

## REQUEST FOR EXPRESSIONS OF INTEREST

### AFRICAN DEVELOPMENT BANK

African Development Bank, 13 Rue du Ghana, BP 323, 1002 Tunis Belvedere, Tunisia  
Strategy and Operational Policy (SNSP)

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Expressions of interest are being requested for a Junior Consultant

**Brief description of the Assignment:** To support the activities of a team to review/update the Bank Group Operational Manual and Bank Group Project Classification

**Department issuing the request:** Strategy and Operational Policy Department (SNSP)

**Place of assignment:** The consultant will be based at the Bank Headquarters in Abidjan.

**Duration of the assignment:** 1<sup>st</sup> May – 30 November 2019

**Tentative Date of commencement:** 1<sup>st</sup> May, 2019

**Deadline for applications:** 15 April, 2019

**Applications to be submitted to:** [w.odhiambo@afdb.org](mailto:w.odhiambo@afdb.org); Aminata Camara Traore ([a.c.traore@afdb.org](mailto:a.c.traore@afdb.org)).

**Any questions and requests for clarifications may be sent to:** [w.odhiambo@afdb.org](mailto:w.odhiambo@afdb.org); Aminata Camara Traore ([a.c.traore@afdb.org](mailto:a.c.traore@afdb.org)).

## **Junior Consultant**

### **Terms of Reference**

#### **1.0 Background**

The Strategy and Operational Policies Department (SNSP), in the Senior Vice Presidency complex of the African Development Bank (hereafter the Bank) is responsible for developing corporate vision and strategic perspectives for the Bank and 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.

Consistent with common practice among Major Development Finance Institutions, the Bank has maintained an Operations Manual (OM) since 1993, which was revised in 1999 and 2014. The OM is a compendium of documents that serve as authoritative repositories of information on corporate and organizational structures, principles and values, goals and objectives, strategy and priorities, policies and guidelines, business processes, rules, and procedures, including annotated formats and templates of certain operational documents. The OM also codifies the corporate brand of the Bank Group and is an important tool for assuring quality of its work. SNSP is responsible for maintaining the operational manual. A team is already in place to review and update the existing manual.

SNSP is seeking the services of a Junior Consultant to support the activities of the OM team by providing logistical and technical assistance.

#### **2.0 Objectives of the Revision/Update**

The objective of the revision/update is to provide the Bank Group with an OM that is up to date, adequately comprehensive and user friendly. This should be an indispensable resource for staff, managers - especially those newly recruited or transferred/promoted to new responsibilities within the organisations. The revised/updated OM will function as a dynamic knowledge base on Bank Group operations policies, strategies, business processes, guidelines, procedures, rules and templates. Being a “living” document, the OM is expected to undergo periodic revisions as policies, strategies and guidelines are changed or new ones adopted. The specific objectives of the assignment are to:

- Assemble and review all relevant documentations and references related to the changes in the institutional structure, processes and procedures associated with the DBDM. This will include, but not limited to, Board documents on the approval of the new structure, progress reports of the implementation of the DBDM, the 2012 and 2018 DAM and the DAPEC process engineering reports.
- Consult with staff and management from different departments/Banks units to ensure that their views and experiences are duly taken on board in the revision of the manual.
- Design and test a platform for hosting the revised/updated OM
- Draft/revise the relevant chapters of the OM and ensure that they are up-to date and are DBDM compliant.
- Carry out a clean-up exercise to ensure that the listing of policies, strategies and guidelines; prepare nomenclature, definitions, classification requirement and standards (with approval authority) for policies, procedures, strategies and other directional documents.

- Process the revised/updated OM through the Bank review and approval processes and initiate steps for the dissemination of the OM.

The specific roles/responsibilities of the **Junior Consultant** will be the following:

- Assist in coordinating the activities of the OM review team including:
  - retrieval and review of materials,
  - data collection and analysis
  - assisting in the design of the online OM,
  - arranging consultation and review meetings for the OM review teams
  - liaising with Bank Department's/Units in the review process
- Undertake other relevant assignment as directed by the OM Team Leader/Task Manager or SNSP management.

### **3.0 Consultant Qualifications**

The Bank is looking for a consultant with the following characteristics and qualifications:

- Master's degree in International Development, Development economics, Economics, Finance, International relations, or related development fields and a broad knowledge in development issues.
- A minimum of 2 and a maximum of 5 years of relevant experience; proven combination of experience in program coordination and operational experience.
- Good analytical and presentation skills

### **4.0 Time Schedule for Deliverables and Reporting Requirements**

The period for this assignment is 6 calendar months with key timelines as shown below beginning **1<sup>st</sup> May 2019**

The consultant shall report to the Director, SNSP. Day-to-day management of the consultancy shall be assured by a person designated by the Director. Reports and all correspondence will be sent to:

- Walter ODHIAMBO, Chief Policy and Strategy Officer (SNSP):  
[w.odhiambo@afdb.org](mailto:w.odhiambo@afdb.org)