



**AFRICAN DEVELOPMENT
BANK GROUP**

TERMS OF REFERENCE

Consultant to prepare Operational/Implementation Guidelines

THE AFRICAN DEVELOPMENT BANK

PEVP (Power, Energy, Climate and Green Growth (PEVP))

Power Systems Development Department (PESD)

National and Regional Power Systems Division (PESD.1)

BACKGROUND /EXPRESSION OF INTEREST

1. We are pleased to inform you that the Power Systems Development Department (PESD.1) of the African Development Bank (AfDB) in Abidjan will require the services of a Junior Consultant to support climate change activities on all of its projects
2. You are kindly requested to submit your CV (format attached on annex i) and Cover letter by email to s.mandago@afdb.org and copy to e.mah@afdb.org by 5:00pm GMT on 15th April 2021, GMT to the address mentioned

Submission format: XXXX_YYYY where; XXXX for last name and YYYY for your first name

Title of submission: **Proposal for Climate Change Junior consultant**

For the attention of: Ms. Stella MANDAGO

3. The expected duration of the assignment is six (6) months, and the duty station will be in Abidjan, Ivory Coast
4. The junior consultant is expected to work with all task managers on projects to mainstream all climate change related issues within the guidance of the Climate change and green growth department
5. Tentative Date of commencement: May 2021
6. The Terms of Reference (TOR) indicating the scope of the assignment to be undertaken as well as the services required from the selected consultant. You are also requested to present your expression of interest with your CV (format attached) and cover letter
7. The Consultant will be selected in accordance with the African Development Bank's Implementation Manual relating to the Procedures for Acquisition of Consulting Services

funded by the Administrative or Capital Expenditure Budget of the Bank Group. The candidate shall be evaluated based on the following technical criteria:

- a) General qualifications and adequacy for the proposed Assignment
 - b) Similar experience in the area of expertise of the Assignment
 - c) Experience with the Bank or other international donors
 - d) Language proficiency
 - e) Knowledge of the region
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8. All the consultants shall be ranked, and the highest ranked consultant will be selected for the said assignment if his/her fees are within budget limits.
 9. The consultant shall bear all his/her insurance and medical costs for the duration of his/her services.
 10. All submission should be made by email on or before the closing date specified in paragraph 2 above. Any proposal received after the closing date or without format guidelines provided shall be rejected.
 11. Any questions and requests for clarifications may be sent to s.mandago@afdb.org and cc: e.mah@afdb.org

POWER SYSTEMS DEVELOPMENT DEPARTMENT (PESD1) TERMS OF REFERENCE FOR JUNIOR CONSULTANCY SERVICES

1. Introduction

The Vice Presidency for 'Power, Energy, Climate and Green Growth' is a Sector Complex focusing on the Bank's Ten Years Strategy, High 5s priority of "Light up and Power Africa". The complex's objectives are (i) to develop policy and strategy; (ii) to provide deep sector technical expertise to the Regions by gathering pool of experienced individuals who can be consulted for their expertise on complicated transactions; (iii) to develop new financing instruments; (iv) to act as spokesperson to represent the Bank with external stakeholders on all aspects of "Light Up and Power Africa". The Complex focus on areas of Power systems, policy and regulation, renewable energy; and, Climate and Green Growth.

The Power Systems Development Department within PEVP complex has the broad objective of supporting the Bank's Regional Member Countries, Power Utilities, Regional Economic Communities, Power Pools, Regulators and other stakeholders to develop and improve their own Power Systems and the performance of their utilities for both sovereign (SO) and non-sovereign operations (NSO). Power Systems Solutions (PESD.0) is based at the HQ.

2. Objectives of the Assignment

The position of Climate Change consultant in the PESD division focuses on minimizing and reversing the effects of Climate Change on the projects by mainstreaming climate change and green growth in Bank-wide implementation activities. It supports all Operational Vice-Presidencies on the HI 5 initiatives. The consultant will therefore provide technical services to Bank's operations on the mainstreaming of climate change and green growth in Bank's High 5 related activities in various sectors and regional hubs, while leading Bank's efforts on project finance initiatives and Fund structuring as they relate to climate change, green growth and green finance.

Under the overall supervision and general guidance of the Division Manager (PESD1), and the collaboration between Climate and Green Growth department (PECG),

The department requires the services of Junior Consultant to work with more experienced staff in the field of climate change and expected to perform the following:

3. Main activities and deliverables

- Lead the provision of technical support on mainstreaming climate and green growth into all power sector projects and support RMCs, in helping them achieve

their Nationally Determined Contributions (NDCs) and Sustainable Development Goals (SDGs);

- Support project teams in structuring their projects and financing instruments to benefit from climate finance, including project finance initiatives;
- Support all Bank's sector and regional departments as well as RMCs to ensure an effective consideration of climate change adaptation and mitigation measures into development interventions;
- Assist and advise the Bank to better support and align its operations with the Paris Agreement; preparation and implementation of climate change and green growth strategies, policies and measures taking into account commitments to achieve Nationally Determined Contributions;
- Provide technical support to the updating of operational documents (operational manual, Results Based Framework, Readiness Review Procedures, Country Strategy Papers / Regional Integration Strategy Papers and project templates) to reflect the mainstreaming of climate change and green growth;
- Provide support to Bank sector and regional operations through advisory services on climate change and green growth mainstreaming; climate finance tracking, green growth investment support, portfolio review, monitoring and evaluation of climate investments, throughout the project cycle;
- Support the implementation of the climate risk screening and the Adaptation Review and Evaluation Procedures functions of the Climate Safeguards System and the GHG Accounting tool for projects;

3. SELECTION CRITERIA

Qualifications, competences and experience required:

- Hold at least a master's degree in climate, environment and natural resource management, energy policy, international development, economics, or a related field;
- Be less than 32 years of age;
- Have a minimum 2 and maximum 4 years relevant experience in a combination of related fields such as national and international climate policies and measures including: climate and green growth; energy and project management; climate or green finance; trust fund management; multilateral development bank; public or private financial institutions; and development or related fields.
- Knowledge of climate change and green growth and of multilateral climate governance framework and global climate finance architecture.
- Understanding of climate change and green growth issues, challenges and practices relating to Africa.

- Experience in the area of mainstreaming climate change adaptation and mitigation measures into development interventions in Africa, or field operations involving climate change and green growth matters in the region.
- Proven record of accomplishment on policy dialogue and cross-institutional collaboration at the highest level, including with representatives of government and non-government partners in Africa.
- Experience working with a cross-section of stakeholders, including senior government officials, donor governments and bilateral as well as regional organizations;
- Results-oriented, team player, articulate analyst with attention to details, persuasive communicator and good writer
- Excellent technical and analytical skills and established track record in operational and policy work on climate change, green growth and climate finance matters;
- Competence in the use of standard Microsoft Office applications (Word, Excel, Access, PowerPoint)
- Must be willing to work across regions should need arise (expected to be less than 20% of their time).
- Working level knowledge of English or French languages and practical knowledge of the other language;
- Solid analytical skills and qualitative competences have good control of research techniques and may be engaged in social and economic development of African countries.

4. Administration/reporting

The consultant will work closely with PESD team and in close collaboration with Climate Change and Green Growth Department and report to the **Manager, PESD.1**. The PESD Division Manager is responsible for final oversight.

5. CONTRACT DURATION AND LOCATION OF THE ASSIGNMENT

The contract with the selected candidate will commence at the completion of the selection, upon its signing and last for a period of six months renewable based on satisfactory performance. The duty station for the assignment is at Bank Headquarters in Abidjan, Cote d'Ivoire and may require missions outside Cote d'Ivoire. A detailed work program will be agreed on with the Manager, PESD1. on commencement of the assignment.

5. REMUNERATION

The proposed remuneration will be defined based on the candidate's financial proposal in compliance with the Bank's established remuneration scale considering requisite qualifications and experience.

6. EVALUATION OF OFFERS AND PERFORMANCE

The prospective consultants' offers will be evaluated based on the following criteria:

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|------|--|-----|
| i. | General qualification and suitability for the task to be performed | 30% |
| ii. | Experience in specific assignment described in the TOR | 50% |
| iii. | Experience with international organizations | 10% |
| iv. | Proficiency in English and French | 5% |
| v. | Knowledge of the African Region | 5% |

Annex II- Resume (CV) outlined format

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	Organization 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: