



## AFRICAN DEVELOPMENT BANK GROUP

Strategy and Operational Policies Department (SNSP)  
Avenue Jean-Paul II, 01 B.P. 1387, Abidjan, Côte d'Ivoire

### EXPRESSIONS OF INTEREST FOR AN EDITOR

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**Brief Description of the Assignment:** The Strategy and Operational Policies Department (SNSP) of the African Development Bank hereby invites Individual Consultants to indicate their interest in the following assignment: **Editor**

The services to be provided under this assignment include: (i) Copywrite materials for the department; (ii) Respond to requests to guide authors with respect to their writing skills; (iii) proofread and edit documents to ensure that language and grammar conform to the highest international standards.

The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy for Recruitment of 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. The Consultant's assignment may be modified for other related tasks so long as they are consistent with his/her qualification and experience.

<b>Departments issuing the request:</b>	SNSP
<b>Place of assignment:</b>	Work from Home (WFH) mode
<b>Duration of the assignment:</b>	<b>60 days, spread over six (6) months</b>
<b>Tentative Date of commencement:</b>	17April, 2023
<b>Deadline for applications:</b>	10 April 2023 at 17:00 GMT
<b>Detailed Terms of reference for the assignment:</b>	See below
<b>Applications to be submitted by email only to:</b>	Interested consultants are invited to submit a CV and Cover Letter to <a href="mailto:h.majoul@afdb.org">h.majoul@afdb.org</a>

Any questions and requests for clarifications may be sent to: [h.majoul@afdb.org](mailto:h.majoul@afdb.org)

## TERMS OF REFERENCE

### I. Background

#### *The Bank*

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. With 80 Member Countries, including 54 in Africa (Regional Member Countries), the Bank's development agenda is delivering financial and technical support for transformative projects in Africa that will significantly reduce poverty through inclusive and sustainable economic growth. To sharply focus the objectives of the Ten-Year Strategy (2013 – 2022) and ensure greater developmental impact, five major operational areas (also known as “the High 5s”) have been identified for scaling up, namely: Light Up and Power Africa, Feed Africa, Industrialize Africa, Integrate Africa, and Improve the quality of life for the people of Africa.

#### *The Department*

The Corporate Strategy and Policy Department (SNSP) is proposing to recruit an English Editor (the "Consultant") to assist in finalizing and publishing a series of documents. SNSP is responsible for developing the corporate vision and the strategic perspectives for the Bank through formulating, revising and providing advice on strategy and operational policies and procedures. SNSP works across the institution, helping to ensure strategic and policy focus in decision-making, and improving alignment of resources with strategic priorities. SNSP is also mandated to contribute to the development of new ideas and concepts for corporate initiatives and advises the Bank on innovation and institutional efficiency-related matters.

In this context, SNSP has committed to the completion of several deliverables, including but not limited to (i) sector and thematic strategies, policies, guidelines and manuals, (ii) outreach activities and training, and (iii) operational studies and research papers. The successful completion of these deliverables will require them to be proofread and edited to ensure that language and grammar conform to the highest international standards.

### II. Duties and Responsibilities

Under the overall supervision of the Director, the consultant will carry out the following activities:

- Edit and proofread with focus on:
  - the structure, logical sequencing and clarity of the material;
  - the descriptive and analytical quality (the editor will signal areas for improvement);
  - the transition of the flow between different parts of the writing;
  - the use, development and persuasiveness of the arguments;
  - the avoidance of unnecessary overlaps or duplication of information/argument; and
  - grammar, style, and spelling.
- Copywrite materials for the department. Typically, such copywriting would include the conceptualization of a new publication from existing material, the reorganization and rewriting of existing material into the desired format, research where required, requests for research where required, layout assistance where required, and extensive communication with the author(s).

- Respond to requests to guide authors with respect to their writing skills. This might include telephone conversations wherein the Consultant answers the author's questions or emails where the Consultant explains principles of proper writing.

### **III. Deliverables**

The consultant will work on the following non-exhaustive list of policies, strategies, operational guidelines and strategic studies, which are part of the department's work program:

1. New Bank Group Ten-Year Strategy
2. Revised Volume 2 of the Bank Group Operations Manual.
3. New Bank Group Policy on emergencies.
4. Implementation guidelines on the Sustainable Borrowing Policy.
5. Guidelines on the Format and Methodology for CSP Mid-Term Review and Completion Reports.
6. Water Sector Strategy/Handbook/Guidelines.
7. Background studies for the ten year strategy and the High5s
8. MDBs joint publications on SDGs.
9. Project Classification System.
10. Risk notes and creditworthiness assessment.
11. Any other document that SNSP Management may deem relevant.

### **IV. Experience and qualifications**

- At least a master's degree or equivalent in language studies, precis-writing, terminology, post-editing or a closely related discipline.
- A minimum of ten (10) years of experience in providing editorial and proofreading services.
- Excellent writing skills and very good command of English.
- Broad general knowledge and excellent levels of attention to detail.
- Ability to post-edit and proofread quickly and efficiently with little supervision.
- Capacity to adjust rapidly to a complex multicultural environment.
- Ability to fit into a multilingual team and maintain seamless working relationships.
- Ability to manage multiple projects under pressure and remain professional.
- Ability to communicate efficiently (written and oral) in English.
- Citizenship from a member country (regional or non-regional) of the AfDB.

### **V. Duration and Location of the Assignment**

The consultant will work fulltime for a period equivalent to 60 days, spread over **six (6) months**, starting **17 April 2023** and ending **17 October 2023**. The consultancy will be home-based. Depending on its needs and the availability of the budget, the Department may extend the Consultant's contract if the services are rendered to its satisfaction.

### **VI. Remuneration**

All payments shall be made in several instalments upon satisfactory completion of each assignment. No additional benefits or per diems will be paid.

The candidate will be responsible for obtaining personal health insurance at her own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

## **VII. Application and Evaluation Process**

Interested candidates are required to express their interest by submitting their CVs and Cover Letter detailing their qualifications and experiences to the email addresses provided on the Cover Page by April 10<sup>th</sup>, 2023 at 17:00 GMT. The prospective consultants' expression of interest will be evaluated based on the following criteria and weights:

(1)	General qualifications and adequacy for the proposed Assignment	30%
(2)	Similar experience in the area of expertise of the Assignment as described in the Terms of Reference	50%
(3)	Experience with the Bank or other international donors	10%
(4)	Language proficiency	5%
(5)	Knowledge of the Region	5%
	<b>Total</b>	<b>100%</b>

## **VIII. Accountabilities**

The consultant will formally report to Mrs. Caroline Mary KENDE-ROBB, Director, SNSP.