



AFRICAN DEVELOPMENT BANK GROUP

REQUEST FOR EXPRESSIONS OF INTEREST

Headquarters - AfDB - Avenue Joseph Anoma

01 BP 1387 Abidjan 01 – Côte d'Ivoire

General Secrétariat PSEG.1

E-mail: j.niamke@afbd.org

Expressions of interest are being requested for a **Long-Term Individual Consultant Position**

Brief description of the Assignment: *BOARD LIAISON OFFICER*

Department issuing the request: *General Secretariat PSEG.1*

Place of assignment: *Bank's headquarters in Abidjan, Côte d'Ivoire.*

Duration of the assignment: *12 months*

Tentative Date of commencement: *Tuesday 18 April 2023*

Detailed Terms of reference for the assignment: A BOARD SECRETARIAT OFFICER

Deadline for applications: *Monday 01 March 2023*

Applications to be submitted to: NIAMKE - FRAM Joelle J. Aké (j.niamke@afbd.org)

Any questions and requests for clarifications may be sent to: NIAMKE - FRAM Joelle J. Aké (j.niamke@afbd.org)

Terms of Reference for: A BOARD LIAISON OFFICER IN THE OFFICE SECRETARY GENERAL AND GENERAL SECRETARIAT OF THE AFRICAN DEVELOPMENT BANK

1. Introduction / Background

1.1 The African Development Bank (the Bank) is a Multilateral Development Bank established in 1964 to catalyze sustainable economic development and social progress in its regional member countries (RMCs), thus contributing to poverty reduction. The Bank has 81 members consisting of 54 regional and 27 non-regional countries.

1.2 The Division PSEG.1 (Board Affairs and Proceedings) of the Bank Group reports to the Office of the Secretary General and is mainly responsible for providing secretarial services to the Board of Governors, the Board of Directors and their subsidiary organs. It manages relations between these Boards and Senior Management, and coordinates statutory relations between Senior Management, the Boards and member States.

1.3 The consultancy services being sought will be provided for the Board Affairs and Proceedings Division, PSEG.1; and the objective is to assist the division in strengthening the current capacity of its Elected Officers section.

1.4 The consultant shall report directly to the Head of Elected Officers section, PSEG.1, and work under his/her supervision

2. Objectives of the Assignment

The tasks of the consultant will require him/her to be fully involved in the activities of PSEG, especially those carried on by PSEG.1.

3. Main activities and deliverables

- Assist in maintaining and monitoring relations with Bank Member countries by drafting official correspondence addressed to New Governors and Alternate Governors to be signed by the President or the General Secretary of the Bank;
- Assist the General Secretariat with regular updating of information on the Governors' platform to keep the Governors abreast of the relevant projects/activities of the Bank;
- Liaise with other departments and sections in the Bank to obtain relevant information for updating the platform.
- Assist the Elected Officers section in ensuring proper execution of Elected Officers contracts as well as staff within their Offices;
- Assist in the organization of activities of the department, including the ED's retreat and Induction Program;
- Assist in preparing and updating the list of Governors and their Alternates as well as the Bank's database of the Governors' list;
- Assist the Elected Officers section with the preparation of the Meeting of the Standing Committee on the Conditions of Service of Elected Officers;
- Assist the Elected Officers section to ensure the proper execution of the contract of Elected Officers as well as the staff of their Offices;
- Assist in reviewing the Executive Directors' Handbook and Manual and facilitating the implementation thereof;
- Assist in the general management of the operations of the Governors' platform;
- Assist in the preparation and conduct of the General Election of Executive Directors of the Bank and selection of Executive Directors of the Fund;
- Providing translation services to all official communication materials from English to French and vice-versa;
- Contribute to the drafting and compilation of documents included in the agenda of the Boards of Governors;
- Assist in the preparation of background papers and briefs research, and tools related to Board effectiveness;
- Assist in the preparation of Annual Meetings of the Bank as well as other statutory meetings.

4. Performing Administrative Duties and Any Other Duties Assigned

The consultant shall also perform any other administrative duty, documentary research, and any other duties as required by the Head of Section, the Director or the Secretary General.

5. **Duration of the assignment:** *The duration of the consultancy is twelve (12) months, with the option of renewal subject to satisfactory performance and availability of funds*

6. **Qualifications and Experience required:**

5.1 The consultant shall have the following minimum qualifications and experience:

- a) A Master's degree in Law, International relations, International Development or a related field.
- b) Relevant experience and skills:
 - At least five (5) years of relevant work experience
 - Work experience and Knowledge of Board of Directors proceedings and meetings
 - Knowledge of the Bank's Board of Governors' statutory meetings
 - Strong sense of confidentiality
 - Knowledge in the management of subscriptions and payments of the ADB capital and ADF replenishment Strong written communications skills
 - Fluent in English and/or French and a good working knowledge of the other
 - Proficiency in Microsoft products including Windows, Word, Excel, Office365
 - Basic IT skills

Please attach updated Curriculum Vitae on the basis of the attached template.

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	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilize one half-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 since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place 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 with yourself, familiar with your character and titles.

I hereby certify that the responses which I 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 statements which I made in this application.

Date: _____

Signature:

ANNEX I



TERMS OF REFERENCE (TOR)

CONSULTANCY SERVICES FOR A BOARD LIAISON OFFICER IN THE OFFICE SECRETARY GENERAL AND GENERAL SECRETARIAT OF THE AFRICAN DEVELOPMENT BANK

1. BACKGROUND

- 1.1** The African Development Bank (the Bank) is a Multilateral Development Bank established in 1964 to catalyze sustainable economic development and social progress in its regional member countries (RMCs), thus contributing to poverty reduction. The Bank has 80 members consisting of 54 regional and 26 non-regional countries.
- 1.2** The Division PSEG.1 (Board Affairs and Proceedings) of the Bank Group reports to the Office of the Secretary General and is mainly responsible for providing secretarial services to the Board of Governors, the Board of Directors and their subsidiary organs. It manages relations between these Boards and Senior Management, and coordinates statutory relations between Senior Management, the Boards and member States.
- 1.3** The consultancy services being sought will be provided for the Board Affairs and Proceedings Division, PSEG.1; and the objective is to assist the division in strengthening the current capacity of its Elected Officers sections. The consultant shall report directly to the Head the Elected Officers section, PSEG.1, and work under his/her supervision.

1. DELIVERABLES AND SERVICES TO BE PERFORMED BY THE CONSULTANT

1.1 The tasks of the consultant will require him/her to be fully involved in the activities of PSEG, especially those carried on by PSEG.1, the Elected Officers section. These include, among other things:

A. Key Activities

- Assist in maintaining and monitoring relations with Bank Member countries by drafting official correspondence addressed to New Governors and Alternate Governors to be signed by the President or the General Secretary of the Bank;
- Assist the General Secretariat with regular updating of information on the Governors' platform to keep the Governors abreast of the relevant projects/activities of the Bank;
- Liaise with other departments and sections in the Bank to obtain relevant information for updating the platform.
- Assist the Elected Officers section in ensuring proper execution of Elected Officers contracts as well as staff within their Offices;
- Assist in the organization of activities of the department, including the ED's retreat and Induction Program;
- Assist in preparing and updating the list of Governors and their Alternates as well as the Bank's database of the Governors' list;
- Assist the Elected Officers section with the preparation of the Meeting of the Standing Committee on the Conditions of Service of Elected Officers;
- Assist the Elected Officers section to ensure the proper execution of the contract of Elected Officers as well as the staff of their Offices;
- Assist in reviewing the Executive Directors' Handbook and Manual and facilitating the implementation thereof;
- Assist in the general management of the operations of the Governors' platform;
- Assist in the preparation and conduct of the General Election of Executive Directors of the Bank and selection of Executive Directors of the Fund;
- Providing translation services to all official communication materials from English to French and vice-versa;
- Contribute to the drafting and compilation of documents included in the agenda of the Boards of Governors;
- Assist in the preparation of background papers and briefs research, and tools related to Board effectiveness;
- Assist in the preparation of Annual Meetings of the Bank as well as other statutory meetings.

B. Performing Administrative Duties and Any Other Duties Assigned

The consultant shall perform any other administrative duty, documentary research, and any other duties as required by the Head of Section, the Director or the Secretary General.

2. LOCATION OF THE ASSIGNMENT

3.1 The consultant will carry out his/her assignment from the Bank's premises in Abidjan, Côte d'Ivoire.

3. DURATION OF THE ASSIGNMENT

3.1 The duration of the consultancy is **twelve (12) months**, with the option of renewal subject to satisfactory performance and availability of funds

3.2

5. QUALIFICATION AND EXPERIENCE REQUIRED

5.1 The consultant shall have the following minimum qualifications and experience:

- a) A Master's degree in Law, International relations, International Development or a related field
- b) Relevant experience and skills:
 - At least five (5) years of relevant work experience
 - Work experience and Knowledge of Board of Directors proceedings and meetings
 - Knowledge of the Bank's Board of Governors' statutory meetings
 - Knowledge in the management of subscriptions and payments of the ADB capital and ADF replenishment Strong written communications skills
 - Strong sense of confidentiality
 - Fluent in English and/or French and a good working knowledge of the other
 - Proficiency in Microsoft products including Windows, Word, Excel, Office365
 - Basic IT skills