



REQUEST FOR EXPRESSION OF INTEREST (REOI)

AFRICAN DEVELOPMENT BANK

Climate Change and Green Growth Department

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: Project Management Specialist for the African Adaptation Acceleration Program (AAAP), being implemented in partnership with the Global Centre on Adaptation (GCA).
2. The African Development Bank Group (AfDB) and the Global Centre on Adaptation (GCA) are jointly implementing a strategic partnership program, the African Adaptation Acceleration Program (AAAP), aimed at mobilizing \$25 billion to scale up and accelerate climate change adaptation actions across Africa. The program has 4 pillars, namely, (i) Climate Smart Digital Technologies for Agriculture and Food Security (Climate Smart DigitAg); (ii) African Infrastructure Resilience Accelerator (AIRA); (iii) Youth Adapt: empowering youth for entrepreneurship and job creation in climate adaptation and resilience ; and (iv) Innovative Financial Initiatives for Africa (IFI).
3. The Consultant will be primarily responsible for providing day-to-day support for project tracking, database management, technical and administrative support for the AAAP program within AfDB and ensure coordination with AAAP counterparts in the GCA office for overall smooth delivery of the program. A detailed work program will be agreed on commencement of the assignment. The specific objectives of this consultancy include the following:

Program Support

- Support the tracking of projects and standardisation of reporting and information processes across all pillars of the AAAP.
- Ensure collection and consolidation of programme data and information as requested by the AfDB team and conduct analyses of AfDB data and prepare appropriate presentation and reports.
- Support the monitoring of AAAP work programs and deliverables, update databases on a regular basis, and circulate related information when necessary.
- Facilitate preparation and logistical planning for AAAP events, e.g. conferences, teleconferences, workshops, negotiations, meetings and missions of AfDB team and consulting firms.
- Coordinate the procurement-related activities under the AAAP, including maintaining standard procurement documentation according to Bank's rules and regulations, overseeing procurement of goods, works and services, maintain up-to-date procurement master data and transactions.

- Support the development of the Youth Adapt Financing facility by providing coordination support to the Bank’s task leads and monitor and coordinate the activities of the consulting firm recruited to support the development of the facility.
- Support the development of the Sustainability Campus Learning Management Training Platform by monitoring and coordinating the activities of the web development contractor.

Strategic Support

- Keep track of all workstreams of the AAAP, and identify key areas for synergies, improved productivity, and higher impact for consideration.
 - Anticipate and troubleshoot AAAP bottlenecks, offer solutions, and actively take part in supporting the resolution of them with creative and immediate solutions.
 - Provide direct technical and operational support to the Africa Adaptation Acceleration Program to ensure implementation, monitoring, evaluation and reporting of the program and its four pillars in line with the business plan, workplan and deliverables.
 - Support the AAAP coordinator in consolidating, drafting, and delivering timely and quality progress reports – monthly, quarterly, bi-annual, and annual – on implementation status of the AAAP program.
 - Contribute to drafting concept notes/proposals for resource mobilization and partnerships in support of the AAAP.
 - Support the organization of high-level events for the AAAP including drafting of event technical concept notes, strategic policy position papers, assist in sourcing speakers/moderators, drafting high-level invites, press releases, technical speaking notes, internal briefing notes, background technical documents, among others.
4. The Climate Change and Green Growth Department (PECG) invites Individual Consultants to indicate their interest in providing the above-described services. Interested Individual Consultants must provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
 5. 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 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 them in the shortlist.
 6. The duty station will be Abidjan, Cote d’Ivoire and may require travelling in Africa and elsewhere. The estimated duration of services is **12 months with possibility of renewal** subject to good performance and the estimated starting date is **1st July 2023**.
 7. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: 08:00 to 17:00 hours GMT.

8. Expression of interest comprising letter of motivation and detailed CV (PDF Format) must be received at the email addresses below no later than **28th April 2023 at 17:00 hours local time (Abidjan time)** and specifically mentioning “Recruitment of a Project Management Specialist for the AAAP” in the subject line.

