

REQUEST FOR EXPRESSIONS OF INTEREST LONG TERM INDIVIDUAL CONSULTANTS

AFRICAN DEVELOPMENT BANK

01 B.P. 1387 Abidjan 01 - Côte d'Ivoire

Knowledge Management, Outreach and Capacity Development Division (IDEV.3)

E-mail: a.anon@afdb.org; k.hanson@afdb.org

Tel.: + (225) 27 2026 5664/4533

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Recruitment of a long-term individual Consultant for the African Parliamentarians' Network on Development Evaluation (APNODE) Secretariat.**
2. The services to be provided under the Assignment include: *see attached Terms of Reference (Annex 1)*
3. IDEV.3 invites Individual Consultants to indicate their interest in providing the services described in the ToR. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy and Procedure for Corporate Consultants Recruitment**. Consultants and consulting firms must comply with the "minimizing conflicts of interest" considerations (Annex 1 to [AfDB's Independent Evaluation Policy](#)). 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. The estimated duration of services is **twelve (12) months** and the estimated starting date is **November 2021**.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: **Mon. to Fri. from 08h00-17h00 GMT**.
7. Expressions of interest must be received at the address below no later than **16 August 2021 at 18h00 GMT** and specifically mentioning **Recruitment of a long-term individual Consultant for the APNODE Secretariat**.
8. **Applications to be submitted to k.hanson@afdb.org; a.anon@afdb.org.** *Please attach an updated Curriculum vitae based on the template attached in Annex 2.*
9. Any questions or requests for clarifications may be sent to Kobena Hanson: k.hanson@afdb.org

Interested consultants not registered in the Bank's consultancy database DACON, are kindly requested to do so via: <https://www.afdb.org/en/projects-and-operations/procurement/consultancy-services-e-consultant/>

For the attention of: **Mr. Kobena Hanson**

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Establishment of the Short List

10. A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria based on their updated resume.

	Criteria	Weight
1	Educational level relevant to the field of mission	20
2	Demonstrated experience in writing for publication and grants	25
3	Proven experience with Parliaments, Networks, Communities of Practice	25
4	Experience relevant to the mission at hand	30

Note: Candidates who are shortlisted will be asked to take a written test.

Annex 1:

Terms of Reference Individual Consultant for the African Parliamentarians' Network on Development Evaluation (APNODE) Secretariat

1. Introduction / Background

Independent Development Evaluation (IDEV) at the African Development Bank (AfDB) is an independent function tasked with enhancing the development effectiveness of the Bank. By conducting independent evaluations and proactively sharing lessons and good practices, the Department ensures that the Bank and its stakeholders learn from experience and plan and deliver development activities to the highest possible standards.

In line with the AfDB Independent Evaluation Policy, IDEV focuses on three complementary objectives: learning, accountability, and promoting an evaluation culture, in support of the overarching goal of improving development effectiveness.

Evaluation capacity development in Regional Member Countries is central to the goal of promoting an evaluation culture, and has long been part of IDEV's mandate. To this end, IDEV is providing Secretariat support to the African Parliamentarians' Network on Development Evaluation (APNODE) established in March 2014 at the 7th African Evaluation Association (AfrEA) Conference in Yaoundé, Cameroon. APNODE was initiated by African parliamentarians based on their recognition of the importance of evaluation in national decision-making and the crucial role of parliamentarians in ensuring that evaluation evidence is used for strengthening decision-making, development effectiveness and inclusive growth.

The Network was operationalized via the first Annual General Meeting held in 2015, which adopted a Constitution, Action Plan and various operational policies, and elected the first Executive Committee. The following year, it adopted a Strategic Plan for 2017-2020, focused on cementing and expanding the Network, building knowledge around best practice, improving communication, and building the capacity of APNODE members. Following the fifth Annual General Meeting in 2019, the Network decided to extend its Strategic Plan (2017 – 2020) for another year, providing clear strategic direction, which has been operationalized in a 2021-2023 Work Plan.

2. Objective of the Assignment

Support the APNODE Executive Committee and Secretariat in implementing its revised Strategic Plan and 2021-2023 Work Plan to:

- grow and consolidate the network (individual membership, national chapters);
- enhance APNODE's visibility and reach;
- identify and apply for external resources;
- systematically gather, collate, create and disseminate knowledge and best practices;
- generate APNODE knowledge products;
- strengthen collaboration and partnerships; and
- nurture and build an evaluation culture across African parliaments.

3. Main activities and deliverables

Under the overall guidance of the APNODE Task Manager, the Consultant will perform the following tasks:

- Maintain the day-to-day administration of the Network and its membership;
- Coordinate and streamline, in a professional and timely manner, internal and external communication of the APNODE Secretariat and the Executive Committee as required, including with members and development partners;
- Provide logistical support and technical assistance in preparing and organizing the APNODE Annual General Meetings (e.g., drafting/sending communication; drafting/collating documents, coordinating travel logistics, and documenting the AGM for record-keeping and dissemination);
- Assist in the development, content generation and management of the APNODE website;
- Prepare, produce and implement advocacy, communication and knowledge products for APNODE;
- Support the organization of related meetings and activities of the Executive Committee and/or the Network (including the preparation/collating of documents and minutes);
- Actively support the Secretariat and Network's resource mobilization activities;
- Liaise with other Parliamentary, evaluation and research/evidence bodies across the continent to identify opportunities for collaboration, partnership, learning and knowledge exchange;
- Maintain the APNODE LinkedIn Group – with regular discussion posts, and updates on key learning events and developments pertinent to Network members;
- Maintain the APNODE social media handles (Twitter, WhatsApp) – with regular posts, and updates on key learning events and developments pertinent to Network members;
- Systematically gather, collate, package and disseminate APNODE and similar knowledge products (including success stories and best practices) for publication in the Weekly APNODE *What's New* flyer, and Quarterly Newsletter;
- Actively support the conceptualization, design and implementation of APNODE dialogue forums (e.g., webinars, high-level panel sessions, etc.); and,
- Perform other duties as required by the APNODE Secretariat.

4. Administration/reporting

The consultant will work closely with and report to the Principal Evaluation Capacity Development Officer who is the task manager for the initiative. The IDEV.3 Division Manager is responsible for oversight of the initiative. All staff and consultants are accountable to IDEV management.

5. Duration of the assignment

The assignment will be for **twelve (12) months** and is located at the Bank's headquarters in Abidjan, Côte d'Ivoire.

6. Qualifications and Experience required

- Masters degree (or equivalent) in economics, development studies, international relations, government/political science, public policy/administration, or related field;
- National of a Bank Member Country;
- 5-6 years working experience, preferably with an international organization;
- Good research, writing, and presentation skills;
- Good knowledge of monitoring and evaluation issues in Africa;
- Excellent organizational, planning, and communications skills;
- Experience with Networks and /or communities of practitioners;
- Proficiency in French or English with a good working knowledge of the other. Proficiency in both languages is an advantage;

- Culturally and linguistically sensitive, discrete, and tactful;
- Professionalism, integrity, respect for diversity and a strong team player;
- Ability to maintain overview with the necessary attention to detail;
- Desktop publishing skills (e.g., Adobe InDesign, QuarkXPress, Scribus, DTP);
- Proficiency in standard software applications: MS Word, Excel, PowerPoint, and web tools

7. Remuneration

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

ANNEX 2: 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. Utilize 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: