

REQUEST FOR EXPRESSION OF INTERESTS

AFRICAN DEVELOPMENT BANK

Headquarters



CONSULTANCY SERVICES - REOI

Brief Description of the assignment: JUNIOR LEARNING CONSULTANT

Department making the request: SNDR

Place of assignment: Homebased

Period of assignment: September 2023 – February 2024 (6 months)

Expected start date of the assignment: 1 September 2023

Closing date for expressing interest: 5 June 2023 at 5:00PM (Abidjan) local time.

Expression of interest to be submitted to: k.zadi@afdb.org and r.schiere@afdb.org

Questions/clarifications to be addressed to: r.schiere@afdb.org

1. The African Development Bank hereby invites individual consultants to indicate their interest in the following Assignment: Junior Learning Consultant.
2. Within the Development Impact and Results (SNDR) department, Operations Academy was created as a Bank-wide effort aimed at establishing and institutionalizing a comprehensive and compulsory curriculum specifically geared towards all operations staff. This initiative comprises over 45 courses, which cover the Operations Gateway, Task Manager Pathway and NSO Pathways, Country Program and Country Manager Pathways. A possible future learning Pathway for Implementation Partner is currently being considered.
3. The junior learning consultant will work collaboratively with staff in the Quality Assurance and Learning Division of SNDR and other Departments, to support the development of elearning courses, participant enrolment and assistance. The consultant will also be requested to handle various responsibilities in line with the overall mandate and work program of the division.

4. The junior consultant is mainly expected to support course development and the uptake of courses. This will require strong coordination and communication skills in both French and English. Specific duties and responsibilities are outlined hereunder:

- Assist in liaising with Subject Matter Experts for the purpose of developing online training.
- Review base content for online courses (PPT, narratives, translation, etc.) and edit the French courses.
- Review, proofread, update and edit the French based content for ecourses (storyboards, Alpha and Gold versions for ecourses and related products).
- Support coordination and communication, including supporting the various cohort training initiatives, participant enrollment and assistance.
- Provide support for the Learning Management System in particular, enrolment of participants, helpdesk services, and coordination of data collection.
- Support the regular reporting on progress and tracking, including data management, survey design and creating visual aids.
- Support the outreach and communication activities of the Division, including working with a SharePoint intranet site.
- Undertake any other tasks/assignments as assigned by the Manager SNDR.3.

5. The essential criteria for this consultancy are:

- Hold at least a master's degree in business administration, economics, development studies, education, social science, pedagogy, communication, information technology or related disciplines. A background in adult learning is an added advantage.
- Have strong media and communication orientation, including being media savvy.
- Knowledge of SharePoint and experience with a Learning Management System is an added advantage.
- Strong working knowledge of French and English is required. Proof reading and editing skills in French would be strong asset for both communication and ecourses design.
- Experience with elearning development and roll out, an advantage.
- Excellent inter-personal and communication skills. As per the Bank guidelines for the junior consultant role, have a minimum of two years and a maximum of four years of relevant experience and be under 32 years of age.

Language skills

6. English and French are the working languages of the African Development Bank. The program of work requires that the consultant should be fluent in French and have strong working knowledge of English.

7. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy and Procedure for Corporate Consultants Recruitment**. 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. An interview may be required as part of the evaluation process.

8. The duration of the assignment will be for 6 months and the estimated starting date is September 1, 2023. The assignment is home based.

9. Interested Consultants may obtain further information at the address below during the Bank's working hours: 09:00 to 17:00 hours, Abidjan Local Time.

10. Expressions of interest must be received by email before **5 June 2023 17:00 hours, Abidjan Local Time** and specifically mentioning “**Expression of Interest for Junior Learning Consultant**” to the email address: r.schiere@afdb.org and k.zadi@afdb.org

11. Consultants who meet the required profile and are interested in this assignment are encouraged to submit an updated Curriculum Vitae on the basis of the attached template.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

Email:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If Yes provide the following information

Name	Relationship	Organisation 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. Utilise 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	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Date of the contract
- 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: