BUILDING CONSULTANT

AFRICAN DEVELOPMENT BANK

Avenue Joseph Anoma, 01 Boite Postale 1387 ABIDJAN 01, COTE D'IVOIRE”

Regional Development, Integration and Business Delivery

1. **Title of the assignment:** Capacity building and work program support
2. **Brief description of the Assignment:** The Objective of this assignment is to provide capacity building and work program delivery support to ensure that the Vice Presidency for Regional Development, Integration and Business Delivery is equipped to achieve its delivery plans.
3. **Department issuing the request:** RDSA
4. **Place of assignment:** Home based with some travel
5. **Duration of the assignment:** 12 months under a framework agreement (no more than 120 working days)
6. **Tentative Date of commencement:** May 10, 2023
7. **Deadline for applications:** Expressions of interest must be sent by email at the address below before Tuesday , 25 April 2023, Abidjan Local Time and mention “**Capacity building consultant**” together with a cover letter and CV in addition to a financial proposal based on the ToR.
8. Applications to be submitted to: p.bhakta@afdb.org and s.tagougui@afdb.org
9. Any questions and requests for clarifications may be sent to: p.bhakta@afdb.org

Capacity Building Consultant

Terms of Reference

OVERVIEW

The African Development Bank (AfDB) is the premier multilateral development finance institution fostering economic growth and social progress in Africa. The AfDB's primary goal is to reduce poverty and improve living standards by mobilizing resources in and outside Africa and providing financial and technical assistance for development projects and programs in Africa.

Within the Regional Development, Integration and Business Delivery Complex (RDVP), the Bank has five (5) Regional Development, Integration and Business Delivery (RDIBD) Directorates, one in each region of Africa: North, South, East, West, and Central. Each Regional Directorate is headed by a Director General (DG) and is staffed with the relevant sectoral functions and administrative capabilities for rapid delivery of services to client countries. The Regional Directorates provide overall strategic direction to Country Offices within the regions and are responsible for the Bank's operations, business development, project management and overall effective delivery of the Bank's High 5s. In addition to the Regional Directorates, the AfDB currently has 30 Country Offices, each headed by a Country Manager.

I. INTRODUCTION

Following roll out the AfDB's Development and Business Delivery Model (DBDM) Regional Business Delivery Units and Country Offices have built and deployed systems and tools to take on greater decentralized authority. The Bank carried out an assessment of operational quality assurance and discovered that while new Business Delivery Model (DBDM) reforms have contributed to enhancing efficiency there is a need to strengthen existing reform mechanisms to achieve sustainable operational quality, results and development effectiveness. The Bank's Independent Development Evaluation Department (BDEV) also conducted a comprehensive exercise to assess the impact of Bank-wide programmatic activities which culminated in the production of the Comprehensive Evaluation of Development Results Report. Management's response to the report has led to the development of an Integrated Quality Assurance Plan that seeks to improve project identification and preparation, drive high quality at entry, focus on quality delivery and results, improve budgeting and planning and reinforce the knowledge of operations staff.

II. OBJECTIVES OF THE CONSULTANCY

Guided by the Integrated Quality Assurance Plan, the overall objective of the assignment is to provide capacity building and work program delivery support to ensure that the Vice Presidency for Regional Development, Integration and Business Delivery is equipped to achieve its delivery plans.

III. TASKS

Under general supervision of the Director of the coordination office and in collaboration and with other colleagues, the Consultant will provide support to the capacity building and work program activities, including planning, facilitation and review. More specifically, he will perform, among others, the following tasks:

1. Lead the design, coordination and logistics and delivery of the following:
2. Country Managers Exchange (CMEx) program including preparing summary report for each session
3. Program and logistics including travel to Egypt for the annual Country Manager training program in end May 2023
4. CPO Training Workshop taking place in South Africa in second week of June 2023 (with possible travel)
5. Quarterly Review Meetings between sectors and regions (Qtr 2 2023, Qtr 3 and Qtr 4 of 2023) and (Qtr 1 2024)
6. APW meeting (end September 2023)
7. Develop new CMEx training program for 2024-2025
8. Perform other duties as assigned by Director and direct supervisor.

IV. REPORTING AND DELIVERABLES

The Consultant will work independently and under the overall technical guidance of the Lead Country Program Coordinator. The expected outputs are below:

Deliverables	Activities	Expected Outputs
Coordination of 2023-2024 RDVP Capacity Building Programs	Organize and deliver the remaining series of training for the 2023 Country Managers Exchange Program (CMEx) till end of Q1 2024	Deliver 2023 CMEx for Country Managers, CPOs, RPOs, RISMs for period June – Dec 2023 and at least one in 2024
	Prepare the CMEx Program for 2024/2025	Draft Program for 2024/2025
	Finalise the concept and program for the Country Manager meeting in end May and act as facilitator at the meeting in Egypt	Country Manager Meeting in end May 2023
	Finalise the program and all inputs (ppts, speakers, etc) for the 5-day CPO Training for all regions for 2023-2024 that will take place in South Africa in June 2023	Deliver CPO Training by end of Q1 2024.
	Operations Academy implementation	Coordinate and facilitate on behalf of the Front Office the delivery of Country Managers Accredited Pathway Module

		Help organize the launching of the CM Pathway, and more follow-up and monitoring of update
Work Program Delivery tracking and monitoring Coordination, preparation and organization of 2023 Quarterly review of WPA - sessions between Regions, Sectors and Ecosystem	Prepare and organise the first Q3 and Q4 2023 Quarterly Review Meeting and Q1 2024	Organise the review meetings and provide support during the week
	Prepare and organise the APW meeting taking place in Sept/Oct 2023	APW Meeting in Abidjan

The consultant will make contributions in accordance with the ToR of the missions in which he will participate. Monthly reports and time sheets are a condition for the payment of the consultant's fees and should be part of the reporting requirement to the coordinator.

V. DURATION OF THE ASSIGNMENT

The duration of the assignment will be for period from May 10, 2023 – April 10, 2024 under a framework agreement with a total number of days not exceeding 120 working days during the above period.

VI. QUALIFICATION AND CORE COMPETENCIES

This mission will be entrusted to a qualified and experienced individual Consultant with the following profile:

- Hold at least a master's degree in Social Sciences, International Development, or any other discipline that is relevant to the operations of the Bank;
- Minimum of 5 years' experience in capacity development, training projects, programs delivery, business development and delivery, project or portfolio management, facilitation, managing and coordinating multi-cultural teams, managing budgets within large and complex institutional settings
- Working experience in both the private and public sectors with international development institutions, such as the UN and other multilateral institutions is an advantage.
- Good knowledge and experience of AfDB Group operations and projects, with working experience at the Front Office of Operational Complexes reporting to Managers, Directors or Vice Presidents and experience consulting and liaising with internal Departments and Complexes
- Ability to collaborate with highly diverse Senior Management teams and responsive to needs of multiple stakeholders, with excellent negotiation skills.
- Ability to make administrative/procedural decisions and judgements, with excellent technical and analytical skills and due consideration of inherent corporate wide risks.
- Ability to investigate and analyze information and draw conclusions.
- Ability to analyze and solve problems.

- Ability to provide strategic leadership advisory and drive results and execution.
- Proven ability to communicate both orally and in writing with high level individuals/stakeholders.
- Strong interpersonal skills and ability to build and lead teams.
- High degree of professionalism, discretion, tact, integrity and maturity and sensitivity in dealing with internal and external clients is critical.
- Ability to collaborate with highly diverse Senior Management teams and responsive to needs of multiple stakeholders, with excellent negotiation skills.
- Ability to communicate excellently and effectively (written and oral) in English. Basic competency in French is a plus.

VII. SUBMISSION PROCESS AND SELECTION CRITERIA

Applicants shall submit a cover letter and CV in addition to a financial proposal based on the ToR i.e., rate in USD per day given this is a framework agreement. The consultant will be selected based on i) academic and professional qualifications, ii) years of related experience iii) understanding of regional integration and business delivery. The screening and selection procedure shall be in conformity with the Bank’s Rules and Procedure for the Use of Consultants under projects financed by the Bank Group, available on the Bank Website at <http://www.afdb.org>. Please, note that interest expressed by a consultant does not imply any obligation on the part of the African Development Bank to include him/her in the final shortlist and only short-listed candidates will be notified.

Academic and professional qualifications	30%
Working experiences in relation to international organizations	20%
Working experiences in relation to business delivery and capacity building	50%

VIII. REMUNERATION

The payment of the consultant fees will be based on the amount set in the contract. In addition, the consultant will also receive a travel allowance, while on mission, at the Bank’s daily rate applicable in the country.

IX. PROPERTY RIGHTS

All outputs and results delivered under this consultancy contract will remain the property of African Development Bank (AfDB).