

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: **Consultant in Knowledge Management and Stakeholder Communication for the Africa Circular Economy Facility (ACEF)**.
2. The Consultant will provide overall communication, knowledge management and media relations support to the ACEF program within AfDB and ensure overall communications and visibility of the program. A detailed work program will be agreed on commencement of the assignment. The specific objectives of this consultancy include the following:
 - Stakeholder communication
 - Developing written and visual tools and content for stakeholder communications, including ACEF presentations and pitch documents, briefing notes, speeches, website layouts and content, media & social media tool kits, ACEF templates etc.
 - Ensuring ACEF's visibility in coordination with the Department's communication specialist and AfDB's Communications and External Relations Department (PCER) in all matters requiring communication
 - Leading document and report development for ACEF including identification of success stories and other themes that can be used in communication campaigns, including developing annual report, OpEds, quality contents for graphics, artwork, ensuring efficient and fast processing of ACEF communication matters and products.
 - Knowledge Management Support
 - Assist in the development, implementation, monitoring, progress reporting and dissemination of knowledge management programs for ACEF in accordance with the objectives and priorities laid out in the approved ACEF business and action plans; and ensure that lessons emerging from the four flagships are captured and disseminated in a timely manner
 - Development of content (text, graphics, multi-media etc) and simplification of results for ACEF reports, special issues, covers, brochures, newsletters and other custom publications for special events (e.g. posters, flyers, awards, and memorabilia)
 - Event Management
 - Coordination of key events, including, preparing invitations, relevant presentations & briefs; follow-up of speakers; preparing event materials; coordinating the technology aspects; and audience engagement
3. 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.).

4. 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. 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.
5. The duty station will be home based. The assignment may require travelling in Africa and elsewhere. The estimated duration of services is 6 months with possibility of renewal subject to good performance and the estimated starting date is 20th June 2023.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: 08:00 to 17:00 hours GMT.
7. Expressions of interest comprising letter of motivation and detailed CV (PDF Format) must be received at the email addresses below no later than 28th May 2023 at 17:00 hours Abidjan time and specifically mentioning "Recruitment of a Consultant for Communications and Knowledge Management for ACEF" in the subject line.

Applications to be submitted to: **MILENGE UWELLA, DAVINAH**
Climate Change and Green Growth Department
African Development Bank, Abidjan, Cote d'Ivoire
E-mail: d.milenge-uwella@afdb.org
With copy to: e.luotonen@afdb.org

8. The consultancy is a monthly lumpsum contract based on the Bank's remuneration scale and the level of experience and qualifications
9. A shortlist of three to six individual consultants will be established at the end of the request of expressions

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%

TERMS OF REFERENCE FOR THE RECRUITMENT OF A CONSULTANT IN KNOWLEDGE MANAGEMENT AND STAKEHOLDER COMMUNICATION FOR THE AFRICA CIRCULAR ECONOMY FACILITY (ACEF)

INTRODUCTION

African Circular Economy Facility is a multi-donor grants trust fund of the African Development Bank (AfDB) hosted at The Climate Change and Green Growth Department (PECG) with the objective of mainstreaming the circular economy as an inclusive green growth strategy to help African nations fulfil their development priorities while meeting the goals of the Paris Agreement, SDGs and Africa's Agenda 2063. ACEF supports the creation of institutional frameworks to foster the circular economy and provides private sector support for the circular transition. ACEF is currently funded by the Ministry of Foreign Affairs of Finland and the Nordic Development Fund.

CONTEXT

Fostering the circular economy (CE) as a development strategy enables African countries to grow their economies without exceeding their planetary boundaries. In African countries, natural capital accounts for between 30% and 50% of total wealth, with over 70% of people living in sub-Saharan Africa depending on forests and woodlands for their livelihoods.

Current socio-economic dynamics offer a good entry point for the adoption of circular practices in African countries: most economies are resource-dependent, making them vulnerable to climate change. Societies are collaborative which facilitates the adoption of practices in the sharing economy. Circular economy offers the opportunity to diversify employment opportunities in green sectors through job creation. Economic diversification is a key climate adaptation strategy that helps increase livelihoods resilience and income security. The young African population is an early adopter of technologies and spurs the creation of digital innovations on the continent.

Currently, the waste sector is the main focus of circularity in African countries, but this is only one component of the full CE spectrum. Circular economy has cross-sectorial applications that can help meet the needs of a growing urban population e.g. through climate-smart agriculture for enhanced food security, resilient and green infrastructure to fill the housing gap, low-carbon and efficient energy to reduce energy poverty, resource-efficient industries to support low-carbon industrialization and improved livelihood opportunities. It is important that circular strategies take a holistic approach to the reuse of finite resources, preservation of the value attached to goods and maximization of their circulation in the economy. This requires a multi-sectoral approach and a broad-based collaboration among stakeholders, not leaving out the informal sector.

AfDB has put in place strategies in line with the circular economy through its Ten-Year Strategy (2013-2022), which is founded on two agendas: transitioning to green growth and inclusive growth, both which are rooted in the principles of circular economy. The Bank's priority areas, the High Fives (Light up and Power Africa, Feed Africa, Industrialize Africa, Integrate Africa, and Improve the lives of the people of Africa) emphasize efficiency across the value chain. ACEF is the Bank's newest climate change initiative.

DUTIES AND RESPONSIBILITIES

The communication and knowledge management specialist will report directly, functionally & administratively, to the ACEF Task Manager within the Climate Change and Green Growth Department (PECG) of AfDB; and under this arrangement also extend support to the ACEA Secretariat hosted at given the joint nature of implementation of activities. Overall direction of implementation of ACEF will be guided by the Director of Climate Change and Green Growth (PECG) Department at the AfDB. The specialist will provide overall communication, knowledge management and media relations support to the ACEF. S/he will be expected to provide support in the following areas:

General Tasks

S/He will be responsible for the development of content for reports, special issues, covers, brochures, newsletters; custom publications for ACEF's special events (e.g. posters, flyers, awards, and memorabilia); preparation of business presentations; the simplification of results from technical analysis into user friendly text (e.g., flow, bar, line and pie charts); and the integration of text to graphics. In addition, S/He should be able to support concept development and production of web and other electronic products, in particular S/He will assist in the preparation of webinars and other virtual activities. His/Her specific duties/responsibilities will include the following:

Specific Tasks

Stakeholder interaction

- Development of written and visual content and tools for stakeholder communications, including ACEF presentations and pitch documents, briefing notes, speeches, website layouts and content, media & social media tool kits, ACEF templates (e.g. PPT and Word) together with the ACEF Secretariat, the PECG communications specialist and AfDB's corporate communications unit (Communications and External Relations Department – PCER)
- Ensuring ACEF's visibility in different communications channels including serving as the focal point for ACEF team and coordinating with the PECG communication team and PCER in all matters requiring communication. This include gathering data and information, placing stories, contributing to messaging and publications, making changes to the web, and ensuring efficient and fast processing of ACEF communication matters
- Coordination and communication with external media in collaboration with PECG Communication specialist and PCER
- Supporting document and report development including identification of success stories and other themes that can be used in communication campaigns, including developing OpEds
- Translating client (ACEF Secretariat, ACEF approval bodies, donors, beneficiaries etc.) needs and goals into concept development with a strong marketing orientation for production in various media formats – digital, print etc.
- Contributing to the production of quality contents for graphics, artwork, business presentations and desktop publishing
- Provide ACEF stories, content, graphics for AfDB website - understand and apply web-based programming, html, etc.

- Expanding readership of ACEF material through several means including social media
- Prepare ACEF newsletter and develop submissions and contributions to partners' blogs, drawing from the ACEF Newsletter and other material of relevance
- Set-up a (digital) Resource Center to supply stakeholders, on request, with information and documents, and direct them to sources of information related to ACEF
- Leading the preparation, design, and dissemination of ACEF Annual Report, in close consultation with ACEF Secretariat
- Report, a mid-year publication and the ACEF newsletter
- Work with external commercial vendors including contract design and typesetting firms as well as print service providers
- Provide immediate support to ACEF teams on publications, power points, etc.

Knowledge Management

- Development and implementation of knowledge management (KM) program for ACEF in accordance with the approved ACEF programme document and workplans: collection and storage of knowledge and content for monitoring, progress reporting and dissemination of programme results
- Work with the ACEF Secretariat in monitoring the implementation of the ACEF KM program, assist in the preparation of reports to the Bank's Senior Management on status, progress, and any other issues in the KM program
- Work with ACEF Secretariat on the development and implementation of KM components of the supported work and ensure that lessons emerging are captured and shared in a timely manner
- Assist in the dissemination of KM activities (e.g. reports on lessons learned, guidelines, good practice notes, tool kits etc.) Ensure effective integration of ACEF KM program components in the design and implementation of AfDB communications, stakeholder outreach program and private sector engagement activities
- Help promote collaborative partnerships with external stakeholders for effective development and implementation of ACEF KM program
- Ensure that ACEF KM activities, outputs, outcomes, and resource requirements are appropriately

Event Management

- Coordination of publicity events, including, preparing invitations, follow-up of speakers, preparing event materials, coordinating the technology aspects, and audience engagement
- Work closely with the ACEF Secretariat to coordinate events and prepare relevant presentations and briefs
- Undertake any other activities assigned

QUALIFICATIONS REQUIRED (SKILLS, KNOWLEDGE AND EXPERIENCE)

- Master's degree in Communications, Development Policy, International Relations or KM, or related discipline with a minimum of 6 years' relevant experience; professional qualifications would be considered
- Knowledge of circular economy concepts and experience in working with issues related to circular economy, green growth, climate change or sustainable development
- Demonstrably strong customer service orientation as assessed by colleagues and customers and ability to work with diverse stakeholders
- Strong English and French language skills (verbal and written)
- Experience in implementing a program for managing knowledge and assessing clients' needs
- Portfolio including description publications and other print / online outputs
- High degree of initiative and strong record of performance with low supervisory requirements to function effectively
- Strong inter-personal skills and commitment to work in a team-oriented, multi-cultural environment
- Proficiency in MS Office applications (Word, Excel, Power Point)
- Knowledge of Adobe graphic design package is an advantage

ASSIGNMENT DURATION & DUTY STATION

The duty station will be home based. The assignment may require travelling in Africa and elsewhere. The duration of the assignment is 6 months with possibility of renewal subject to performance.