

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK
Immeuble CCIA, Abidjan, Côte d'Ivoire
African Natural Resources Center

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Department issuing the request: African Natural Resources Center

Position: Consultant: Natural Resources Policy Analyst

Place of assignment: Côte d'Ivoire

Duration of the assignment: 6 Months

Tentative Date of commencement: May 2017

Deadline for applications: 28 April 2017

Applications to be submitted to : Maali Harrathi (M.HARRATHI@AFDB.ORG)

PS: Application e-mail must include the name of the Consultant Position that you are applying for

Any questions and requests for clarifications may be sent to: Maali Harrathi (M.HARRATHI@AFDB.ORG),

Terms of Reference for Natural Resources Policy Analyst

1. Background

The African Development Bank (AfDB) has established the African Natural Resources Center to assist Regional Member Countries (RMCs) maximize development outcomes derived from their natural resources. The scope of the Center combines renewable (water, forestry, land and fishery) and non-renewable (oil, gas and minerals) resources.

In the context of the Bank's High-Five priorities, this requires three main work streams. First, the Center's must deepen extractives knowledge of Bank teams through analytics, internal seminars and a knowledge portal to support lending departments. Second, it should provide concrete data on aspect of natural resources including current policies, natural resources trade, value chains patterns structures and potential resource development economic corridors. Third, the Center will support the RMCs in creating an enabling environment and advocate for regional and national policies to achieve the positive development outcomes.

This request for expression of interest aims at hiring an individual consultant to support the implementation of the Center's work on renewable natural resources.

2. POSITION INFORMATION:

Reporting to the Manager, Renewable Resources Division, the incumbent shall provide assistance to the department in collecting and analysing data, conducting literature and media research to inform the ECNR 's policy development, preparing reports and presentations and providing support to the organisation of knowledge and advocacy events.

3. DUTIES:

- a) Preparing a variety of descriptive and background reports and written materials on subjects or Natural Renewable Resources Policy issues within the RMCs
- b) Support the Renewable Natural Resources Experts in preparing a variety of analytical reports and written materials on Renewable Resources Policy issues.
- c) Data Collection and analysis in liaison with other relevant Bank departments, collects various forms of data pertaining to areas of operation of the Center. Interprets, presents data through charts, graphs and other visual forms; draws conclusions, and discusses with ECNR experts.
- d) Literature Research: regularly conducts research of literature in order to inform ANRC of trends, news, issues arising relative to natural resources spanning both renewable sectors.
- e) Record Keeping and information management: supports knowledge management within the Center, through systematisation of research and information sources, in particular to feed into the ECNR knowledge web portal.
- f) Report and Presentation Preparation: provides support to experts by assisting in preparing various reports and study TORs as needed.
- g) Support the preparation of Departmental knowledge events, seminars and workshops.
- h) Performs other tasks as assigned by the Renewables Manager and the Director

4. MANAGEMENT/SUPERVISION OF THE CONSULTANCY

- i) The Consultant will work under the overall guidance of the Renewables Division Manager and the immediate supervision of the Experts for this

undertaking. He/She must be able to conduct research independently, to utilize different method of obtaining data and prepare thorough reports on findings.

5. **DURATION OF THE ASSIGNMENT**: The consultant will work on a fulltime basis for a period of six months starting in May 2017.

6. **REQUIRED QUALIFICATIONS AND EXPERIENCE :**

- At least a Master's degree (or its equivalent) in Natural Resources Fields (Forest, Water & fishery Resources); Resource Management and Policy or related disciplines;
- Be a national of one of the member countries of the Bank;
- Minimum of 10 years of experience in renewable natural resource policy-related research, development and analysis. Specific experience in international development work would be an advantage;
- Experience in supporting advocacy and knowledge dissemination events
- Competent in the use of Bank standard software (Word, Excel, Access, PowerPoint, and web tools); other quantitative analysis packages an advantage.
- Fluent in English or French, with working knowledge of the second.
- Strong quantitative and analytical skills,
- Excellent written and verbal communication skills.
- Proficiency in MS Office applications, particularly excel, Powerpoint; experience in using web platforms for data extraction
- Demonstrated writing ability in English and French is required.

7. **REMUNERATION OF THE ASSIGNMENT**:

The Consultant will be hired for a period of six (6) months and paid a lump sum per month following the schedule and conditions to be negotiated with the Center. The consultancy will take place in Abidjan, Côte d'Ivoire and requires regular full time presence in the Bank's offices. Field missions might occasionally be required. In such case, cost of travel and per diem will be covered in line with Bank's rules.

Please attach an updated Curriculum Vitae on the basis of the template below:

1.1 ***MODEL CURRICULUM VITAE (CV)***

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:
Address:
Telephone:

Nationality:
Country:
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	Organisation 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	Type of Training	Period	Certificates or Diploma

Institution- City - Country				Obtained
		From	From	

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 :

