

## Terms of Reference

### Administrative and Procurement Junior Consultant for Urban Development Projects

#### 1. Introduction / 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 81 member states, including 54 in Africa (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.

Africa is urbanising rapidly. The African Development Bank recognizes that cities and towns are major drivers for socio-economic development. To underscore the importance of cities, the Bank has set up an Urban Development Division (PICU2), operating under the Infrastructure and Urban Development Department (PICU) and has launched an Urban and Municipal Development Fund (UMDF), a multi-donor trust fund providing technical assistance to support municipalities. The UMDF supports African cities and municipalities to improve their resilience and better manage urban growth and development through planning, governance and quality of public services.

#### 2. Objectives of the Assignment

The objective of this assignment include: support the administration of urban project process and portfolio management, support to the UMDF trust fund administration and support the procurement and contract management of consultants.

#### 3. Main activities and deliverables

**Focus 1:** Support the administration of urban project process and portfolio management

- Assist management, task managers and the division team assistant with administrative support, including administrative and procurement documents, including standard letters, memos and internal communication are duly completed, with necessary attachments and background documents and signatures. Follow-up to ensure processes are carried towards finalization.
- Assist in meeting organization and minutes of proceeding, preparing PowerPoints or briefs as needed.
- Provide excel charts on the deliverables and track monitoring of each project assigned to staff and consultants.

**Focus 2:** Support the UMDF trust fund administration

- Support the trust fund with the mandated regulatory documentation preparation for key meetings including the Oversight Committee and the Technical Committee. The consultant will work with the trust fund coordinator and support the convening of meetings through administrative and event support including minutes of meeting and follow up.
- The consultant will also support the urban trust fund with portfolio management and tracking systems for the benefits of the fund coordinator, management and donors.

**Focus 3:** Support the procurement and contract management of consultants.

- In coordination with the departmental administrative assistant, as well as the procurement, legal and financial management departments, support the management of existing contracts and new contracts between the Bank and consultants, both on Bank and beneficiary executed contracts.

- The consultant will carry out quality and regulatory checks during all the phases of the procurement process and contract management.

#### **4. Administration/reporting**

The junior consultant will report to the manager Urban Development Division PICU2, and the day-to-day coordination ensured by a designated staff.

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

6-months, with the option of renewal upon satisfactory performance and availability of funds.

#### **6. Qualifications and Experience required**

- Have at least a bachelor's degree in business administration, economics or a related discipline;
- Strong track record of experience in project and/or fund management.
  - Good knowledge of administration and office support services, including systems and procedures. Experience with Multilateral Development Banks would be an advantage
- Strong customer service and organizational skills, ability to perform a variety of tasks, pay attention to detail and work with a multidisciplinary team;
- Perfect command of the use of current bank software (SAP, Microsoft Word, Excel, Access and PowerPoint);
- Good coordination skills - methodical and self-organized.
- Demonstrable commitment to delivering excellent customer service focused reception and administration service.
- Flexibility to adapt, positive attitude towards change, and a constructive and creative approach to problem solving.
- Ability to communicate orally and in writing in French and / or English, with a working knowledge of the other language.

#### **7. Remuneration**

**THIS POSITION DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS. THE POST HOLDER WILL BE CONSIDERED A JUNIOR CONSULTANT WITH APPLICABLE PAY SCALES**

Please attach an updated Curriculum vitae on the basis of the template attached [*use template in APPENDIX 5 of the Manual*].

## MODEL CURRICULUM VITAE (CV)

Surname:  
 First Name:  
 Birth Date:  
 Nationality:  
 Address:  
 Country:  
 Telephone:  
 E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. <sup>o</sup> employed in the African Development Bank?			Yes If «Yes», the following data must be provided	No
Name	Relationship	Organization Unit	Place of Assignment	

Language Level	Read	Written	Spoken
<b>English</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>French</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent
<b>Other</b>	Fair Good Excellent	Fair Good Excellent	Fair Good Excellent

### Key Qualification

Please provide (i) a summary of your experience and training highlighting the most relevant and the responsibilities which you exercised. Utilize one half-page maximum.

### Education (University Level and above only)

Name Of University-City-Country	Period		Diploma	Main Topic/Major
	From	To		

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**Professional Training**

Name of Training Institution-City -Country	Type of Training	Period		Certificates or Diploma Obtained
		From	To	

**Employment Record (1):**

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Description 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:*