

\*\*\*\*\*

**REQUEST FOR EXPRESSIONS OF INTEREST  
AFRICAN DEVELOPMENT BANK  
[Headquarters - AfDB - Avenue Joseph Anoma  
01 BP 1387 Abidjan 01 – Côte d’Ivoire]  
[General Secretariat PSEG.1  
E-mail: J.niamke-fram@afdb.org  
Telephone: 27 20 23 57 07  
Fax: (+225) 27 20 24 21 57**

Expressions of Interest are being requested for three long term Individual Consultant Position

**Brief description of the Assignment:**

**A. Coverage of Meetings**

- (i) The consultants shall be required to cover the meetings of the Boards of Governors, Boards of Directors, Committees of the Boards of Governors and Boards of Directors, informal meetings of the Boards of Directors and any other Bank Group sponsored meetings organized at and/or outside the Headquarters Location deemed to be covered by PSEG1.

**B. Preparation of Reports**

- (i) The consultants shall be required to prepare reports on meetings covered. These include: (a) Official Record of the Boards of Governors during Bank Group Annual Meetings; (b) Reports of the Subsidiary Organs of the Boards of Governors; (c) Highlights of Board meetings; (d) Flash Reports of Board Committee meetings; (e) Full Reports of Committee meetings. Short reports on informal meetings, highlighting the main conclusions reached will also be required for submission to the President for information. It should be noted that Highlights of Board meetings and Flash Reports of Committee meetings should be ready forty-eight (48) hours after the meetings. The first draft of the detailed Committee Report should be ready within a maximum period of ten (10) days after the meeting, on the understanding that the final text would be ready in the two working languages of the Bank, for circulation to Board members within two to three weeks.

**C. Follow-Up of Draft Reports**

- (i) The consultants shall follow-up on the processing of their reports through the various stages of content clearance at the levels of the Department, senior Management and Committee Chairs. He/She shall also follow-up the translation process with colleagues and harmonize the two versions (original and translated texts).

**D. Circulation of the Final Drafts of Highlights and Reports**

- (i) The consultants shall circulate, after the Secretary General’s signature, the final drafts of Highlights and Committee Reports to Board members in the Bank’s 2 working languages and in both hard and electronic copies, for approval on a lapse-of-time basis.

**E. Translation Assignments**

- (i) Reports and Highlights shall be translated within the Conference Analyst Section and Consultants shall be entrusted with translation assignments on a regular basis.

**Department Issuing the Request:** General Secretariat PSEG.1

**Place of Assignment:** CCIA in Abidjan, Côte d'Ivoire and work from here during the whole consultancy period.

**Duration of the Assignment:** 12 Months

**Tentative Date of Commencement:** 1 September 2023

Detailed Terms of Reference for the Assignment:

**Deadline for Applications:** 20 July 2023

**Applications to be Submitted to:** [S.PETERS@AFDB.ORG](mailto:S.PETERS@AFDB.ORG)

and [J.NIAMKE-FRAM@AFDB.ORG](mailto:J.NIAMKE-FRAM@AFDB.ORG)

**Any questions and requests for clarifications may be sent to:** [S.PETERS@AFDB.ORG](mailto:S.PETERS@AFDB.ORG) or [J.NIAMKE-FRAM@AFDB.ORG](mailto:J.NIAMKE-FRAM@AFDB.ORG)

**Terms of Reference for: CONSULTANT CONFERENCE ANALYST**

1. Introduction / Background
2. Objectives of the Assignment

The tasks of the consultants will require them to be fully involved in the activities of the Conference Analyst Section

3. Main activities and deliverables

- Coverage of Meetings
- Preparation of Reports
- Follow-Up of Draft Reports
- Circulation of the Final Drafts of Highlights and Reports
- Translation Assignments
- Any other Ad-hoc assignments as may be required

4. Administration/Reporting

The consultants shall report directly to the Head of the Board Affairs Advisory Services/Conference Analysts Section, PSEG1, and work under his/her supervision.

5. Duration of the Assignment: 12 Months
6. Qualifications and Experience Required:

- At least a Master’s degree or its equivalent in Linguistics, Journalism, Communication, Macro-Economics, International Relations, Development Studies, Finance, Social Science and other related disciplines;
- Strong and proven translation skills;
- Preferably a minimum of (7) years of relevant professional experience with sound analytical aptitudes

**Please attach updated Curriculum Vitae on the basis of the attached template.**

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment: CONFERENCE ANALYST

Department: PSEG-1

Surname: First Name:

Birth Date: Nationality:

Address: Country:

Telephone: E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. ° employed in the African Development Bank?</b>			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 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	To	

**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:*