

AFRICAN DEVELOPMENT BANK



TERMS OF REFERENCE FOR A SHORT-TERM GOVERNANCE CONSULTANT

Expressions of interest are invited for the following suitably qualified and experienced Individual Consultant position:

Title of Assignment	Governance Consultant.
Type of Contract	Individual Consultant
Brief Description of the Assignment	The main objective of this assignment is to support the Bank's engagement on arrears clearance and debt resolution process in Zimbabwe.
Division Issuing Request	Zimbabwe Country Office (COZW)
Department	Regional Development, Integration And Business Delivery- South (RDGS)
Duty Station	Harare, ZIMBABWE
Duration of Assignment	Six (6) Calendar Months
Tentative Commencement Date	1 October 2023

ELIGIBILITY

1. The position is open to nationals of one of the Member Countries of the African Development Bank Group. Interested applicants are encouraged to send an updated Curriculum Vitae and samples of past professional assignments, noting level of involvement and impact. These samples should either be hyper-links on the internet of attachments not exceeding a total of 5 MB.
2. Only shortlisted candidates will be contacted. The call for proposal will require the same elements as the expression of interest. Both expression of interest and proposal may be submitted in either English or French language.
3. Candidates are encouraged to register in the AfDB's Consultant Database (DACON) <https://www.afdb.org/en/projects-and-operations/procurement/consultancy-services-dacon>, if they have not yet done so. Newly registered on DACON, please communicate the processing number after your DACON registration to the e-mail addresses below, so that your registration can be followed up and confirmed. Registration on DACON requires Internet Explorer (exclusively).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's Rules and Procedures for the Use of Consultants, available on the Bank's Website. (<https://www.afdb.org/en/projects-and-operations/procurement/frequently-asked-questions/acquisition-of-consultancy-services-individual-consultants>). Please note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

5. **Expressions of interest** must be received by e-mail at the addresses below no later than **15 September 2023 at 3 pm GMT** and should mention **COZW Governance Consultant** - in the subject line of the email.

Applications to be submitted by EMAIL to	Ms. Fortunate MANUHWA F.MANUHWA@AFDB.ORG
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I. BACKGROUND

Established in 1964, the African Development Bank (AfDB) 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). Unlike other regional member countries of the Bank, Zimbabwe is the only country that is in arrears to the Bank estimated at about US\$755 million. In line with Operational Guidelines, a Country Brief (CB) is the strategic document that outlines the Bank’s engagement with a country in Arrears. The Bank’s current CB for Zimbabwe covers the period 2021 to 2023. The main objective of this CB is to tackle Zimbabwe’s fragility and support the country’s transition to higher productivity and more value addition by enabling the development of value chains in agriculture and mining and strengthening good governance at national and institutional levels.

Zimbabwe is classified as a country in “debt distress”¹. Over the past 23 years, the country has accumulated unsustainable debt and arrears owed to several international creditors and Multilateral Development Banks (MDBs) including the AfDB. The country’s total consolidated public debt is estimated at US\$17.5 billion as of 30th September 2022. External debt is estimated at US\$14.0 billion while domestic debt is at US\$3.5 billion. Meanwhile the Government of Zimbabwe (GoZ) has committed to clearing its debt arrears with the AfDB and other creditors but its current capacity to repay is limited.

Since 2021, the Government of Zimbabwe (GoZ) has strengthened its commitment to clearing its arrears with the Bank and other creditors. In December 2021, GoZ adopted the Arrears Clearance, Debt Relief and Restructuring Strategy (ACDRRS) to help resolve the long outstanding debt challenges. In 2022, the GoZ also adopted the Central Pin Strategy (CPS) as a specific strategy for reaching arrears clearance, debt resolution and strengthening re-engagement with the international community. The CPS envisages implementation of actions under three pillars: (i) Economic reforms, and (ii) Political reforms, and (iii) GoZ’s commitments to compensate former commercial farmers whose farms were acquired under Zimbabwe’s fast track land reform programme.

The Bank has taken a lead role in Zimbabwe’s arrears clearance and debt resolution process aimed at finding solutions to the current debt challenges. The Bank has supported the establishment of a high-level structured dialogue platform (HSDP) and sector working groups (SWGs) for dialogue between GoZ and its creditors and development partners in Zimbabwe. Four meetings of the HSDP have been held since the 1st meeting of 1st December 2022. A debt round table was also held in May 2023. The main objective of these meetings was to agree on key reform activities and an action plan for their implementation. Three reform matrices in line with the CPS have been developed and agreed actions are under implementation.

It is with this background that the AfDB intends to recruit a highly experienced Governance consultant that will support the Bank’s country office in Zimbabwe. The consultant will support and conduct country level policy dialogue on key governance issues within the framework of the arrears clearance and debt resolution agenda. In particular, the consultant will follow through on implementation of governance reforms in Zimbabwe. He/She will also contribute to building partnerships and strengthening initiatives in governance. The consultant is also expected to provide specialist advice and input to the Bank Group’s operational activities

¹ See IMF 2020 Zimbabwe Debt Sustainability Report

through review of technical and strategic documents. The work accomplished will contribute to realizing the Bank's governance work programme as it relates to the implementation of the Bank's High Fives priorities. The main objectives and specific details of this assignment are provided below.

II. OBJECTIVE OF THE ASSIGNMENT

1.1. Main Objective: The main objective of this assignment is to support the Bank's engagement on arrears clearance and debt resolution process in Zimbabwe. Specifically, the consultant will support the Bank's Country Office in Zimbabwe, on a full-time basis, in its engagement with government, development partners, civil society, and private sector in the implementation of governance reforms within the framework of Zimbabwe's arrears clearance and debt resolution process.

III. THE CONSULTANT'S SCOPE OF THE WORK

3.1 The consultant shall be required to carry out and pay particular attention to the following tasks:

- i) Support and facilitate the work of the Bank's Country Office on Zimbabwe's arrears clearance and debt resolution process.
- ii) Undertake reviews, analysis and reporting of governance challenges, opportunities, and reforms priorities to enable progress and achieve the outcome indicators set out in the governance reform matrix for arrears clearance and debt resolution processes.
- iii) Contribute towards the preparation of analytical and diagnostic work in governance and public financial management.
- iv) Contribute to the preparation of reports, policy statements, briefs, talking points and various reports on governance issues in Zimbabwe.
- v) Represent the Bank in various governance sector meetings with various stakeholders.
- vi) Facilitate the organization and participate in sector working group (SWGs) technical working groups (TWGs) and other governance fora on arrears clearance and debt resolution process for Zimbabwe.

3.2 Expected deliverables

Specific deliverables by the consultant will include the following:

- a) Inception Report highlighting the consultant's understanding of the objectives of the assignment and tasks outlined above.
- b) Monthly reports detailing activities undertaken during that period.
- c) End of contract report summarizing the monthly reports and key achievements.

IV. ADMINISTRATIVE ARRANGEMENT

The consultant will work directly under the supervision of the Bank's Country Manager for Zimbabwe Country Office (COZW). The consultant will be based and work from the Bank's country office in Harare, Zimbabwe, throughout the duration of this assignment.

V. DURATION OF CONTRACT AND WORK PLAN

The assignment will be for an initial duration of 6 months. Subject to availability financing and performance, the contract shall be renewable for an equal duration.

Expected start date is **1 October 2023**.

Table 1 provides an indicative timeline of the expected deliverables.

Activity	Indicative Timeline
Inception report	Two weeks upon contract signature
Monthly Reports	To be submitted a week after end of every month
End of contract report	One week prior to contract expiry

VI. CONSULTANT'S PROFILE

The consultant shall have the following competences and technical requirements.

6.1 Competencies

- Evidence of extensive work experience in the governance sector including in policy formulation, policy dialogue, strategy development, institutional reforms, programme and project design, implementation, and monitoring.
- Demonstrated international or regional experience, including in countries in transition. Experience and knowledge of engagement and working in Zimbabwe will be an added advantage.
- Ability to apply innovative approaches, work independently and apply new methods to solve problems, while remaining efficient in a fast-paced, changing, and challenging institutional environment.
- Experience working with clients to build capacity and engage in high-level policy dialogue on governance reforms.
- Problem solving capabilities coupled with innovation skills and change management.
- Excellent interpersonal skills, with proven ability to work in a multi-disciplinary team and intercultural environment, with minimal supervision.
- Strong analytical and organizational skills and ability to deliver results on time.

6.2 Requirements

- **Education:** Hold at least a master's degree in public administration, governance, political science, law, economics, or related disciplines.
- **Work Experience:** Relevant work experience of at least 5 years at regional or international level in governance and public finance management, legal and regulatory institutions, or related areas.
- **Languages:** Fluency in oral and written English is indispensable.
- **Other Skills:** Excellent oral and written communications, teamwork skills, and capacity to engage in a constructive dialogue at high level.

VII. CONSULTANT SELECTION CRITERIA

The consultant will be selected in accordance with the African Development Bank's Implementation Manual relating to the Procedures for Acquisition of Consulting Services. The recruitment evaluation will follow the below criteria.

CRITERIA	Marks (%)
General qualifications and adequacy for the proposed assignment	10
i. Relevant qualification for the assignment (5)	
ii. Number of years of relevant qualification (5)	

Relevant work experience and expertise i. Consultants' relevant experience (15) ii. Number of years of relevant experience (5) iii. Dealing with similar project and regional experience (15)	35
Adequacy and quality of the proposed methodology and workplan in respect to the Terms of Reference (ToRs). i. Clear understanding and articulation of the ToRs (20) ii. Technical approach and methodology of conducting the assignment with clear deliverables (20) iii. Detailed work plan/Gant Chart for the assignment (10)	50
English Language capacity including writing	5
TOTAL	100

Only candidates earning 70% and above will be shortlisted and requested to submit financial proposals.

Applicants are to submit a curriculum vitae (CV) as per Annex I and a short expression of interest summarizing their understanding of the TORs and how they would approach this assignment.

**ANNEX I
MODEL CURRICULUM VITAE**

Please attach an updated Curriculum Vitae on the basis of the template below:

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	Organisation 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. Utilise 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	From	

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: