

AFRICAN DEVELOPMENT BANK GROUP



REQUEST FOR EXPRESSIONS OF INTEREST FOR AN INDIVIDUAL CONSULTANT

KNOWLEDGE MANAGEMENT & DISSEMINATION CONSULTANT (Remote / Home-Based Consultancy)

GOVERNANCE AND ECONOMIC REFORMS DEPARTMENT (ECGF)

1. The African Development Bank through the Governance and Economic Reforms Department (ECGF) hereby invites Individual Consultants to indicate their interest in the following assignment: **One (1) Individual Consultant as a Knowledge Management and Dissemination Consultant.**
2. **Brief description of the assignment:** Under the direct supervision of the Director, ECGF or his designate, the Consultant will be required to:
 - Assist ECGF front office staff with the delivery of non-operational activities, which includes supporting the organization of knowledge sharing events, in particular, those supported by the Japanese Policy and Human Resource Development Grant (PHRDG), and namely related to sustainable debt management.
 - Identify and compile pertinent data on the bank's interventions through ECGF in order to produce content for external communications for the Department specifically around debt management.
 - Provide support to improve the Bank's website as it relates to ECGF's work, in particular, around knowledge sharing on the theme of sustainable debt management.
 - Assist ECGF front office in elaborating knowledge products based on its Economic Sector Works, in producing communication materials, in particular, on debt management issues, and all the relevant topics related to economic governance.
 - At the request of the Bank, the Consultant may carry out other tasks in light of his/her field of expertise, notably those that shall be assigned to him/her by the Director of ECGF.
3. ECGF 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.).
4. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the Bank's Rules and Procedure for Acquisition of Consulting Services funded by the Administrative or Capital Expenditure Budget. 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 assignment will be for a period of 70 non-consecutive days within 10 months, and the estimated starting date will be on **8 May 2023**.
6. Interested Individual Consultants may obtain further information at the email address below during the Bank's working hours: from 09 :00 to 17 :00 hours (Abidjan time).
7. Expressions of interest must be received **by email** at the address below no later than **24 April 2023 at 17:00** (Abidjan time) and specifically mentioning Individual Consultant: **Knowledge Management and Dissemination Consultant**.

For the attention of: Ms. Christine AHOUANSON, c.ahouansou@afdb.org with copy to: Mr. Mamoru ENDO m.endo@afdb.org

8. Interested Consultants must register on the AfDB E-Consultant site at https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac_wd_login_page?SAP-language=EN# and advise c.ahouansou@afdb.org on the webcode that will be issued, or share their DACON number if they are already registered. Please use Internet Explorer to access the E-Consultant application.
9. **Selection Criteria:** The evaluation criteria below will be used to select the consultant:

Criteria	Weight %
General qualifications and adequacy for the proposed assignment	30
Similar experience in the area of expertise of the assignment as described in the Terms of Reference (and understanding of the Terms of Reference if required)	50
Experience with the Bank or other international donors	10
Language proficiency	5
Knowledge of the Region (environment of the assignment) if the Consultant will undertake the Assignment in a Member Country	5
TOTAL	100

TERMS OF REFERENCE
KNOWLEDGE MANAGEMENT & DISSEMINATION CONSULTANT
(Remote / Home-Based Consultancy)

1. INTRODUCTION AND OBJECTIVES

1.1 The Governance and Economic Reforms Department (ECGF) is in the complex of the Chief Economist/Vice Presidency for Economic Governance and Knowledge Management (ECVP), based at the Headquarters of the African Development Bank Group in Abidjan, and is responsible for coordination and operationalization of the Bank's Governance policy, strategy and programs, including lending and non-lending work. ECGF works in collaboration with the other complexes and departments of the Bank towards ensuring (i) that the Bank's substantive technical engagement with key policy and strategy processes in the area of governance and public financial management are properly coordinated; and (ii) that the Bank's interventions in Regional Member Countries, through program-based operations/budget support, institutional strengthening projects, and policy dialogue and advisory promote effective and accountable governance and public financial management.

1.2 The Bank approved “The Strategy for Economic Governance in Africa (SEGA)” in early 2021, which defines the priorities for the Bank’s governance work over the coming 5 years, SEGA envisions an Africa governed by transparent and accountable governments and strong institutions capable of driving inclusive and sustainable growth. Within the three pillars of the SEGA, “Debt Management and Transparency” is a sub-pillar of Pillar 1 - Public Sector Effectiveness. The Bank recognizes the importance of the recording and regular publication of public debt obligations of regional member countries (RMCs), as it removes any opacity in debt portfolio risk assessment. In order to strengthen this aspect of SEGA, the Government of Japan has been supporting the ECGF’s Debt Management Webinar Series since 2020. Also the Japanese Policy and Human Resources Development Grant (PHRDG) has been supporting the Bank’s engagement on Sustainable Debt Management since 2022.

1.3 ECGF, under the support of the PHRDG, is planning to recruit a Knowledge Management and Dissemination Consultant, remote / home-based consultancy, for 70 non-consecutive working days, *on an as-needed basis*, during a period of 10 months to support ECGF in the implementation of its work plan.

2. SCOPE OF WORK

2.1 Under the direct supervision of the Director, ECGF, the Consultant will be responsible for implementing the following activities:

- Assist ECGF front office staff with the delivery of non-operational activities. This includes supporting the organization of knowledge sharing events, in particular those supported by PHRDG, and namely related to sustainable debt management. This will include providing inputs to concept notes, programs and the development, and implementation of communications plans, as well as managing and assisting with logistical aspects.
- Identify and compile pertinent data on the bank’s interventions through ECGF in order to produce content for external communications (presentations, press kits, press releases, brochures, newsletter, webpages, etc.) for the department that contain concise, results oriented and engaging stories, well targeted to the relevant audiences, specifically around debt management.
- Provide support to improve the Bank’s website as it relates to ECGF’s work, in particular around knowledge sharing on the theme of sustainable debt management. This includes improving the existing website both in terms of its accessibility, as well as its contents in order to enhance knowledge dissemination and capacity building on debt management.
- Assist ECGF front office in elaborating knowledge products based on its Economic Sector Works, operational results, and other relevant sources in order to disseminate them to pertinent audiences.
- Assist ECGF front office team to produce communication materials, in particular on debt management issue, and all the relevant topics related to economic governance, to support overall dissemination of knowledge generated by ECGF within the continent also globally, through printed materials and online platforms, including social media, and other means.

- At the request of the Bank, the Consultant may carry out other tasks in light of his/her field of expertise, notably those that shall be assigned to him/her by the Director of ECGF.

3. ORGANIZATION OF THE ASSIGNMENT

3.1 This is a remote / home-based consultancy with a possibility of potential visit to the Headquarters of the Bank (in particular, CCIA Building) in Abidjan (Cote d'Ivoire). The consultant may also be required to undertake missions to Regional Member Countries of the AfDB, which shall be considered in conformity to the rules applicable to standard Bank procedures.

3.2 The consultant will work under the overall guidance and supervision of the Chief Governance Officer within the front office, also close communication of the Task Manager of PHRDG project in ECGF, and other staff as assigned by the Director.

4. DURATION OF ASSIGNMENT

4.1 The period of the contract will be seventy (70) non-consecutive days during ten (10) months. The service of the Consultant is expected to start on 8 May 2023. This is a remote / home-based consultancy with a possibility of potential visit to the Bank's permanent HQ in Abidjan (Côte d'Ivoire) and travel to some Regional Member Countries.

5. REPORTING AND DELIVERABLES

5.1 The expected outputs of the Consultant will include, but are not limited to:

- Support the preparation and implementation of successful knowledge sharing events, of which at least three have been planned in 2023, either physical or remote events, through supporting the preparation of the concept note and program, managing communications, as well as managing all logistical aspects of the events.
- Provide support to prepare briefing notes, talking points and presentations for the knowledge sharing events, communication activities and other ECGF activities.
- Implement upgrading work of the existing web-site of ECGF, to support better dissemination of ECGF's knowledge sharing events and products of sustainable debt management issues.
- Propose other communication materials for ECGF's mandate by printed materials, digital platform, including social network services (SNS) and other means.

5.2 The language of the product(s) that the Consultant is expected to produce shall be English and/or French.

5.3 A detailed work plan will be agreed with the Consultant at the start of the assignment and updated periodically.

5.4 At the time of conclusion of the assignment, the Consultant's output will be evaluated based on the following criteria: (i) professional competence; (ii) analytical reasoning and communication skills; (iii) reliability of information and data; and (iv) output and quality of work produced.

6. PROFILE AND QUALIFICATIONS OF THE CONSULTANT

- The Consultant should have an advanced university degree (minimum of Master's Degree) in Communication/Public Relations, Knowledge or Information Management, International Development, Development Studies, Public Management or a related field.
- At least 5 years' experience working in areas related to knowledge management and communications, preferably in an international organization and in development.
- Experience in developing communications on the topic of governance, macroeconomics or finance is highly desirable.
- Experience in organizing virtual and physical events.
- Previous experience in consulting for the African Development Bank would be an asset.
- Excellent spoken and written English and/or French, with expert working knowledge of the other language
- Proven communication and analytical skills, with proven ability to adapt and convey complex messages to various audiences in plain language.
- Solid skills in using Content Management Systems as well as SNS, social media and other relevant platforms.
- Knowledge of editorial policies and practices.
- Ability to deliver quality deliverables under pressure.
- Strong team working and relationship skills.

7. REMUNERATION FOR THE ASSIGNMENT

7.1 The recruited Consultant shall be remunerated based on AfDB's remuneration guideline for consultants that depends on number of years of experience and availability of resources. The Consultant will be paid according to the agreed payment schedule during the contracted period.