
REQUEST FOR EXPRESSIONS OF INTEREST
FOR A JUNIOR CONSULTANT

AFRICAN DEVELOPMENT BANK

*01 B.P. 1387 Abidjan 01 - Côte d'Ivoire
HQ Building, office 06 N14.*

IDEV.3 Division

E-mail: idevhelpdesk@afdb.org Telephone: +225 2026 3131

Title of the assignment: Recruitment of a Junior Consultant for support to knowledge management, communication and events

Brief description of the Assignment: Contribute to the preparation of event documentation and materials; Provide support for the preparation and dissemination of IDEV knowledge and communication products; Support the organization of various knowledge sharing events led by IDEV.3,

Department issuing the request: IDEV

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

Duration of the assignment: 6 Months

Tentative Date of commencement: 10 May 2016

Deadline for applications: 12 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. Felicia Avwontom

Terms of Reference for: Junior Consultant for support to knowledge management, communication and events:

1. Introduction / Background

Independent Development Evaluation (IDEV) at the African Development Bank (AfDB) is an independent unit tasked with enhancing the development effectiveness of the Bank's operations through influential evaluations. By conducting independent evaluations and proactively sharing lessons and good

practices, the Department helps the Bank and its stakeholders to learn from experience and to plan and deliver development activities to the highest possible standards.

In 2013, the AfDB adopted a new Independent Evaluation Strategy (2013-2017) in a bid to continue to meet its evolving needs for evaluative knowledge. In line with the AfDB Independent Evaluation Policy, the evaluation strategy focuses on three complementary objectives: learning, accountability, and promoting an evaluation culture in support of the overarching goal of improving development effectiveness.

Within IDEV, IDEV.3 is responsible for knowledge management, outreach and strengthening evaluation capacity at the Bank and in regional member countries.

Its key objectives include the following:

- Knowledge management and communication, including the organization of outreach and knowledge sharing events, website management, branding.
- Producing a range of evaluation knowledge products, including the quarterly knowledge publication “Evaluation matters”, and ensuring their communication and 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 Development Effectiveness (CODE) and the public on progress in implementing the AfDB’s Independent Evaluation Strategy.

2. Objectives of the Assignment

- Support the organization of various knowledge sharing events led by IDEV.3
- Contribute to the preparation of communication and knowledge management documentation and materials
- Provide support for the preparation and dissemination of IDEV knowledge and communication products

3. Main activities and deliverables

Under the overall guidance of the Principal Knowledge Management Officer, the Consultant will perform the following tasks:

- Provide logistical support and administrative and technical assistance in preparing and organizing various knowledge sharing events, such as Development Evaluation Week, regional evaluation dissemination

events, Baobab Forum, and meetings of the Bank's Evaluation Community of Practice.

- Assist in the preparation of event documentation, briefing notes, talking points, announcements, materials for the website, and other materials as required (in both English and French); handle correspondence with speakers, invitees and other participants.
- Assist in documenting the events for record-keeping and for reporting to Bank Management, staff and shareholders, partners, other stakeholders and the general public.
- Support the preparation and dissemination through various channels of a range of IDEV knowledge and communication products, including evaluation reports, briefs and highlights, Evaluation Matters magazine, lessons learned, articles and other publications. Tasks include research, drafting texts, proofreading, correcting, correspondence with contributors and recipients, and occasional translations, among others.
- Perform other duties as required.

4. Administration/reporting

The consultant will work closely with and report to the Principal Knowledge Management Officer. 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

- Masters' degree (or equivalent) in communications, modern languages (French or English), public relations, marketing, or related field
- Nationality of a Bank Member Country
- Less than 32 years of age
- A minimum of 2 and maximum 5 years working experience with an international organization
- Good knowledge of development issues in Africa
- Languages required: Strong writing and editing skills in English or French, with a good working knowledge of the other. Application materials should be provided in language in which you are most proficient.
- Excellent research, writing and reporting skills, with strong attention to detail
- Skills and experience in organizing events or coordinating activities

- Desktop publishing skills (clearly indicate knowledge of software, if any)
- Proficiency in Bank standard software applications : MS Word, Excel, PowerPoint, and web tools
- Experience using social media (indicate which)
- Flexibility, integrity, professionalism, respect for diversity and a strong team player

7. Remuneration

The Consultant will be paid a competitive monthly lump sum for the entire period in accordance with Bank's scale set for Junior Consultants and commensurate with the number of years of relevant experience.

- 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 social media/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		

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: