

1. BACKGROUND

1.1. Introduction

The African Development Bank Group (AfDB) is a regional multilateral development finance institution established in 1963 with a mandate to further the economic development and social progress of African countries, individually and collectively.

The Bank has approximately over 2000 staff members, who have been recruited from a wide geographic area only limited by membership in the Bank. There are currently 78 different nationalities from Africa, Asia, Europe and the Americas represented within the Bank making the institution multicultural in every sense of the word. The Bank has two official languages: English and French. It co-operates with a large network of international development partners.

The Senior Vice-President (SVP) supports the President in the day-to-day management of the Bank Group to achieve its strategic objectives. The SVP is also responsible for driving a performance culture that will align all processes and systems to deliver high impact results; ensuring the seamless coordination of the implementation and monitoring of key corporate decisions; and, fostering compliance with the Bank's policies and strategies, including fiduciary, environmental, and social safeguards, risk management functions, etc.

The SNVP and SMCC Directorate (SNDI) coordinates and supports the SVP in the execution of responsibilities related to: (i) coordinating the implementation of Bank-wide activities; (ii) monitoring corporate performance and results; (iii) ensuring organizational/institutional effectiveness and efficiency; and (iv) overseeing organizational units reporting directly to the SVP. The SNDI Director also plays the role of secretary to the Senior Management Coordination Committee (SMCC) Secretariat, and supports the SVP in Board and Board Committee meetings.

The Organization and Methods Division supports the SVP in the execution of responsibilities related to ensuring organizational/institutional effectiveness and efficiency. In particular, it provides assistance with coordinating the implementation of Bank-wide activities relating to organizational development, including business improvement and change management efforts, as well as coordination of the implementation and monitoring of key corporate decisions.

2. OBJECTIVE OF THE ASSIGNMENT

The Bank has adopted a One Bank Change Management Framework to guide its efforts to improve how it manages the people side of change. The Bank aims to strengthen its formal ability to manage organizational change in order to achieve greater success in critical initiatives and, consequently, better return on the Bank's investments.

The One Bank Change Management Framework activities include implementing a standard, structured change management methodology, processes and tools (Prosci Approach has been adopted); building organization-wide change management competency; fostering change management ownership; and ensuring change portfolio management.

Phase 1 of the initiative will focus on building change management competency and ownership and supporting the achievement of the expected organizational benefits of internal Bank projects and initiatives. To this end, the Bank has trained change agents as management practitioners to lead on change management efforts within the Bank's complexes. Phase 2 of the initiative will aim to extend and foster application of change management to the Bank's core development work in its RMC's thus increasing the Bank's development impact. The initiative will therefore bring value to all Bank initiatives, whether small process changes or high-investment strategic initiatives, while contributing to human capital development.

The Bank needs the services of two junior change management professionals (one French speaker and one English speaker) with proven experience supporting change management projects using the Prosci Methodology. The junior change management experts will provide support to senior change management experts and the Bank's change managers as they design, develop, and implement the people side of change using the One Bank Change Management Approach (which is underpinned by the Prosci Methodology). The consultant will also provide research, writing, analytical, documentary, archiving, information management, outreach and other assistance as necessary to deliver the Division's work program.

3. SCOPE OF THE SERVICES

Under the supervision of the Manager, the Junior Change Management Consultant will be required to support the Division's change management efforts, with special responsibility for Change Portfolio Management. He or she shall

- Work with senior change management experts to plan and implement Bankwide change management initiatives as required by the division's work program. (Organization-level change management)
- Project-level change management: Provide support to Bank change managers and change management experts in the design, development, and implementation of change management strategies on their projects. In this context, provide the necessary support to conduct impact analyses, assess change readiness and identify key stakeholders; analyze expected changes (to business processes, systems and technology, job roles and organization structures).
- Support the work of the Change Management Office, the Change Management Community of Practice, the Change Agents' Network, especially with respect to competency building activities
- Support the change management competency building program: provide input, document requirements, coordinate delivery of training programs across the Bank, Provide logistical support and administrative and technical assistance in preparing and organizing Change management related training and events; and report on the competency building program on a quarterly basis and annual basis.
- Maintain up to date all change management program materials and change management strategy documents (including Communication Plan, communication plans, sponsor roadmaps, coaching plans, training plans, and resistance management plans).
- Ensure application of change management office processes and procedures.
- Document Change Management meetings to inform decisions and for record-keeping;
- Assist in the preparation of documentation, briefing notes, announcements, website content, events, and other materials as required related to the division's change management and related activities
- Perform other duties as assigned, consistent with the role and level.

A. Skills and Qualifications

- At least a Masters' degree (or equivalent) in management, information management, business administration, project management, change management, liberal arts, or other related field
- Prosci certified change management professional with experience and knowledge of change management principles, methodologies and tools and a good understanding of how people go through a change and the change process
- Experience in organizing or conducting Training activities; Superior documentation and organization skills
- A minimum of 5 years working experience
- Experience with large-scale organizational change efforts
- Exceptional communication skills, both written and verbal;
- Flexible and adaptable team player who is able to establish and maintain good working relationships, work collaboratively with others at all levels in an organization
- Familiarity with project management approaches, tools and phases of the project lifecycle
- Acute business acumen and understanding of organizational issues and challenges
- Nationality of a Bank Member Country
- Fluency in English and/or French
- Proficiency in Bank standard software applications: MS Word, Excel, PowerPoint

4. DURATION

The assignment duration is **6 months** (with possibility of renewal) from the date of signing the contract.

5. LOCATION

The work will be carried out at the Bank's Headquarter in Abidjan, Cote d'Ivoire. Until further notice, the Bank is still practicing a work from home because of the prevailing health pandemic

6. REPORTING

The consultant (s) will report to the Manager, Organization and Methods Division.