REQUEST FOR EXPRESSIONS OF INTEREST
(Individual Consultant)

AFRICAN DEVELOPMENT BANK (AfDB)
Energy, Environment and Climate Change Department (ONEC)

CIF Procurement Officer

The African Development Bank (AfDB) hereby invites individual consultants to indicate their interest for the implementation of specific activities under the Climate Investment Funds (CIF) as CIF Procurement Officer.

The CIF are a pair of financing instruments designed to help initiating transformational change towards low-carbon and climate-resilient development through scaled-up financing channeled through the Multilateral Development Banks (MDBs).

The CIF allocates financing through four funding windows:

1. The $5.3 billion Clean Technology Fund (CTF) provides middle-income countries with highly concessional resources to scale up the demonstration, deployment, and transfer of low carbon technologies in renewable energy, energy efficiency, and sustainable transport;

2. The $785 million Forest Investment Program (FIP) supports efforts of developing countries to reduce deforestation and forest degradation and promote sustainable forest management that leads to emissions’ reductions and enhancement of forest carbon stocks (REDD+);

3. The $1.2 billion Pilot Program for Climate Resilience (PPCR) is helping developing countries integrate climate resilience into development planning and offers additional funding to support public and private sector investments for implementation; and

4. The $796 million Scaling-up Renewable Energy Program in Low Income Countries (SREP) is helping to deploy renewable energy solutions for increased energy access and economic growth in the world’s poorest countries.

The AfDB serves as an implementing agency of the CIF for projects and programs in African Pilot Countries. Through the Environment and Climate Change Division (ONEC.3) it administers and manages funds in accordance with its own rules and procedures. This request for expression of interest aims at hiring a long-term consultant for a period of twelve (12) months. The individual consultant will be responsible for providing support to a multitude of internal stakeholder (e.g. task managers, AfDB’s procurement department, legal department, financial management
department etc.) on procurement issues related to all CIF projects and programs as well as CIF preparation grants.

The CIF Procurement Specialist will work under the general supervision and guidance of the Division Manager in ONEC.3 and the different CIF Coordinators.

The services to be provided under the assignment include:

1. To assist and provide relevant advice and guidance on procurement issues to Task Managers implementing CIF operations. This should be done in full respect of the Bank's rules and procedures and in compliance with the required deadlines for the successful implementation of CIF projects, programs and/or preparation grants.

2. Assist Task Managers in the analysis that must be carried out, and provide relevant recommendations, when no-objection notices are requested to the Bank at different stages of the CIF project, program and/or preparation grant acquisition process. This includes but is not limited to the validation of General Procurement Notices, Request for Proposals, Terms of References and Expressions of Interest.

3. Provide advice and answers to Task Managers and Project Implementation Unit regarding any doubt or question they may have concerning the execution of a CIF project, program and/or preparation grant (support & validation of procurement plan).

4. Support AfDB’s relevant internal stakeholders in the write-up of procurement related sections on Bank’s internal documents used during the internal review and approval process of the AfDB.

5. Other ad hoc services as requested by the Division Manager of ONEC.3 and the different CIF Coordinators.

The CIF Procurement Officer should:

1. Hold a degree in one of the following areas: (i) engineering, (ii) law, (iii) development studies, and/or equivalent in (iv) international relations.

2. Have at least five (5) years of relevant professional experience in the field of procurement acquired in multilateral development institutions or at least within the framework of projects financed by them.

3. Have relevant experience in sustainable development. This includes, for example, demonstrable experience in sustainable energy infrastructure, climate resilient infrastructure and services, technical assistance and capacity building.
4. Good knowledge of AfDB’s procurement rules and procedures currently in force would be a distinct advantage.

5. Have capacity to work on software usually used within AfDB. This includes: (i) Microsoft Office, (ii) MS Project, and (iii) SAP.

6. Excellent oral and written skills in communicating in English or French. Bi-lingual skills in both English and French would be an advantage.

7. Have relevant experience in Africa.

8. Have a strong analytic, conceptual and strategic skills;

9. Have strong customer service orientation as assessed by colleagues and clients;

10. Have a high degree of initiative and strong record of performance with low supervisory requirements to function effectively;

11. Have a strong inter-personal skills and commitment to work in a team-oriented and multicultural environment;

For the EOI to be considered, the consultant needs to be registered in the AfDB DACON Consultant Database.

ONEC.3 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.).

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 under projects financed by the Bank Group, May 2008 Edition, revised on July 2012, available on the Bank Website at http://www.afdb.org. 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.

The estimated duration of services is 12 months (with the possibility of renewal) and the estimated starting date is in April/May 2016. A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.
General qualification and suitability for the task - 35%
Experience in specific assignments described in the Terms of Reference - 35%
Experience with International Organizations - 15%
Language Skills (English/French) - 10%
Knowledge of the African Region - 5%

Interested Individual Consultants may obtain further information at the address below during the Bank’s working hours.

Expressions of interest must be received by e-mail to the address below no later than March 21st, 2016 at 8am local time (Abidjan - Côte d'Ivoire) and specifically mentioning - CIF Procurement Officer - in the subject line of the email. If you have any questions related to this EOI please contact us by email or telephone (+225 0131 8686).

Attn: Komal Hassamal,
Senior Climate Change Officer
Energy, Environment and Climate Change Department

Cc: Daniele Amoussou
CIF Financial Management Specialist
Energy, Environment and Climate Change Department