

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR JUNIOR CONSULTANT**

**AFRICAN DEVELOPMENT BANK
Avenue Joseph Anoma - 01 BP 1387 Abidjan 01**

**Power, Energy, Climate and Green Growth Complex (PEVP)
Renewable Energy and Energy Efficiency Department (PERN)**

E-mail: j.chabchoub@afdb.org and k.tossou@afdb.org

Expressions of interest are being requested for a Junior Consultant Position

Brief description of the Assignment:

1. The Department of Renewable Energy and Energy Efficiency (PERN) of the African Development Bank (AfDB) has the broad objective of promoting the development of renewable energy and promoting energy efficiency along with clean cooking.
2. The AfDB hereby invites qualified Junior Consultants to indicate their interest in providing support to the Department's ongoing/new energy efficiency programmes and projects – in particular programs such as the Africa Super ESCO Acceleration Program and the Energy Efficiency Market Development Program, which are financed by the Sustainable Energy Fund for Africa (SEFA). The services expected to be provided in the context of the Assignment include but are not limited to:
 - Assist task/program managers with general project management activities as requested.
 - Assist task/program managers with the identification and follow up of EE pipeline opportunities, delivery of TA and investment projects, as well as basic market assessments activities.
 - Support the drafting of sector briefing notes, management, and communication briefs.
 - Any other activities as per the Division's needs.
3. Interested Junior Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (A cover letter and CV clearly indicating reference to similar services and experience in similar assignments - The model of the CV is attached).
4. The eligibility criteria, the establishment of a shortlist and the selection procedure shall conform to the Bank's Rules and Procedure for the Use of Consultants under projects financed by the Bank Group.
5. **Department issuing the request:** Renewable Energy and Energy Efficiency Department (PERN)
6. **Place of assignment:** Abidjan, Côte d'Ivoire

7. **Duration of the assignment:** Six (6) months
8. **Tentative Date of commencement:** 10th April 2023
9. Interested and qualified Junior Consultants can obtain more information by writing to the email address mentioned below between 08:00 to 17:00 (Abidjan) local time.
10. Expressions of Interest must be received by e-mail at the address below no later than **21 March 2023, 6 pm (Abidjan) time** and should specifically mention the name of the assignment (i.e. **Junior Consultant: Energy efficiency programs/ projects**).

Att: Mr. Jalel CHABCHOUB E-mail: j.chabchoub@afdb.org; Mr. Luc Tossou, E-mail: k.tossou@afdb.org and Mr. Wilhelm DIOGO E-mail: w.diogo@afdb.org

Any questions and requests for clarifications may be sent to:

Att: Mr. Jalel CHABCHOUB E-mail: j.chabchoub@afdb.org; Mr. Luc Tossou, E-mail: k.tossou@afdb.org

11. Evaluation Criteria:

The following criteria with the corresponding weights shall be considered in the selection of the candidates.

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	50
Experience with the Bank or other international organizations	10
Language proficiency	10

Appendix 1: Terms of Reference for Junior Consultant

1. Introduction / Background

The Renewable Energy and Energy Efficiency Department (PERN) of the African Development Bank (AfDB) has the broad objective of promoting the development of renewable energy and energy efficiency along with clean cooking. The Department implements its mandate by working with both public sector and private sector entities.

2. Objectives of the Assignment

The Junior Consultant will be responsible for supporting the department with ongoing/new energy efficiency programmes and projects in particular programmes such as the Africa Super ESCO Acceleration Program and the Energy Efficiency Market Development Program, which are financed by the Sustainable Energy Fund for Africa (SEFA).

3. Main activities and deliverables

The Assignment will include, but not be limited to:

1. Programme/Project support: support the development and monitoring of PERN2 work programme and budget, as well as the design and implementation of PERN's flagship programmes and projects.
2. Assist the Africa Super ESCO Acceleration Program (ASAP) program manager for general management activities as requested and notably assure the interface with the SEFA Technical Unit for follow up, reporting updates, etc.
3. Assist with pipeline and ongoing TA activities for the Energy Efficiency Market Development Program and assure the interface with the SEFA Technical Unit for follow up, reporting updates, etc.
4. Support basic market assessment activities.
5. Outreach materials: support the drafting of sector notes, management briefs, press releases, presentations for internal and external purposes, and related talking points summarizing key messages for PERN2.
6. Support in running the upcoming Energy Efficiency portal (which will be part of the Africa Energy Portal)
7. Other activities related to EE projects identification, design, implementation, and performance follow up.

4. Administration/reporting

The Junior Consultant will work under the overall supervision of the Division Manager and the relevant Task/Program Manager(s).

5. Duration and place of the assignment

Six (6) months based in Abidjan, Cote d'Ivoire, starting from 10th April 2023.

6. Qualifications and Experience required.

Education:

- A postgraduate degree in Energy, Finance, Public Policy or a related field.

Relevant Experience and Skills:

- 2-4 years of relevant or related professional experience.
- Experience in assisting in developing RE&EE related projects and programs.
- Experience of working with donor institutions and multilateral development institutions in a similar mandate is preferred.
- Experience in African countries/regions is preferred.
- Less than 32 years age at the time of application submission.
- Ability to work autonomously and in teams, and in a multi-cultural work environment.
- Excellent ability to work effectively in **both French and English**

Please attach an updated Curriculum Vitae as per the template below:

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.) employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization 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 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, please highlight mainly activities and experience to reflecting the requested in the qualifications section.**

Period		Location	Company and Reference Person	Position	Description of main accomplishments and responsibilities
From	To				

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 :