

REQUEST FOR EXPRESSIONS OF INTEREST POLICY EXPERT

AFRICAN DEVELOPMENT BANK

*Abidjan (Cote D'Ivoire)
5 Avenue Joseph Anoma
01 B.P. 1387, Abidjan 01, Cote d'Ivoire*

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Policy Expert**
2. The services to be provided under the Assignment include:

Under the overall objective of enhancing the Bank's organizational effectiveness within the framework of the DBDM and One Bank principles, the Policy Expert will be responsible for (1) supporting the Divisions policy and procedures management effort (b) Updating the Delegation of Authority Matrix to ensure it is fit for purpose; (c) preparing proposals for Delegation of Authority in the conduct of Bank Group operations as deemed necessary (d) documenting the Bank's management control framework; (e) updating and finalizing the Bank's Organizational Manual to ensure it is fit for purpose; (d) assisting the DAM Secretariat in various functions and activities aimed at maintaining the Bank's organizational effectiveness, continuous business process improvements, and effective implementation of the One Bank Delegation of Authority Matrix

The mandate of the Organization and Methods Division (SNBT.1) in the Business Transformation Department (Senior Vice Presidency Complex) is to support the SVP in the execution of responsibilities related to ensuring organizational/institutional effectiveness and efficiency. In particular, it provides assistance with coordinating the implementation of Bank-wide activities relating to business improvement and change management and ensuring seamless coordination of the implementation and monitoring of key corporate decisions, as well as the identification of institutional and managerial weaknesses, and of the necessary corrective measures and actions.

3. The Organization and Methods Division invites individual consultants, with at least 15 years' experience in formulation of Corporate and Operations policies, guidelines, processes and procedures, and strategies; Management consultancy; Program and Project Management; organizational development and change management; international finance institutions, or multi-lateral development, or other related area, 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 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.

5. The estimated duration of services is six (6) months (3 months at the Bank’s HQ and 3 months home based). The estimated starting date is 01st August 2023.
6. Interested individual consultants may obtain further information at the address below during the Bank’s working hours: from 09:00 to 17:00 hours
7. Expressions of interest must be received at the email address below no later than, **11 July 2023 at 17:00, GMT local time** and specifically mentioning **Expression of Interest for a Policy Expert Consultant**.

For the attention of: Mrs. Felicia Avwontom
African Development Bank
Abidjan (Cote D’Ivoire)
01 B.P. 1387, Abidjan 01, Cote d’Ivoire

Applications to be submitted to: f.avwontom@afdb.org; m.cobinah-ebrottie@afdb.org

ESTABLISHMENT OF THE SHORT LIST

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

Please attach an updated Curriculum vitae on the basis of the template attached.

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

Birth Date:

Address:

Telephone:

First Name:

Nationality:

Country:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.^o 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		

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:

TERMS OF REFERENCE

Policy Expert - Consultant

INTRODUCTION

The African Development Bank (AfDB) was established in 1964 to promote economic growth and social progress across the continent. It comprises 80 member states, including 54 African countries (Regional Member Countries). The Bank's development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of its Ten-Year Strategy (2013 – 2022) and ensure greater developmental impact, the Bank has identified for scaling up five major areas (High 5s), all of which will accelerate delivery for Africa. These five areas are energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

The Senior Vice-Presidency (SNVP), under the leadership of the Senior Vice President (SVP), is responsible for supporting the President in the day-to-day management of the Bank Group to achieve its strategic objectives. The SVP is also responsible for driving a performance culture that will align all processes and systems to deliver high impact results; ensuring the seamless coordination of the implementation and monitoring of key corporate decisions; ensuring compliance with the Bank's policies and strategies, including fiduciary, environmental, and social safeguards, risk management functions, etc.

The Organization and Methods Division (SNBT.1) supports the SVP in the execution of responsibilities related to ensuring organizational/institutional effectiveness and efficiency. In particular, it provides assistance with coordinating the implementation of Bank-wide activities relating to business improvement and change management and ensuring seamless coordination of the implementation and monitoring of key corporate decisions, as well as the identification of institutional and managerial weaknesses, and of the necessary corrective measures and actions.

1. OBJECTIVES OF THE ASSIGNMENT

Under the overall objective of enhancing the Bank's organizational effectiveness within the framework of the DBDM and One Bank principles, the Policy Expert will be responsible for (1) supporting the Divisions policy and procedures management effort (b) Updating the Delegation of Authority Matrix to ensure it is fit for purpose; (c) preparing proposals for Delegation of Authority in the conduct of Bank Group operations as deemed necessary (d) documenting the Bank's management control framework; (e) updating and finalizing the Bank's Organizational Manual to ensure it is fit for purpose; (d) assisting the DAM Secretariat in various functions and activities aimed at maintaining the Bank's organizational effectiveness, continuous business process improvements, and effective implementation of the One Bank Delegation of Authority Matrix.

2. MAIN ACTIVITIES AND DELIVERABLES

Under the direct supervision and guidance of the SNBT.1 Division Manager, the consultant will carry out the following duties:

- a. Prepare a policy and procedures management framework to ensure effective creation, communication, and management of all the policies and procedures implemented by the Bank
- b. Document the Bank's management control framework and related instruments
- c. Ensure that important policy documents like the delegation of authority matrix are up to date and fit for purpose
- d. Finalize the Bank's Organizational Manual providing clear Terms of Reference for all Complexes, departments, divisions, and other organization units.
- e. Prepare proposals other Delegation of Authority if deemed necessary
- f. Assist the DAM Secretariat in SNBT.1 in its various functions and activities aimed at maintaining the Bank's organizational effectiveness, continuous business process improvements, and effective implementation of the One Bank Delegation of Authority Matrix:
- g. Support SNBT.1 and IT specialists on the Digitalisation of key documents of the Bank, notably the One Bank DAM, the Organizational Manual, the Operational Manuals, and Presidential Directives.

3. ADMINISTRATION/REPORTING

The consultant will report to the Manager, Organization and Methods Division.

4. QUALIFICATIONS AND EXPERIENCE

- At least a Masters' degree (or equivalent) in policy work, development economics, Program and Project Management, organizational development, systems engineering, methodology, change management or related area.
- At least 15 years' experience in formulation of Corporate and Operations policies, guidelines, processes and procedures, and strategies; Management consultancy; Program and Project Management; organizational development and change management; international finance institutions, or multi-lateral development, or other related area.
- Nationality of a Bank Member Country.
- Demonstrable knowledge of Africa's development challenges and business environment.
- Demonstrable knowledge of the African Development Bank and its operations, corporate and operations policies, guidelines, processes and procedures, and strategies, directives management system as well as ongoing transformation effort is essential.
- Solid writing skills, critical and analytical thinking, clear communication
- Fluent in English and working knowledge of the other language; and
- Proficiency in Bank standard software applications: MS Word, Excel, PowerPoint.

The assignment will be carried out over **a total period of 6 months**.

Start date: **1st August 2023**

The duty station for this assignment will be **3 months at the Bank's HQ and 3 months home based**.