

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Climate Change and Green Growth Department

Climate Investment Funds (CIF) Operations Officer

The African Development Bank (AfDB) hereby invites Individual Consultants to indicate their interest in the following position: **CIF Operations Officer**.

The primary purpose of the assignment is to assist AfDB's CIF Coordination unit in all tasks connected to the CIF portfolio and pipeline under management by the Bank. Under the leadership and guidance of the Division Manager, PECG.1 and the CIF Program Coordinators, the Operations Officer shall:

- Develop, maintain and manage an internal web-based platform using Microsoft SharePoint to track and monitor all information relevant to the CIF at both project, program and corporate levels. This platform shall include, among others, the following: (i) pipeline monitoring, (ii) portfolio monitoring, (iii) key indicators and results monitoring, (iv) supervision activities and documents, (v) team calendar, (vi) automatic notification and review & approval systems, (vii) disbursement tracking, (viii) budget, (ix) tracking of other key data, (x) announcements, (xi) logistics of meetings and traveling, and (xii) performance of CIF Secretariat.
- Periodically report to the CIF Program Coordinator on portfolio status and flag potential issues on portfolio in collaboration with the CIF Monitoring and Evaluation officer
- Assist with compilation and prioritization of information required to serve as input to various documents.
- Contribute to the annual report data collection and review and any other communication item in collaboration with the CIF Communication and Knowledge Management Specialist.
- Support AfDB's investment officers and the CIF Coordination Unit in meeting the Bank's internal operations requirements under the CTF, SREP, FIP, PPCR, and new programs, namely ACT, REI, NPC and Industry Decarbonization Program.
- Support the CTF Coordinator in fulfilling all periodical reporting requirements regarding the CIF Capital Markets Mechanism (CCMM).
- Ensure the accuracy and completeness of AfDB CIF portfolio data in SAP PS by cross-checking it against the Bank's operational procedure, internal CIF Operations database and the CIF Secretariat's CCH database and update the internal database as necessary.
- Provide inputs to investment officers to ensure that the different CIF Results Frameworks are considered during appraisal and requested in the Financial Documentation in collaboration with the CIF Monitoring and Evaluation Officer
- Contribute to the Bank's Dialogue with other relevant stakeholders with regards to CIF mutual accountability frameworks, reporting on results and other initiatives
- Support the CIF coordinators in the dialogue with the CIF Secretariat, PECG regional colleagues, Task Managers, and other colleagues to provide periodic updates on CIF focal points in African countries.
- Support the implementation of programs and activities under AfDB Climate Investment Funds whenever needed.
- Lead the semi-annual reporting requested by the CIF Secretariat on all portfolio and pipeline projects
- Review and provide input on funding requests to the CIF Governance body for projects, project preparation grants, MDB Project Implementation and Supervision Services (MPIS) when needed.
- Support the CACF Secretariat in the management of the CACF portfolio.

- Support the task manager of the FAPA-financed project, led by PECG1, in activities related to contracts, payments, and the execution of the Adaptive Benefit Mechanism (ABM) website
- Collaborate with colleagues managing the climate funds sitting in PECG1 to periodically consolidate and report figures for climate finance mobilization.
- Contribute to the preparation of annual activity and ad hoc reports
- Undertake other ad hoc activities as deemed necessary by management and supervisor

The Bank 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 procedure for the acquisition of consulting services funded by the Administrative or Capital expenditure. 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 duration of services is 12 months based on performance. The expected starting date is mid-October 2025. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: from 08:00 to 17:00 hours, Abidjan local time.

Expressions of interest must be received by email at the address below no later than **Tuesday, 5th August 2025** at 4 p.m. Abidjan local time and specifically mention: **"CIF Operations Officer"**.

For the attention of:

Mr. Phillips Gareth
African Development Bank/Climate Change and Green Growth Department (PECG)
Avenue Joseph Anoma, 01 BP 1387, Abidjan, Côte d'Ivoire
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With a copy to B.AYISSI@AFDB.ORG

ESTABLISHMENT OF THE SHORT LIST

A shortlist of three to six individual consultants will be established at the end 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.

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| - Level of education in general | 20% |
| - Educational level compared to the field of mission | 20% |
| - Years of experience in general | 20% |
| - Number of years of experience relevant to the mission | 40% |