

REQUEST FOR EXPRESSIONS OF INTEREST

“*SENIOR BUSINESS CLASSIFICATION SCHEME CONSULTANT*”

AFRICAN DEVELOPMENT BANK
Avenue Joseph Anoma, 01 B.P. 1387, Abidjan, CÔTE D'IVOIRE
Corporate IT Services Department (TCIS)
E-mail: IT_Recruitment@AFDB.ORG

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Senior Business Classification Scheme Consultant**.

BACKGROUND:

2. The Bank is engaging in the implementation of its Digital Strategy and various Bank Units are collaborating to help automate business processes in creative yet effective and efficient ways. Among one of these initiatives is the SANKOFA Programme, which is being implemented in close collaboration with the Office of the Secretary General and General Secretariat (PSEG), the Vice Presidency, Technology and Corporate Services (TCVP), and Bank Units in the process of Onboarding. The programme needs to be scaled up and Bank-wide deployment accelerated.

A core component of the Programme consists of integrating a business classification scheme, disclosure and access to information, recordkeeping requirements in a file plan on one hand, and on the other, building effective document review and approval workflow processes that need to include digital signature and essential business processes that ends with records capture at process value chains. The Senior BCS Consultant will play a key role in the implementation of "SANKOFA" and its deployment Bank-wide by helping speed up the BCS capture and file plan creation.

OBJECTIVE AND SCOPE OF WORK:

3. The objective is to **accelerate the provision of business metadata requirements** through consulting services for the ongoing SANKOFA program implementation. The Senior Consultant will liaise with relevant Bank Units and Departments to develop a Business Classification Scheme, based on the functions, activities, transactions and business processes of these Bank Units/Departments and the documents that are generated from these activities. He/She will also coordinate the work of two Junior Consultants, as well as take part in the training of users and perform other duties as assigned.
4. The Consultant's duties will include the following:

Part I: Business Classification Scheme

- Manage the creation, maintenance, and execution of metadata and taxonomy structure per existing standards and best practices;
- Review documentation of existing and ad hoc activities lists, storage maps, and other information resources about Bank units to derive preliminary Business Classification

- Scheme (BCS) to be improved with units' interview and review;
- Classify the Bank's activities, across business complexes, departments, and units, as designed by the Bank, with focus on Functions, Activities, Transactions and Business Processes;
- Clarify and capture Bank activities values (Vital/Critical, Important, Essential), their need for higher or lower security classification, the roles that perform these activities, to inform records values, security level and retention in file plan;
- Coordinate the translation of gathered requirements into a file plan that will be implemented in SANKOFA;
- Support the implementation of the BCS and records file plan in SANKOFA;
- Format the BCS and file plan in ways that make them easy to implement;
- Test and validate the BCS before and after implementation in SANKOFA for improvement.

Part II: Coordination

- Coordinate the work of Junior Consultant(s) for efficient, effective and faster delivery of file plans development and implementation based on priorities and changes;
- Coordinate all efforts of information gathering, documentation review, interviews, focus groups discussions etc. ;
- Enforce proper tagging and asset categorization;
- Monitor existing use cases and propose future use cases.

Part III: Other duties as assigned

- Support all other SANKOFA initiatives or activities including change management, UAT and training.

REQUIRED SKILLS AND QUALIFICATIONS:

5. The assignment requires the services of a qualified Consultant with extensive and substantial experience in Business Classification Scheme /Records File Plans development, Enterprise Taxonomy, Business Process Analysis and some knowledge of Change Management.
6. The Consultant should have the following required qualifications and skills.
 - The Consultant must demonstrate solid and proven experience with development and implementation of BCS and File Plans;
 - The Consultant must possess minimum of five(05) years of proven relevant work experience preferably gained in a bilateral and/or multilateral organizations or government agencies;
 - Consultant must possess an excellent oral and written command of one of the Bank Group's working languages, and a good working knowledge of the other language;
 - The Consultant must have a University degree, preferably a Master's degree or higher, in a relevant field such as, but not limited to: Ontology (Computational Ontology); Applied/Computational Linguistics, Business Law, Business Process Engineering/Re-engineering) or Library & Archives sciences; Relevant practical and demonstrated experiences can be considered a substitute for the degrees in the specific domains;
 - The Consultant must have a good knowledge of Information Management / Records

Management theories, principles, best practices and standards such as ISO 26122, ISO 23081 and ISO 15489;

- The Consultant must have knowledge of Information Management, Business Process Analysis, Records Management, Metadata systems/technology and possess the ability to assess implications of implementations, with view towards usability for users and sustainability for both the users and the Bank;
- The Consultant must have excellent interpersonal and communication skills, and be able to influence at multiple levels within the Bank and promote cross-functional collaboration;
- The Consultant must have management or at least team supervision experience;
- The Consultant must have advanced skills in the areas of analytical thinking, multi-tasking, be timely-delivery-oriented, client-focused, and a good team player;
- The Consultant should be results-oriented, with a drive to deliver, test implementation and able to improve the BCS/File plan.
- Previous experience of user engagement as part of sensitization, user training or requirements gathering activities, will be an advantage.

APPLICATION:

7. The **Corporate Information Technology Services Department (TCIS)** invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
8. The eligibility criteria, the establishment of a short list and the selection procedures shall be in conformity with the Bank's procedures for the acquisition of consulting services funded by the administrative or capital expenditure. 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.
9. The duration of services is **12 months**, and the estimated starting date is **15 April 2023**.
10. The work will be carried out at the Bank's Headquarter in Abidjan, Cote d'Ivoire. However, the work may be carried out remotely, subject to relevant internal approvals.
11. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: from 08:00 to 17:00 hours, Abidjan Local Time.
12. Expressions of interest must be received by email at the address below no later than **Friday 10 March 2023 at 17:00 hours, Abidjan local time** and specifically mentioning "**Expression of Interest – Senior Business Classification Scheme Consultant**".

For the attention of: **IT Recruitment Team**
African Development Bank
Corporate IT Services Department (TCIS)
Avenue Joseph Anoma, 01 B.P. 1387,
Abidjan, CÔTE d'IVOIRE
Email : IT_Recruitment@AFDB.ORG

ESTABLISHMENT OF THE SHORT LIST

13. A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.

Level of education in general	20%
Educational level compared to the field of mission	20%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%