

Terms of Reference

1. Background

1.1. The Bank

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. With 80 Member countries, including 54 in Africa (Regional Member Countries), the Bank's development agenda is to deliver financial and technical support to transformative projects in Africa that will support the Bank's twin objectives of inclusive and sustainable economic growth. In order to sharpen the objectives of the Bank Group's Strategy 2013-2022, and ensure greater developmental impact, five major operational areas (*i.e* High 5s) were identified. The High 5s include "Light Up and Power Africa", "Feed Africa", "Industrialize Africa", "Integrate Africa", and "Improving the quality of life for the people of Africa".

1.2. The department

The Strategy and Operational Policies Department (SNSP) sits within the Senior Vice-Presidency complex of the Bank and is responsible for developing the corporate vision and the strategic perspectives for the Bank through formulating, revising and providing advice on operational policies and procedures. SNSP works across the institution, helping to ensure strategic and policy focus in decision-making, and improving alignment of resources with strategic priorities. SNSP is also mandated to contribute to the development of new ideas and concepts for corporate initiatives and also to advise the Bank on innovation and institutional efficiency-related matters. As part of its corporate assignments, SNSP provides regular inputs to the Bank review processes through the Senior Management Coordination Committee (SMCC) and the Bank's Operations Committee (OpsCom). Finally, the department is in charge of maintaining and updating the Bank Group classification of its Regional Member Countries based on their eligibility to its concessional and non-concessional windows, taking full account of the countries creditworthiness and risk situation.

As part of its 2022 Work Program, SNSP has committed to the completion of a number of deliverables under five main workstreams including: (i) the preparation and review of sector and thematic strategies, policies, (ii) the preparation of guidelines, manuals and other operational documents, (iii) the assessment, classification and graduation of RMCs, (iv) the development and implementation of system improvements that improve corporate reporting on financing, (v) the execution of dissemination, capacity building and outreach activities, and (vi) engagement activities with MDBs and G20 working groups.

To this effect, SNSP is seeking the services of a Junior Consultant to support the activities under these workstreams. The Junior Consultant is expected to work closely with the SNSP teams leading on these activities as well as with the other relevant Bank departments to deliver high-quality Bank policy and operational documents.

2. Scope of the assignment

Under the general supervision of the Director and the task managers for the different workstreams, the Junior consultant will carry out the following specific activities:

- Provide technical and analytical support to task managers within the department on the formulation, review and dissemination of both corporate and sector policies, strategies, guidelines and manuals.
- Support analytical reviews and economic and sector works undertaken by the department as well as by operational and non-operational complexes where required, with the purpose of providing strategy/policy-based upstream support.
- Provide support in the development of guidance and training materials on policies, strategies and other guidance documents.
- Provide support in the preparation of credit risk assessment notes and updates on the graduation projection and calendar for regional member countries (RMCs).
- Contribute to the update of the graduation projection scenarios and calendar for the African Development Fund (ADF) eligible RMCs, and provide inputs to the quarterly review of the African Development Bank (ADB) sovereign approvals to ADF countries.
- Contribute to the revision of the Bank Group operations manual (volumes 1 and 2).
- Provide support to the Bank and SNSP's engagement with the G20 and the MDBs working groups.
- Provide support for implementation of the Revised Project Classification System (PCS).
- Undertake other relevant assignment as required.

3. Expected deliverables

The following key deliverables are expected for this assignment:

- High-quality inputs feeding into the review and preparation of the Bank's policies, strategies, manuals and other guiding documents.
- High-quality materials supporting consultation, dissemination and training-related activities for the Bank's policies, strategies, manuals and other guiding documents.
- High-quality analytical and review notes on the Bank Group's operations documents, economic and sector works, and other knowledge products.
- High-quality inputs feeding into credit risk assessment notes and graduation projections.
- Quarterly review notes of the African Development Bank (ADB) sovereign approvals to ADF countries.
- Accurate and up-to-date register of Bank's policies, strategies and other guiding documents.
- High quality and accurate inputs supporting corporate reporting on High 5 financing at project level.

4. Qualifications and experience

SNSP is looking for a proactive candidate who is committed and driven to deliver high-quality outputs. The key selection criteria for the position include the following:

- Citizen of a member country (regional or non-regional) of the AfDB;
- Less than 32 years' age at the time of contract signature;
- Master's degree in International Development, Economics, Finance, or related development fields and a broad knowledge in development issues in Africa.
- A minimum of 2 and a maximum of 5 years of relevant experience; combination of proven knowledge of policy issues around economic development and operational experience, with solid analytical skills; good understanding of the main economic

development concepts and the specificities of Regional Members Countries (RMCs); previous experience working in an International Organization or a Multilateral Development Bank would be a plus.

- Strong ability to identify, analyze and synthesize conclusions into recommendations on strategy and policy-related documents, for country regional, operational and sector departments
- Demonstrated strong analytical skills, dynamism, results-orientation and problem-solving capability.
- Superior client relationship management skills and capacity to deliver high-quality work within tight deadlines.
- Ability to support interaction with a wide range of target audiences and build and maintain successful relations with key stakeholders.
- Proven ability to take initiative, innovate, and adapt while responding to competing demands on multiple projects.
- Excellent written and verbal communication skills in English or French, with a good working knowledge of the other language.
- Proven ability to collaborate within teams and across departments, applying a practical approach to problem solving.
- Competence in the use of standard MS Office applications (Word, Excel, Access and PowerPoint), and good knowledge of operational management systems.
- Strong knowledge and background in the use of statistical and econometric methods and packages.

5. Duration and Location of the Assignment

The Junior consultant is expected to start on April 1, 2022, with a contract duration of 6 (six) calendar months, with possible extension. The Junior consultant shall report to the task managers and the Director, SNSP. Day-to-day management of the consultancy shall be assured by the task managers. The consultancy is expected to be based in Abidjan, Côte d'Ivoire and to require full-time presence in the Bank's offices. However, due to the COVID-19 context, the Junior Consultant will work remotely until such a time that the Bank will resume work physically. At that point, the Bank will inform the consultant as to when to assume office physically in Abidjan. Field missions might occasionally be required, as and when the COVID situation subsides.

6. Reporting language

The Junior consultant will work in English and submit reports in English, but should have the ability to read, write and communicate in French as well.

7. Remuneration

Remuneration will be commensurate with experience, in line with the Bank's compensation guidelines. The consultancy fees will be paid on a monthly lump sum base. In addition, for candidates who need to travel to take up this assignment, a round trip economy class air-tickets with the shortest route will be provided. The candidate will be responsible for obtaining personal health insurance at his or her own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

8. Leave

Not applicable

9. Eligibility Criteria

The position is open to nationals of the Member Countries of the AfDB. Interested applicants are requested to send an updated Curriculum Vitae (CV) and a Cover Letter. Only shortlisted candidates will be contacted and may be asked to participate in a skills assessment exercise.

10. Application and Evaluation Process

Interested candidates are required to express their interest by submitting their CVs and Cover Letter detailing their qualifications and experiences to the email addresses provided on the Cover Page by March 17, 2022 at 17:00 GMT. The prospective consultants' expression of interest will be evaluated based on the following criteria and weights:

(1)	General qualifications and adequacy for the proposed Assignment	30%
(2)	Similar experience in the area of expertise of the Assignment as described in the Terms of Reference	50%
(3)	Experience with the Bank or other international donors	10%
(4)	Language proficiency	5%
(5)	Knowledge of the Region	5%
	Total	100%

Only consultants who will score more than 70% will be short-listed and invited to submit a financial proposal.