
REQUEST FOR EXPRESSIONS OF INTEREST
FOR A MEDIUM TERM INDIVIDUAL CONSULTANT

AFRICAN DEVELOPMENT BANK
01 B.P. 1387 Abidjan 01 - Côte d'Ivoire
Independent Development Evaluation
Knowledge Management, Outreach and Capacity Development Division
(IDEV.3)
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Title of the assignment: Recruitment of a Knowledge Management Consultant

Brief description of the Assignment:

To support the implementation of IDEV's KM Strategy. This involves the production and management of evaluation knowledge products and content; fostering of knowledge sharing and learning; and supporting the development of knowledge management tools.

Department issuing the request: IDEV/IDEV.3

Place of assignment: Bank's headquarters in Abidjan, Cote d'Ivoire

Duration of the assignment: 6 Months

Tentative Date of commencement: 1 June 2016

Deadline for applications: 15 April 2016

Applications to be submitted to: f.avwontom@afdb.org; idevhelpdesk@afdb.org; k.rot@afdb.org; m.cobinah-ebrottie@afdb.org

Any questions and requests for clarifications may be sent to: Mrs. Karen Rot-Munstermann: k.rot@afdb.org

Terms of Reference for: Knowledge Management Consultant

1. Introduction / Background

The overarching mission of Independent Development Evaluation (IDEV) at the African Development Bank Group is to enhance the development effectiveness of the Bank's operations in its regional member countries (RMCs) through independent and influential evaluations of all aspects of the Bank's work, proactive engagement in evaluation partnerships and knowledge-sharing activities. IDEV also collaborates with bilateral and multilateral development agencies' evaluation departments, and undertakes

joint evaluations of co-financed projects and programs. In addition, the Independent Evaluation Strategy, which guides IDEV's work, emphasizes learning from evaluations and promoting an evaluation culture, both within the Bank Group and in its RMCs. IDEV comprises three divisions:

- IDEV.1 focuses on evaluations of infrastructure and private sector policy/strategy and operations, and contributes to dissemination and outreach in these areas.
- IDEV.2 focuses on agriculture, governance, human development, country, regional, and corporate evaluations, and contributes to dissemination and outreach related to these evaluations.
- IDEV.3 is responsible for knowledge management, outreach and strengthening evaluation capacity at the Bank and in its regional member countries. Its key responsibilities include the following:
 - Implementing knowledge management and communication activities (including organization of outreach and knowledge events, website management, branding, etc.)
 - Producing evaluation knowledge products, including the quarterly knowledge publication "Evaluation Matters", and ensuring their dissemination.
 - Fostering evaluation capacity development in the Bank and in its RMCs.
 - Promoting IDEV as a center of evaluation excellence and leading efforts to build international partnerships.
 - Reporting to the Bank's Committee on Operations and Development Effectiveness (CODE) and the public on progress in implementing the AfDB's Independent Evaluation Strategy.

In this context, IDEV.3 is seeking a high-performing knowledge management (KM) consultant to help the division achieve its knowledge management objectives

2. Objectives of the Assignment

The overarching responsibility of the KM consultant is to support the implementation of IDEV's KM Strategy. This involves the production and management of evaluation knowledge products and content; fostering of knowledge sharing and learning; and supporting the development of knowledge management tools.

3. Main activities and deliverables

Produce and manage evaluation knowledge products and content:

- Lead on developing and implementing dissemination and knowledge sharing plans for assigned IDEV evaluations.
- Contribute to the production of IDEV's range of evaluation knowledge and communication products (including briefs, highlights, podcasts, videos, lessons learned publications, internal and external web content, and synthesis documents that condense content from larger reports for specific audiences, among others).
- Work closely with evaluation task managers and IDEV.3 team to ensure effective dissemination of IDEV evaluations and other knowledge products to a range of audiences.

- Support the production and dissemination of Evaluation Matters, IDEV's quarterly knowledge publication.

Promote knowledge sharing and learning:

- Develop and grow the AfDB Evaluation Community of Practice (ECOP).
- Work with evaluation teams in ensuring that lessons from experience and findings from evaluations are adequately captured and disseminated in various ways.
- Organize knowledge sharing and learning events as assigned (face to face and virtual) for various audiences.
- Work closely with the IDEV Communications Officer to ensure effective communication of knowledge from evaluations, including ensuring that knowledge resources are readily accessible on the web.
- Develop an action plan to strengthen collaboration between IDEV, other AfDB Departments and the most relevant regional and global Monitoring & Evaluation communities.
- Identify and advise on relations with regional KM champions to facilitate knowledge sharing across boundaries.

Support development of knowledge management tools

- Create and maintain an inventory of all IDEV knowledge products and services.
- Assist with the development of a searchable knowledge repository that hosts content from across IDEV.
- Work with IDEV and IT teams to promote the effective use of SharePoint and other collaboration platforms and tools provided by the AfDB.

4. Administration/reporting

The KM Consultant will report to the Division Manager, IDEV.3, and will work closely with the Principal Knowledge Management Officers on different KM projects. Division staff will provide all relevant support to the consultant. The IDEV.3 Division Manager is responsible for final oversight. All staff and consultants are accountable to IDEV management.

5. Duration of the assignment

The assignment will be for **six (6) months** with possibility of extension and is located at the Bank's headquarters in Abidjan, Cote d'Ivoire.

6. Qualifications and Experience required

- Master's degree in Knowledge Management, Communications, Public Relations or related disciplines (e.g. International Relations/Public Affairs, Marketing, Economics, Development Studies);
- 6-10 years (with Master's) of relevant work experience.
- Fluency in French or English and a strong working knowledge of the other language. Preference for candidates able to work in both languages.
- A solid understanding of knowledge management principles, practices, tools and products.

- Experience in designing, planning and implementing knowledge-related initiatives, coordinating/collaborating with other teams and executing/facilitating programs and events involving knowledge management or learning.
- In-depth knowledge of international trends and political/economic issues related to development finance.
- Good knowledge of development in the region. Experience with working in Africa is desirable.
- A good understanding of monitoring and evaluation; prior experience with M&E in the area of development is an advantage.
- Knowledge of AfDB organizational structures, operations and processes, or those of other Multilateral Development Banks, is desirable.
- Proven writing, editing and language skills, and an ability to convey complex ideas in a concise, clear, direct, and lively style.
- Strong interpersonal and teamwork skills; demonstrated client orientation; sensitivity to working in a multicultural environment; and flexibility to adapt to changing situations.
- Ability to utilize a variety of resources to complete the task at hand or solve problems.
- Ability to work capably under stress and to juggle multiple tasks within tight deadlines.

7. Remuneration

The Consultant will be paid a competitive monthly lump sum for the entire period in accordance with Bank's scale set for Consultants.

- a. Please attach an updated Curriculum vitae on the basis of the template attached.*
- b. Please also submit a sample of your writing (such as an article, paper etc. that you have written) that demonstrates your writing skills.*
- c. Candidates who are shortlisted will be asked to take a test to verify writing and communication skills.*

MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

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.° 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		

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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 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: