

# REQUEST FOR EXPRESSIONS OF INTEREST

## Individual Consultant



African Development Bank | Nigeria Country Department (RDNG)|  
Plot 1521 Cadastral Zone A0, Off Memorial Close  
Central Business District, Abuja, Nigeria

### Expression of Interest (EOI) Data Analyst Consultant

**Title of assignment:** Support the delivery of the African Development Bank's Work Programme in Nigeria

**Brief description of the Assignment:** Consultant Data Analyst will assist in collecting, analyzing, and providing data and reports necessary for the execution of the work program.

**Department issuing the request:** Nigeria Country Department (RDNG)

**Place of assignment:** Abuja, Nigeria

**Duration of the assignment:** Six (6) months

**Tentative date of commencement:** August 1, 2023

**Deadline for applications:** 17:00 WAT July 20, 2023

Expressions of interest should be submitted to: RDNG Recruitment Mailbox ([recruit\\_rdng@afdb.org](mailto:recruit_rdng@afdb.org))

## TERMS OF REFERENCE FOR RECRUITMENT OF CONSULTANT DATA ANALYST

### INTRODUCTION

The Nigeria Country Department (RDNG) has been established with a mandate similar to the Regional Development, Integration and Business Delivery Directorates, to oversee the Bank's operations in Nigeria. RDNG is responsible for delivery of the Bank's policy dialogue, operations, business development and donor coordination in Nigeria.

RDNG seeks to **recruit a Consultant Data Analyst** to assist in reporting on the implementation and delivery of its work programme.

### OBJECTIVE OF THE CONSULTANCY

The Data Analyst will support RDNG's team of operations professionals, including the Operations Support Manager, Regional Programme Officer, Lead Economist, Operations Officer, Task Managers, and other experts in the implementation of its work programme. The responsibilities of the Data Analyst include collecting, analyzing, and providing data and reports necessary for the execution of the work program in reusable templates and detailed dashboards. He/she, in performing his/her functions, facilitates the work and decision making for RDNG Director General and Management team.

## **SCOPE OF THE CONSUTANCY**

### **The main duties of the Data Analyst include:**

#### **Business Analysis**

- 1) Work closely with RDNG Management and Task Managers to provide information required to facilitate decision making or serve as input to Board Documents, Key Performance Indicators (KPIs) and management reports originated from or cleared by RDNG Director General;
- 2) Prepare and support SAP, BPPS entries and related tasks to ensure consistency and data integrity;
- 3) Carry out collection and analysis of supervision data, disbursement ledgers and procurement data for active projects in the Nigeria portfolio;
- 4) Support the monitoring and reporting on the performance of projects in the Bank's Nigeria portfolio, with particular attention to projects at risk;
- 5) Engage different business users, experts, and other critical resources to gather and analyze data;
- 6) Analyze and verify data requirements, and create reliable data platforms;
- 7) Validate information to establish data accuracy and resource reference;
- 8) Provide well-prepared data analytics, information graphics and other reports; and
- 9) Conduct any related duties as requested by the Director General or Operations Support Manager.

#### **Database Administration**

- 1) Lead the design and maintenance of a Database for RDNG's portfolio of active and pipeline projects.

#### **Monitoring of Portfolio and Reporting**

- 1) Ensure regular monitoring of the Bank's portfolio and Key Performance Indicators;
- 2) Contribute to the preparation of monthly, quarterly, annual, and ad hoc reports on the management and performance of RDNG's portfolio, including but not limited to loan/grant signatures and effectiveness, implementation of supervision and procurement plans, quarterly project performance reporting, supervision ratings, disbursement trends, loan cancellations, status of project audits and Project Completion Reports;
- 3) Provide support or inputs to reports on the compliance of the Borrowers with the Bank's General Conditions and covenants applicable to loans and grants;
- 4) Report on accuracy and completeness of SAP data related to the portfolio;
- 5) Provide detailed country portfolio performance dashboard; and
- 6) Track the delivery of Non-lending operations and provide regular progress reports.

#### **Risk Management**

- 1) Assist in ensuring that all reports and activities comply with Bank requirements in terms of Rules, Policies and Presidential Directives that eliminate any audit finding pertaining to tasks.

## **Preparation of Reviews**

- 1) Assist in the preparation of country portfolio performance reviews;
- 2) Contribute to the preparation and monitoring of the RDNG Annual Work Program and Budget, and prepare regular updates based on established schedules or as directed; and
- 3) Assist in the preparation of annual and quarterly activity reports and portfolio analysis reports.

## **Stakeholder Management**

- 1) Establish working relationships that facilitate the gathering of information, data & relevant documents to assist in the preparation of reports and documents or terms of reference as required by the Director General, RDNG and his designated supervisors.

## **REPORTING LINE**

The Data Analyst shall work under the overall direction of the Director General and day to day supervision of the Operations Support Manager.

## **QUALIFICATIONS**

The assignment will be undertaken by an individual Consultant who meets the following criteria;

- 1) Hold at least a Master's degree or its equivalent in Management Information Systems, Business Analytics, Information Technology, Data Science or a related discipline;
- 2) Demonstrated expertise in data analysis, modelling, and data visualization;
- 3) A minimum of five (5) years of relevant professional experience in compiling management information, data analysis and formulation of data models;
- 4) Demonstrated experience in Database design and data Management in Development Finance Institution or similar organizations;
- 5) Experience working in a multi-cultural and multi-disciplinary team.

## **COMPETENCIES**

- 1) Ability to analyze business operations for further understanding of strengths and weaknesses which help to facilitate informed decision making.
- 2) Ability to analyze business operations to determine opportunities to fast-track processes that facilitate informed decision making.
- 3) Ability to make effective, timely and well-determined actions and/or intervention for results delivery.
- 4) Project Management - Competency in project cycle management.
- 5) Private Sector experience will be an added advantage.
- 6) Ability to communicate effectively (written and oral) in English.
- 7) Proficient in the use of standard MS Office software (Word, Excel, PowerPoint) Practical knowledge of SAP systems will be an advantage.
- 8) Excellent knowledge of data management packages ( E.g Microsoft Excel, Power BI etc)

- 9) Excellent presentation skills, including demonstrated ability to make compelling presentations, including infographics.

Please note that interest expressed by a consultant does not imply any obligation on the part of the Bank to include him/her on the shortlist.

The duration of service shall be six months, renewable, and estimated start date is August 1, 2023.

**ESTABLISHMENT OF THE SHORT LIST:**

A shortlist of three to six individual consultants will be established at the end of the Request for Expressions of Interest. The consultants on the shortlist will be evaluated on the basis of the following criteria as reflected in their updated resumes.

|   |     |
|---|-----|
| Qualifications relevant to the assignment   | 30% |
| Experience in the area of the assignment (business analytics and Data management) | 50% |
| Experience with international organisations                                       | 10% |
| Language proficiency  | 5%  |
| Knowledge of the Africa   | 5%  |

Kindly attach an updated Curriculum Vitae (CV) using the template below. This does not prevent you from submitting another version of your CV in the format / layout of your choice, on top of a cover letter, which will help you make the case for your candidacy.

**MODEL CURRICULUM VITAE (CV)**

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality

Address:

Country:

Telephone:

E-mail:

|  |                     |                          |   |
|--|---------------------|--------------------------|---|
| <b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?</b> |                     |                          | <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b><br><b>If «Yes», the following data must be provided</b> |
| <b>Name</b>  | <b>Relationship</b> | <b>Organisation Unit</b> | <b>Place of Assignment</b>  |
|  |                     |                          |   |
|  |                     |                          |   |

| <b>Language Level</b> | <b>Read</b>  | <b>Written</b>   | <b>Spoken</b>  |
|-----------------------|--|--|--|
| English               | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent |
| French                | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent |
| Other (specify)       | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><input type="checkbox"/> Excellent | <input type="checkbox"/> Fair<br><input type="checkbox"/> Good<br><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):**

| <b>Name of University<br/>- City - Country</b> | <b>Period</b> |           | <b>Diploma Obtained</b> | <b>Main Topic / Major</b> |
|--|---------------|-----------|-------------------------|---------------------------|
|  | <b>From</b>   | <b>To</b> |                         |                           |
|  |               |           |                         |                           |
|  |               |           |                         |                           |

**Professional Training:**

| <b>Name of Training<br/>Institution- City -<br/>Country</b> | <b>Type of Training</b> | <b>Period</b> |           | <b>Certificates or Diploma<br/>Obtained</b> |
|---|-------------------------|---------------|-----------|---|
|   |                         | <b>From</b>   | <b>To</b> |   |
|   |                         |               |           |   |
|   |                         |               |           |   |

**Employment Record:**

Begin with your most recent employment. For each job since your Master's 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:**