For the attention of Ms. Edith Ofwona Adera
African Development Bank
Climate Change and Green Growth Department
Avenue Joseph Anoma, 01 BP 1387, Abidjan, Côte d’Ivoire
Tel: +225 20 26 42 19
E-mail: E.ADERA@AFDB.ORG with copy to A.DORSOUMA@AFDB.ORG

The consultancy is a monthly lumpsum contract based on the Bank's remuneration scale and the level of experience and qualifications.

ESTABLISHMENT OF THE SHORT LIST

9. A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria based on 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%

AFRICAN DEVELOPMENT BANK GROUP TERMS OF REFERENCE FOR THE RECRUITMENT OF A LONG-TERM PROJECT MANAGEMENT SPECIALIST FOR THE AFRICAN ADAPTATION ACCELERATION PROGRAM (AAP)

INTRODUCTION

The African Development Bank Group (AfDB) and the Global Centre on Adaptation (GCA) are jointly implementing a strategic partnership program, the African Adaptation Acceleration Program (AAP), aimed at mobilizing \$25 billion to scale up and accelerate climate change adaptation actions across Africa. To support the delivery of the African Adaptation Acceleration Program (AAP), the Climate Change and Green Growth Department (PECG) of the Bank is recruiting a long-term Project Management Specialist who will work within the AAP secretariat, hosted by the department, to provide technical project management support to the AAP program across the Bank and its partnership with GCA.

CONTEXT

Climate change is a fundamental development issue for Africa. Nowhere are the challenges of achieving sustainable development in the face of a changing climate more acute than in Africa – 70% of the top ten most climate vulnerable countries in the world are in Africa. A rapidly warming planet, devastating impacts of climate and extreme weather events alongside an evolving COVID-19 crisis are creating conditions that are unsustainable if no action is taken.

To respond to the urgent need for action, the African Development Bank Group (AfDB) in partnership with the Global Centre on Adaptation (GCA) has developed a joint initiative – the Africa Adaptation Acceleration Program – which aims to mobilize \$25 billion to scale up and accelerate climate change adaptation actions across Africa. Of this amount, AfDB has committed \$12.5 billion for climate adaptation funding to 2025 with an additional \$12.5 billion to be leveraged through partnerships within the framework of the AAP.

GCA's Africa office was opened in September 2020 and is hosted by the AfDB at its headquarters in Abidjan, Cote D'Ivoire and the AAP was launched in January 2021 during the Climate Adaptation Summit.

AAP is a bold and ambitious program intended to galvanize climate resilient actions through a triple win approach to address COVID-19, climate change, and the economy. The AAP is contributing to closing Africa's adaptation gap, supporting African countries to make a transformational shift in their development pathways by putting climate adaptation and resilience at the center of their critical growth-oriented and inclusive policies, programs, and institutions. AAP is building on the priority areas identified by the countries in their Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs) with potential to yield high dividends and accelerate momentum through large scale proof of concept investments, innovations, and knowledge and technical assistance initiatives. Some of the priority areas include agriculture and forestry, water resources, disaster risk reduction, biodiversity and ecosystems, and human settlement. AAP is scaling up successful initiatives fundamental to African nations' economic development, and prosperity for women and men. It is taking promising ideas and early-stage programs to a regional and continental scale by developing and scaling up science-based solutions. It aims to achieve a balanced regional

coverage to promote socio-economic development and poverty reduction in African countries through prioritized regional and continental initiatives implemented over the short, medium, and long term, setting the first targets for 2025.

AAAP comprises the following four bold and transformative flagships:

- **Climate Smart Digital Technologies for Agriculture and Food Security (Climate Smart DigitAg):** will build climate-smart agriculture and resilient food systems in Africa through scaling up access to climate-smart digital technologies, associated data-driven agricultural and financial services for over 30 million farmers.
- **African Infrastructure Resilience Accelerator (AIRA):** will help the continent close the infrastructure gap by scaling up investment to USD 25 billion for climate resilient infrastructure in key sectors such as water, transport, energy, and waste management and achieve sustainable development in the face of climate change. It will push for 50% of infrastructure investments in Africa to be climate proofed.
- **Empowering Youth for Entrepreneurship and Job Creation in Climate Adaptation and Resilience (Youth Adapt):** will unlock \$772 million in financing for youth; support 300 youth-led SMEs (50% women) in climate resilience; and build capacity for one million youth on climate adaptation for job creation.
- **Innovative Financial Initiatives for Africa (IFI):** will close the adaptation finance gap by \$5 billion by 2025 through implementing innovative instruments that tap the green investment markets and increase financial flows for adaptation and resilience for Africa; unlocking access to existing finance; and mobilizing new private sector investment by leveraging public sector finance.

