1. The African Development Bank (the “Bank”) hereby invites Individual Consultants to indicate their interest in the following Assignment: Junior Consultant, Africa Growing Together Fund (“AGTF”).

2. The Assignment will entail working with the Syndication & Co-Financing Division of the Syndication, Co-Financing, and Client Solutions Department (“FIST” or the “Division”), and other Departments concerned across the Bank, to support the implementation of the Africa Growing Together Fund (AGTF). The overall mission of the Junior Consultant will be to support the Co-Financing Program Officer is to coordinate the AGTF’s funded operations, and to the departments involved in the management of the AGTF projects.

3. The services to be provided under the assignment include among others:

   **Portfolio Management**
   - Support the AGTF Cofinancing Program Officer on project identification and review processes;
   - Support the AGTF Program Officer to provide technical inputs to regional directorates and sector specialists in the preparation of co-financing projects proposals;
   - Support the processing of proposals for submission to the AGTF contributor in collaboration with Bank operational units;
   - Support engagement with relevant Bank departments to explore opportunities for streamlining the AGTF processes and procedures;
   - Liaising with the AGTF Program Officer, engage internal clients of the Bank to ensure smooth implementation of AGTF (treasury, financial control, disbursements, procurement, audit etc.);
   - Work closely with the Task Managers and the financial accounting department to request resources for the disbursement of AGTF loans, monitor disbursement and portfolio performance & propose actions to improve performance;
   - Ensure the collection and archiving of financial and procurement related information on all projects;
   - Assist with the preparation of quarterly progress/annual reports for AGTF funded projects;
   - Track and report on the development impact of AGTF funded interventions through an appropriate monitoring and evaluation framework;
   - Maintain up-to-date guidelines, templates and user manuals for internal and external audiences;
   - Maintaining records and managing data storage on relevant information systems.

   **Communication and outreach**
   - Provide inputs to the AGTF communications materials, including brochures and press releases;
   - With partnership with the relevant Bank entities (Partnerships, External relations, IT), ensure the establishment of a AfDB microsite focused of AGTF containing all relevant and current information on the projects and the overall status of the AGTF;
   - Assist in the organization of AGTF review meetings
   - Any other responsibility that may arise in order to ensure the effective and efficient implementation of AGTF.
4. **Selection Criteria**

   a. At least a degree in Business Administration, Finance, Project Management, or in related fields;
   
   b. A minimum of [3] years of experience in Program coordination and operations;
   
   c. Previous experience in a Multilateral Development organization will be will be an added advantage;
   
   d. Experience in project co-financing through multilateral and bilateral development assistance agencies will be will be an added advantage;
   
   e. Proven ability in report writing, analytical skills and capacity to deliver outputs in a timely manner;
   
   f. Excellent computer skills: Microsoft Word, Excel, PowerPoint, etc.
   
   g. Fluency in English or French as a working languages and ability to work effectively in the other

5. The Syndication and Co-Financing Division invites individual Consultants to indicate their interest in providing the above-described services. 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.).

6. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s *Rules and Procedure for the Use of Consultants*. 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.

7. The estimated duration of services is 12 months and the estimated starting date is **16 July 2019**. The consultant will be based at the Bank’s headquarters in Abidjan, Cote d’Ivoire.

8. Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours: 09:00 to 17:00 hours GMT.

9. Expressions of interest must be received by e-mail to the address below no later than **20 May 2019** at 17:00 GMT and specifically mentioning “**Junior Consultant, Africa Growing Together Fund**”.

   For the attention of: Wegoki Mugeni  
   African Development Bank  
   Syndication, Co-financing and Client Solutions Department  
   Rue Joseph Anoma, 01 BP 1387  
   Abidjan 01, Cote d’Ivoire  
   Tel: +225 20 26 32 16  
   E-mail: AGTF_Secretariat@afdb.org with a copy to r.bekri@afdb.org and w.mugeni@afdb.org.