

REQUEST FOR EXPRESSIONS OF INTEREST LONG TERM INDIVIDUAL CONSULTANTS

AFRICAN DEVELOPMENT BANK

01 B.P. 1387 Abidjan 01 - Côte d'Ivoire

Knowledge Management, Outreach and Capacity Development Division (IDEV.3)

E-mail: a.anon@afdb.org; k.hanson@afdb.org

Tel.: + (225) 27 2026 5664/4533

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Recruitment of a long-term individual Consultant to Support IDEV's Evaluation Capacity Development (ECD) in AfDB Regional Member Countries (RMCs)**.
2. The services to be provided under the Assignment include: *see attached Terms of Reference (Annex 1)*
3. IDEV.3 invites Individual Consultants to indicate their interest in providing the services described in the ToR. 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.).
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 Corporate Consultants Recruitment**. Consultants and consulting firms must comply with the "minimizing conflicts of interest" considerations (Annex 1 to [AfDB's Independent Evaluation Policy](#)). 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.
5. The estimated duration of services is **twelve (12) months** and the estimated starting date is **March 2023**.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: **Mon. to Fri. from 08h30-16h30 GMT**.
7. Expressions of interest must be received at the address below no later than **10 February 2023 at 18h00 GMT** and specifically mentioning **Recruitment of long-term individual Consultant to Support IDEV's Evaluation Capacity Development (ECD) in AfDB Regional Member Countries**.
8. **Applications to be submitted to k.hanson@afdb.org; a.anon@afdb.org**. Please attach an updated Curriculum vitae based on the template attached in Annex 2.
9. Questions or requests for clarifications may be sent to Kobena T. Hanson: k.hanson@afdb.org

Interested consultants not registered in AfDB's consultancy database DACON, are kindly requested to do so via: <https://www.afdb.org/en/projects-and-operations/procurement/consultancy-services-e-consultant/>

For the attention of: **Kobena T. Hanson**

**Independent Development Evaluation
African Development Bank
Avenue Joseph Anoma
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Telephone: + (225) 27 20 26 45 33/56 64**

Establishment of the Short List

10. 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 criteria below based on their updated resume.

	Criteria	Weight
1	Educational level relevant to the field of mission.	20
2	Proven experience with policy/decision-makers, parliaments, partnerships & CoPs.	25
3	Demonstrated experience writing web articles, publications and reports.	25
4	Overall experience relevant to the mission at hand.	30

Terms of Reference:

Individual Consultant to Support IDEV's Evaluation Capacity Development (ECD) in AfDB Regional Member Countries (RMCs)

2023

1. Introduction / Background

Independent Development Evaluation (IDEV) at the African Development Bank (AfDB) is an independent function tasked with enhancing the development effectiveness of the Bank. By conducting independent evaluations and proactively sharing lessons and good practices, the Department ensures that the Bank and its stakeholders learn from experience and plan and deliver development activities to the highest possible standards. Development effectiveness on the African continent however depends not only on the Bank's operations, but also on those of the Regional Member Countries (RMCs).

In line with the AfDB Independent Evaluation Policy, IDEV focuses on three complementary objectives: **learning**, **accountability**, and **promoting an evaluation culture**, both within the Bank Group and across the Bank's RMCs. In this context, IDEV's Evaluation Capacity Development (ECD) initiatives strive to enhance, advance, and facilitate the supply of, demand for and use of evaluation knowledge in policy- and decision-making across RMCs. IDEV also collaborates with evaluation departments in bilateral and multilateral development agencies, and participates in partnerships with other relevant stakeholders.

IDEV's work on ECD in RMCs encompasses nurturing and managing networks and communities of practice; developing the capacities of policy and decision-makers (government officials and parliamentarians) across Africa; and actively supporting national governments across Africa to systematically produce, demand and utilize evaluative knowledge while exchanging experiences and learning from each other.

To carry out its ECD mandate effectively and efficiently, IDEV strategically scans the ECD landscape to determine the other key players, and then determines with whom to work in partnership, collaborate, broker, support, and when to forge ahead alone. IDEV therefore supports a number of entities, notably the African Parliamentarians' Network on Development Evaluation (APNODE); Evaluation Platform for Regional African Development Institutions (EPRADI); Twende Mbele; EvalPartners; and the Global Evaluation Initiative (GEI). It similarly collaborates with AfrEA, CLEAR regional centers for Anglo- and Francophone Africa (CLEAR-AA/FA), RFE, UNDP, UNICEF, UN-Women, and a number of Voluntary Organizations for Professional Evaluation (VOPEs) across Africa – as it promotes both the supply of and demand for evaluative knowledge and makes sure the contextual factors shaping RMCs are acknowledged to achieve optimal impact.

In this context, IDEV seeks the services of a long-term individual consultant to support the Principal Evaluation Capacity Development Officer in implementing IDEV's ECD work program in RMCs.

2. Objectives of the Assignment

Support IDEV's Evaluation Capacity Development (ECD) portfolio in RMCs as follows:

- Proactively enhance and advance ECD in AfDB RMCs;

- Actively promote ECD in RMCs by engaging entities IDEV supports (i.e., APNODE, EPRADI, Twende Mbele; EvalPartners; and the GEI);
- Proactively advance and enhance IDEV's ECD collaborations with AfrEA, CLEAR-AA/FA, RFE, UNDP, UNICEF, UN-Women, and national VOPEs;
- Support IDEV to effectively support ECD initiatives on the continent at national, regional and continental levels;
- Strengthen collaboration and partnerships with local, regional, and global ECD stakeholders and partners;
- Systematically gather, collate, and disseminate ECD knowledge and best practices;
- Nurture and build an evaluation culture across RMCs.

