

# AFRICAN DEVELOPMENT BANK GROUP



## REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTANT)

AFRICAN DEVELOPMENT BANK  
Immeuble du CCIA  
Rue Jean-Paul II – PLATEAU  
01 Boite Postale 1387 ABIDJAN 01

**Gender, Women and Civil Society Department (AHGC)**

### MONITORING AND EVALUATION CONSULTANT TO SUPPORT THE OPERATIONALIZATION OF THE MULTI DONOR GENDER EQUALITY TRUST FUND (GETF)

1. The African Development Bank hereby invites individual consultants to express their interest in the following assignment: **Monitoring and Evaluation services to support the operationalization of the Multi Donor Gender Equity Trust Fund (GETF)**
2. Under the supervision of the Director, Gender, Women and Civil Society Department of the Bank, **the main objective of the proposed assignment is to support the operationalization of the Multi Donor Gender Equity Trust Fund (GETF)** funded under the Affirmative Finance Action for Women in Africa (AFAWA) Initiative.
3. The consultant will serve for the GETF activities working closely with the grant recipients such as financial intermediaries, business incubators/accelerators, research institutions and governments. He/she will develop a systematic monitoring and results measurement framework to improve the qualitative and quantitative evidence gathered by the GETF. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues.
4. The Gender, Women and Civil Society Department now invites eligible individual consultants to express their interest in providing these services. Interested candidates must provide information indicating that they are qualified to perform the services (qualification documents, CV with detailed description of similar assignments, experience in similar conditions, availability of appropriate skills among staff relevant to the assignment, etc.).
5. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Rules and Procedures for the Use of Consultants described in Presidential Directive No. 02/2012 on Procedures for the Procurement of Consultant Services Financed from the Administrative or Capital Budget of the Bank Group which are available on the Bank Website at <http://www.afdb.org>. Please, note that interest expressed by a consultant does not imply any obligation on the part of the Bank to be included on the shortlist.
6. The duration of the assignment shall be one year renewable subject to performance and availability of budget. Commencement date is anticipated as **July 1st, 2023**.
7. Interested applicants may obtain further information at the addresses below during the Bank's

working hours: 09:00 to 17:00 hours.

8. Expressions of interest must be sent by email in English or in French to APOLO KYEYUNE [A.KYEYUNE@AFDB.ORG](mailto:A.KYEYUNE@AFDB.ORG) and copied to [B.CHITUNGA@AFDB.ORG](mailto:B.CHITUNGA@AFDB.ORG) no later than Friday, June 9<sup>th</sup>, 2023 at 5pm (Abidjan time) with a subject line mentioning “Monitoring And Evaluation consultant to support The GETF”

## ANNEX I

### TERMS OF REFERENCE

#### MONITORING AND EVALUATION CONSULTANT TO SUPPORT THE OPERATIONALIZATION OF THE MULTI DONOR GENDER EQUALITY TRUST FUND (GETF)

##### **1. Introduction and background**

Established in 1964, the African Development Bank is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank's development agenda is delivering the financial and technical support for transformative interventions that will significantly reduce poverty through inclusive and sustainable economic growth. In addition to providing finance, the Bank is Africa's voice on global economic, financial and development issues, a role that has taken significant importance considering increasing global integration and interconnected risks. To sharply focus the objectives of the Ten-Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas, all of which will accelerate delivery for Africa, have been identified for scaling up, namely, energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

The Vice Presidency for Agriculture, Human, and Social Development is a Sector Complex focusing on the Bank's Ten-Year Strategy High 5s priority of "Feed Africa" and "Improve Quality of Life for the People of Africa". The complex objectives are (i) to develop, policy and strategy; (ii) provide deep sector expertise to the Regions by gathering pool of experienced individuals who can be consulted to provide sector expertise on complex transactions; (iii) develop new financing instruments; (iv) the Vice President will act as the spoke person to represent the Bank with external stakeholders on aspects of "Feed Africa" and "Improve Quality of Life for the People of Africa".

Within the Complex, the Gender, Women and Civil Society Department is designed to improve coherence and coordination across Complexes on Gender and Civil Society Organization issues. The Department ensures strategic priorities are reflected in resources allocation, enhances monitoring and management of performance, and strengthens the focus on results.

The Department also houses several special initiatives including the Affirmative Finance Action for Women in Africa (AFAWA), a flagship program of the Bank that aims to bridge the gender gap in access to finance and unleash women's entrepreneurial capacity across the continent. AFAWA's holistic approach focuses on 3 pillars: (a) access to finance, leveraging AfDB's various instruments such as lines of credit, equity investments and risk sharing mechanisms, (b) technical assistance, to financial institutions as well as women entrepreneurs, and (c) policy dialogue to reform the legal and regulatory frameworks affecting women businesses.

##### **2. Purpose and Scope of Work**

The overall objective of the GETF is to contribute to improved gender equality and women empowerment in Africa. Through grants, the Fund will support the delivery of the Affirmative Finance Action for Women in Africa (AFAWA) programme component 1) and gender transformative lending and non-lending operations (component 2).

The Monitoring and Evaluation Consultant will be part of the GETF secretariat team responsible for the day-to-day management of the implementation of the activities of the GETF. The Consultant will be based in Abidjan, Côte d'Ivoire, and work closely with the GETF Secretariat and AFAWA teams, under the supervision of the AFAWA Program Coordinator and the leadership of the Director, Gender Women and Civil Society Department.

##### **3. Key Functions of the Monitoring and Evaluation Consultant**

The consultant will lead the development and management of the monitoring, evaluation, and learning function of the activities of the GETF working closely with the grant recipients such as financial intermediaries, business incubators/accelerators, research institutions and governments. He/she will develop a systematic monitoring and results measurement framework to improve the qualitative and quantitative evidence gathered by the GETF. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues. Such activities will include:

**Setting up the M&E system:**

- i. Assist in the review and refinement of the GETF Results Framework, particularly in the areas of performance indicators and their measurement.
- ii. Develop detailed results chains and capture baseline data for each project component and for all project indicators.
- iii. Ensure overall quality and cost effectiveness and establish and maintain a robust and adaptive Monitoring and Results Measurement (MRM) system for the GETF.
- iv. Establish consistent M&E tools for tracking trends on goals, objectives, and specific activities of the GETF, reporting and communicating progress on results.

**Implementation of M&E and coordination:**

- v. Coordinate M&E activities and information across GETF project partners and stakeholders.
- vi. Collect data on a regular basis to measure achievement against the performance indicators and check data quality with partners.
- vii. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation
- viii. Establish, maintain, and administer the M&E database.
- ix. Support project progress reporting, project mid-term review and final evaluation.
- x. Lead regular project reviews and reporting of results, particularly quarterly, semi-annual, and annual reviews.
- xi. Support follow up activities regarding implementation of audit and evaluation recommendations and ensure the use of evaluation findings by providing technical guidance in preparation of timely management response to all mandatory evaluations and by developing a communication/ dissemination plan.
- xii. Identify needs, organize, and undertake training with collaborating partners on MRM as required.
- xiii. Ensure effective use of resources, on-time delivery of project activity reports and partner deliverables, and overall compliance with AfDB evaluation policies and procedures.

**Documentation:**

- xiv. Track the impact of the GETF investments on Gender Equality and Women's Empowerment, and document best practices and development impact by the GETF activities.
- xv. Analyze, interpret, and document lessons learnt, opportunities and challenges of the GETF and make recommendations to improve implementation and results.
- xvi. Identify and develop case studies to capture Stories of Significant Change.

**Reporting and Communication:**

- xvii. Produce reports on MRM findings and prepare presentations based on MRM data as required
- xviii. Contribute to website and social media data communication and publicity data and information requirements

Other Duties as assigned by the supervisor

**4. Qualifications and experience required**

A minimum of a master's degree in a development field, Gender, SME access to finance, social sciences, economics, or relevant discipline.

- A minimum of 10 years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an international development organization ideally working on SME / Gender Financing projects.
- Experience in developing and implementing monitoring and results measurement plans for Result-Based Management in accordance with international good practice.
- Experience in MSME and entrepreneurship development in Africa including knowledge in enterprise support.
- Knowledge and experience in gender and development, familiarity with standard gender indicators and resources for obtaining gender statistics.
- Proven expertise in quantitative and qualitative methodologies, operations research, management information systems, reporting, data quality assessments, data analysis and presentations.
- Excellent communication, teamwork, and networking skills.
- Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/ priorities under tight deadlines.
- Results-oriented, proactive, self-motivated, and able to work both with autonomy and with a team in diverse national and cultural contexts.
- Flexibility and the ability to work across divisions and departments of the different Bank complexes, regional and country offices.
- Ability to develop strong working relationships with colleagues and contribute to the creation of a positive team environment.
- Strong IT skills.
- Excellent communication and writing skills in English or French with a working knowledge of the other.

## **5. Duration, location and reporting of the assignment**

The assignment period is expected to last one year from the date of signing the contract renewable depending on individual's performance and budget. The commencement date is planned for July 1<sup>st</sup>, 2023. The consultant will be domiciled in their country of residence. The consultant will report to the AFAWA Coordinator. At the conclusion of the assignment, the Consultant's performance will be evaluated based on the following criteria:

- Professional competence
- Analytical, reasoning, organizational and communication skills
- Reliability and organization
- Deliverables and Output
- Quality of work produced.

## **6. Remuneration**

The consultant's remuneration will be based on the Consultant experience and the *Bank's Guidelines on Individual Consultants Remuneration*.

## **7. Confidentiality**

Any information provided by AfDB, project proponents or executing entities, or by any other source concerning any AfDB project or activity or the bidding and appointment of the Consultant will be considered confidential and proprietary in nature and should not (except as required by law) be disclosed by the Consultant to any third party.