REQUEST FOR EXPRESSIONS OF INTEREST

FOR A JUNIOR CONSULTANT

Title of the assignment: Research, Policy and Data Analyst

Brief description of the Assignment: Consultant will support the Front Office on Research, Policy and Analytical work and drafting of documents.

Department issuing the request: Front Office of PIVP - PISA

Place of assignment: Abidjan

Duration of the assignment: Six months assignment – July 2019 to December 2019

Tentative Date of commencement: 1st July 2019

Deadline for applications: 12th June 2019

Applications to be submitted to: d.amouzou@afdb.org

Any questions and requests for clarifications may be sent to: d.amouzou@afdb.org
Terms of Reference

Background

The African Development Bank (“AfDB” or “the Bank”) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries or RMC). The Bank’s development agenda is delivering financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas, all of which will accelerate the Bank’s delivery for Africa, have been identified for scaling up, namely: Light up and Power Africa, Feed Africa, Industrialise Africa, Integrate Africa and Improve the quality of life for the people of Africa.

The Vice Presidency for Private Sector, Infrastructure and Industrialization (PIVP) is central to the Bank’s mission of developing the private sector, improving infrastructure and accelerating industrialization. PIVP leads the implementation of the Industrialize Africa High 5 while playing a leading role in collaboration with RDVP on the Integrate Africa High 5. The complex’s main functions are to (i) strengthen the enabling environment for private sector development, conducive to inclusive growth and sustainable development, (ii) support the development of reliable and sustainable infrastructure, including urban development, (iii) place renewed emphasis on industrial and trade performance in support of structural transformation across Africa, and (iv) drive the Bank’s financial sector development agenda. The Complex leads the Bank’s Non-sovereign operations in these areas, as well as selected complex sovereign operations. The Complex leverages knowledge, co-financing, and partnerships to attract private capital and work with governments on delivering the Bank’s development agenda.

The Need for Research, Data and Policy Analyst

The PIVP Complex, particularly the Front Office of the Vice President is leading and coordinating some important policy and economic and sector works (ESWs) in the Bank. These works are diverse from internal Sectoral analytical works such as ICT and Digitization analytics, Country-level Private Sector reviews, Regional Integration and Trade, Transport infrastructure as well as policy documents related to private sector development, SME support, and investment climate, etc.

The need to recruit a Research, Data and Policy Analyst is therefore important to ensure that these papers are underpinned by adequate and useful data as well broad scoping to ensure what analytics or studies are available to support such work.

Objectives of the Assignment

The consultant is expected to support the Front Office by providing background research and data gathering and analysis as well as drafting. The incumbent will be actively involved in the production and revision of economic sector works and policy documents produced or reviewed by the front office.

Main activities and deliverables

The consultant is expected to perform the following tasks:
i. Design tools for collecting data on various PIVP sectors or related policy documents;
ii. Collect and store data on all successful operations;
iii. Design project fact sheet in a way to tell operational success stories;
iv. Gather and collate data from different sources on various sector;
v. Clean and manipulate raw data and prepare them for analysis;
vi. Analyse data using statistical and econometric methods;
vii. Draft Policy or Sector analytical documents;
viii. Review and revise drafted of existing policy or sector documents;
ix. Any other assignment related to partnership and resources mobilisation that may be required by the VP.

Implementation and Reporting
The incumbent will work under the close supervision of the PIVP Programme Coordinator and the overall guidance of the VP PIVP.

The Bank may provide a desk in a shared office where the consultant could work. The consultant will be required to work from the Bank’s Headquarters in Abidjan with field missions when necessary.

Assignment Duration
The duration of this contract will be six (6) months and all deliverables are expected to be submitted and formally accepted by PIVP Programme Coordinator and the Vice President. The contract is expected to start on 1st July 2019 and end on 31st December 2019.

Required Skills and Experience
The Consultants shall demonstrate appropriate qualifications and skills necessary for the assignment as described above. He/she will have:

- Candidates should have a minimum of Master’s degree in economics, or relative fields;
- Maximum work experience of 5 years in a similar multilateral institution or any other institution engaged in economics research, with a focus on African countries;
- Strong analytical skills including experience using the enterprise surveys database;
- Extensive knowledge of methodologies for gathering and reporting performance data;
- Significant experience in the use of a variety of relevant information technologies;
- Proven ability to prepare reports and presentations using methods appropriate to varied audiences;
- Some experience in working with teams charged with production of major flagship reports;
- Strong organizational skills and ability to manipulate large data sets and use of econometrics and Statistical software will be an added advantage;
- The working languages of AfDB are English and French, for this task fluency in one of the two languages is required; but fluency in both is highly desirable.

Application Process

a. Resume/Curriculum Vitae (CV);
b. Letter of Motivation outlining how your experience, skills, qualifications and professional networks fit with the required deliverables (one page maximum);
c. Copies of the relevant articles/reports published through indication of www links or submission of PDF version of these via e-mail attachments.

All communications and queries related to this call should be addressed to the same e-mail address.

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?

If « Yes », the following data must be provided

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<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
<th>Place of Assignment</th>
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<th>Language Level</th>
<th>Read</th>
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<tr>
<td>English</td>
<td>☐ Fair ☐ Good ☐ Excellent</td>
<td>☐ Fair ☐ Good ☐ Excellent</td>
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<td>French</td>
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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):

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<th>Name of University - City - Country</th>
<th>Period From</th>
<th>Period To</th>
<th>Diploma Obtained</th>
<th>Main Topic / Major</th>
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Professional Training:

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<th>Name of Training Institution - City - Country</th>
<th>Type of Training</th>
<th>Period From</th>
<th>Period To</th>
<th>Certificates or Diploma Obtained From</th>
<th>Certificates or Diploma Obtained To</th>
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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 :