3. Main Activities and Deliverables

Under the overall guidance of and in collaboration with the Principal Evaluation Capacity Development Officer, the Consultant will perform the following tasks:

A. Supported Entities

1. APNODE

- Support planned APNODE activities and member engagements;
- Provide logistical support and technical assistance in preparing and organizing the APNODE Annual General Meetings (e.g., draft/send communication; draft/collate documents, and document the AGM for record-keeping and dissemination);
- Maintain the APNODE social media handles i.e., LinkedIn Group; Twitter, and WhatsApp; – with regular discussion posts, and updates on key learning events and developments pertinent to Network members;
- Gather, collate, package, and disseminate APNODE knowledge products (including results stories) for publication in the weekly What's New flyer, and Quarterly Newsletter;
- Prepare, produce and implement advocacy and communication for APNODE;
- Assist in the further development and maintenance of the APNODE website and online exchange platform;
- Prepare, document, and undertake any follow-up activities to meetings of the APNODE Executive Committee and the AGM;
- Coordinate and streamline, in a professional and timely manner, internal and external communication of the APNODE Secretariat and the APNODE Executive Committee as required; and
- Perform other duties as required by the APNODE Secretariat.

2. EPRADI

- Support planned EPRADI activities and member engagements;
- Support EPRADI meetings and ensure meeting minutes are effectively captured and disseminated;
- Support the Team Leader (Lead Coordinating Institution) to develop and produce the advocacy and communication material;
- Support the generation, development and maintenance of EPRADI knowledge products and services such as the online collaboration platform.

3. Twende Mbele

- Support IDEV's ECD work program with Twende Mbele;
- Support Twende approved work plans on learning, and knowledge exchange;
- Support review and feedback on reports and documents;

4. EvalPartners

- Support IDEV's ECD work program with EvalPartners;

- Support review and feedback on reports and documents;
5. GEI
- Support IDEV's ECD work program with GEI;
 - Support review and feedback on reports and documents;
 - Support ECD partnership and stakeholder engagement requests across RMCs;
 - Assist with the conceptualization, designing, and implementation of ECD learning events, dialogue forums, conferences, trainings, etc.
 - Support GEI partnership's learning and knowledge exchange work;
 - Assist in the design, drafting and planning of IDEV events at GEI's gLOCAL Eval Week;
 - Perform other duties as required.

B. Collaborating Entities

1. AfrEA
 - Support the planning and implementation of AfrEA's biennial Conference;
 - Support IDEV ECD ideation with AfrEA via the African Evaluation Journal and participation in the AfrEA Conferences;
2. CLEAR-AA
 - Identify novel and strengthen existing collaboration entry points for IDEV to work with CLEAR-AA;
 - Assist on all IDEV-CLEAR-AA learning and capacity development initiatives – trainings, webinars, Brown Bags, etc.
 - Support co-generation of knowledge between IDEV and CLEAR-AA.
3. CLEAR-FA
 - Identify novel collaboration entry points for IDEV to work with CLEAR-FA;
 - Assist on all IDEV-CLEAR-FA learning and capacity development initiatives – trainings, webinars, Brown Bags, etc.
 - Support co-generation of knowledge between IDEV and CLEAR-FA.
4. RFE
 - Identify collaboration entry points for IDEV to work with RFE to support building individual and institutional capacities RMCs
 - Support IDEV-RFE partnerships' learning and knowledge exchange agenda.
 - Assist IDEV's engagement with and participation in FIFE.
5. UN Agencies
 - Identify collaboration entry points for IDEV to work with and to support building capacities and an evaluation culture across RMC;
 - Support IDEV-UN partnerships' learning and knowledge exchange agenda.
6. VOPEs
 - Identify collaboration entry points for IDEV to work with and to support building individual and institutional capacities across VOPEs;
 - Liaise with VOPEs on requests for fiscal support from IDEV;
 - Support IDEV-VOPEs partnerships' learning and knowledge exchange agenda.

The consultant may be called upon to perform other tasks in the area of evaluation capacity development of RMCs as necessary.

4. Administration/Reporting

The consultant will work closely with and report to the Principal Evaluation Capacity Development Officer, who is the task manager for IDEV's ECD work. The IDEV.3 Division Manager has final responsibility for oversight of the initiative. All staff and consultants are accountable to IDEV management.

5. Duration of the Assignment

The assignment will be for **twelve (12) months** and is located at the Bank's headquarters in Abidjan, Côte d'Ivoire.

6. Qualifications and Experience required

- Master's degree (or equivalent) in social studies, development studies, international relations, government/political science, public policy/administration, or related field;
- National of a Bank Member Country;
- 6-8 years of working experience, preferably with an international organization;
- Proficiency in English and French. Knowledge of Portuguese is an asset;
- Excellent organizational, planning, and communications skills;
- Proven research, writing, and presentation skills;
- Good grasp of the development landscape in Africa and the utility of evidence-use for public policy;
- Understanding of evaluation and evaluation systems
- Experience with developing and implementing capacity development initiatives
- Culturally and linguistically sensitive, discrete, and tactful;
- Professionalism, integrity, respect for diversity, and being a strong team player;
- Ability to maintain an overview with the necessary attention to detail;
- Ability to multitask with minimal supervision;
- Proficiency in standard software applications: MS Word, Excel, PowerPoint, and web tools;
- Proven resource mobilization skills will be a plus.

7. Remuneration

The Consultant will be paid a competitive monthly lump sum in accordance with the Bank's scale set for Consultants and commensurate with the number of years of relevant experience

ANNEX 2: MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. ° employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
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. Utilize 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'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: