

# AFRICAN DEVELOPMENT BANK GROUP



## REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL JUNIOR CONSULTANT)

AFRICAN DEVELOPMENT BANK  
Immeuble du CCIA  
Rue Jean-Paul II – PLATEAU  
01 Boite Postale 1387 ABIDJAN 01

**Gender, Women and Civil Society Department (AHGC)**

### **JUNIOR CONSULTANT TO SUPPORT THE IMPLEMENTATION OF THE MULTI-DONOR GENDER EQUALITY TRUST FUND (GETF) OF THE AFFIRMATIVE FINANCE ACTION FOR WOMEN IN AFRICA (AFAWA) PROGRAM**

1. The African Development Bank hereby invites Junior Consultants to express their interest in the following assignment: **Junior Consultant to support the day-to-day implementation of the Multi-Donor Gender Equity Trust Fund (GETF) of the Affirmative Finance Action for Women in Africa (AFAWA)** program under the supervision of the AFAWA Coordinator in the Gender Women and Civil Society Department (AHGC) of the Bank.
2. The GETF was established by donors to enhance gender equality and women's empowerment in Africa. The Fund provides grants to support the implementation and expansion of the AFAWA program through two components. Component 1 involves implementing the AFAWA program by providing technical assistance to financial institutions, offering capacity-building services to women's economic businesses, and engaging in policy dialogue to improve the supportive environment. Component 2 focuses on providing gender-transformative lending and non-lending operations.
3. The Consultant will support the implementation of the GETF activities by preparing key strategic documents, supporting the development of work plans, and ensuring their operationalization. The Consultant will contribute to GETF Secretariat-related tasks and oversee management and administrative tasks required for handling the fund, reporting, and program implementation in accordance with Bank procedures and the fund's objectives and requirements.:
4. The Gender, Women and Civil Society Department now invite eligible Junior Consultants to express their interest in providing these services. Interested candidates must provide information indicating that they are qualified to perform the services (qualification documents, CV with detailed description of similar assignments, experience in similar conditions, availability of appropriate skills among staff relevant to the assignment, etc.).
5. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the Rules and Procedures for the Use of Consultants described in Presidential Directive No 07/2022 on Procedures for the Procurement of Consultant Services Financed from the Administrative or Capital Budget of the Bank Group which are 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 be included on the shortlist.

## **6. KEY FUNCTIONS OF THE JUNIOR CONSULTANT**

The Junior Consultant will collaborate closely with the GETF Secretariat, and the services to be provided under this assignment include, but are not limited to, the following:

- Provide support for the operational activities and programs of the GETF.
- Document all minutes of meetings during GETF programs.
- Collect data on a regular basis to assess progress against performance indicators and ensure data quality in collaboration with partners.
- Prepare key strategic documents and assist in the development of work plans.
- Evaluate the quality of existing data within project subject areas, the methodologies for data collection, and the extent to which these data will yield reliable baseline statistics for impact evaluations.
- Support project progress reporting, conduct mid-term reviews and facilitate final evaluations.
- Produce reports based on findings and prepare presentations as needed.
- Assist in the development of communication materials and provide logistical and administrative support.
- Facilitate document management in the shared drive and maintain documentation archiving, mission planning, proofreading, translation tasks, letter drafting, scheduling meetings, and managing team calendars.
- Contribute to tasks related to the GETF Secretariat and oversee various management and administrative responsibilities.
- Perform other duties as assigned by the Supervisor.

## **7. QUALIFICATIONS & EXPERIENCE**

- A minimum of Master's degree in a development field, finance, law, business administration, economics, or relevant discipline;
- A minimum of 2 years of professional experience in an international development organization; Experience with the Bank would be an asset.
- Practical experience in SME and entrepreneurship development in Africa and knowledge of project implementation in the African entrepreneurship sector is a plus.
- Ability to work with a multidisciplinary team and manage multiple, simultaneous and shifting demands/priorities under tight deadlines.
- Excellent project management skills with experience in managing and supervising administrative projects and liaising with colleagues across departments;
- Results-oriented, proactive, self-motivated, and able to work both with autonomy and with a team in diverse national and cultural contexts. Excellent interpersonal and presentation skills;
- Ability to develop strong working relationships with colleagues and contribute to the creation of a positive team environment;
- Strong knowledge of institutional processes of due diligence as well as attention to detail.
- Excellent communication and writing skills in English or French, with a working knowledge of the other.
- Strong computer literacy skills
- Perfect command of the standard software applications (MS Office, Teams, Zoom, Outlook, OneDrive)
- Be less than 32 years
- A National of the Bank's Member Country

8. The duration of the assignment shall be for 1 year renewable, subject to performance and availability of budget. The expected starting date is **February 2025**.
9. Interested applicants may obtain further information at the addresses below during the Bank's working hours: 09:00 to 17:00 hours.
10. Expressions of interest must be received at the address below no later than **December 13, 2024, at 17:00 hours**, Abidjan local time, and specifically mentioning "**EOI for AFAWA Secretariat Junior Consultant**". Submissions received after this time will not be considered.
11. For the attention of: Ms. Melissa Basque-Roux – [m.basque-roux@afdb.org](mailto:m.basque-roux@afdb.org)  
Copied to: Ms. Bintou Diallo – [b.diallo@afdb.org](mailto:b.diallo@afdb.org)  
Mr. Anzoumana Kone – [a.n.kone@afdb.org](mailto:a.n.kone@afdb.org)  
Ms. Nadine Koitan-Guidimti – [n.koitan-guidimti@afdb.org](mailto:n.koitan-guidimti@afdb.org)
12. Interested Consultants not registered in the Bank's consultancy database DACON, are kindly requested to do so via: [https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac\\_wd\\_login\\_page/#](https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac_wd_login_page/#)