The combined complementary strengths of AfDB, in finance, policy, and broad development mandate, and GCA, as global adaptation solutions incubator and broker, and trusted upstream policy advisor, will ensure effective design and implementation of these four flagships. Implementation will be done with other key partners to support African governments including city mayors, business leaders, investors, communities and civil society in accelerating and scaling effective adaptation solutions that can make Africa better prepared to deal with present and future climatic shocks.

DUTIES AND RESPONSIBILITIES

The Project Management specialist will report directly, functionally & administratively, to the AAAP-AfDB Coordinator within the Climate Change and Green Growth Department (PECG) of AfDB; and under this arrangement also extend support to the AAAP-GCA coordinator given the joint nature of implementation of the AAAP program. Overall direction of implementation of the AAAP will be jointly guided by the Director of Climate Change and Green Growth (PECG) Department at the AfDB and the Regional Director of GCA Africa office. The project management specialist will be primarily responsible for providing day-to-day support for project tracking, database management, technical and administrative support for the AAAP program within AfDB and ensure coordination with AAAP counterparts in the GCA office for overall smooth delivery of the program. S/he will be expected to provide support in the following areas:

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QUALIFICATIONS AND EXPERIENCE REQUIRED

The Bank is looking for a proactive candidate who is committed and driven to deliver quality results. The key selection criteria for this position are:

Education:

- Minimum of a Masters' degree in Environmental Sciences, Climate Change Adaptation, Agricultural Sciences, Infrastructure development, Development Studies, Climate Finance, Environmental Law, or other closely related fields.

Experience:

- At least 5 years of relevant experience preferably in project management, climate change adaptation and resilience; climate or green finance; natural resources management; national and international climate policies and measures; program and project management in key development sectors including agriculture, resilient infrastructure, youth & jobs; and related fields.
- Good knowledge of and some experience in specialized operational support functions (e.g., project management, database management, knowledge management, task management, major event/course planning, etc.) and ability to assist in applying relevant procedures, processes and systems.
- Ability to work both independently, with minimum supervision and in teams; as well as ability to oversee the work done by the administrative staff of the Climate Change and Green Growth Department
- Good knowledge of climate change and green growth, and of multilateral climate governance framework and global climate finance architecture practices relating to Africa in general.
- Ability to advise on the development and implementation of climate change adaptation projects.
- Be familiar and knowledgeable about Africa's climate change adaptation and resilience issues; negotiating positions; and conversant with climate change negotiation processes.
- Experience in research and drafting of technical report, strategy, concept note and content of climate change funding proposal.
- Excellent technical and analytical skills and established track record in operational and policy work on climate change, green growth, and climate finance matters.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Proven networking, team building, organizational, interpersonal and communication skills.
- Commitment to teamwork and to working across disciplines.
- Skills in facilitation, coordination, and demonstrated ability to work in an independent manner.
- Strong analytical, writing, communication, and advocacy skills.
- Mastery of standard MS Office applications, including Microsoft word, Microsoft Excel, Microsoft PowerPoint; familiarity with e-presentation techniques; and ability to operate with on-line web-based applications.
- Excellent drafting ability and presentation and communication skills, both oral and written; ability to explain complex issues to AAAP teams and external partners.

- Work experience in an international organization is an advantage.

Language Requirements:

- Excellent knowledge of the English language, with exceptional writing, presentation, and communication skills
- Fluency in French including excellent writing skills is an advantage.
- Be a national of one of the member countries of the Bank.

DURATION AND LOCATION OF THE ASSIGNMENT

The duration of this Consultancy shall be 12 months, with possibility of renewal subject to good performance. The assignment will commence, initially, virtually, and when normalcy resumes in operations it will be based in AfDB Head Office in Abidjan, Cote D'Ivoire.

REMUNERATION

The consultancy is a monthly lumpsum contract based on the Bank's remuneration scale and the level of experience and qualifications.