



AFRICAN DEVELOPMENT BANK GROUP

Strategy and Operational Policies Department (SNSP)
Avenue Jean-Paul II, 01 B.P. 1387, Abidjan, Côte d'Ivoire

EXPRESSIONS OF INTEREST FOR A HIGH-LEVEL STRATEGY AND POLICY CONSULTANT

Brief Description of the Assignment: The Strategy and Operational Policies Department (SNSP) of the African Development Bank hereby invites Individual Consultants to indicate their interest in the following assignment: **provide analytical support for the preparation of the 2025 Annual Report and other key departmental assignments.**

The services to be provided under this assignment include: (i) information gathering, (ii) analytical work, (iii) writing and content development, and (iv) document and data review.

The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy for Recruitment of Corporate Consultants**. 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 Consultant's assignment may be modified for other related tasks so long as they are consistent with his/her qualification and experience.

Departments issuing the request:	SNSP
Place of assignment:	Côte d'Ivoire
Duration of the assignment:	Twelve (12) months
Tentative Date of commencement:	1st October , 2025
Deadline for applications:	5th September 2025 at 17:00 GMT
Detailed Terms of reference for the assignment:	See below
Applications to be submitted by email only to:	Interested consultants are invited to submit a CV and Cover Letter to h.majoul@afdb.org

Any questions and requests for clarifications may be sent to: h.majoul@afdb.org

TERMS OF REFERENCE

FOR THE RECRUITMENT OF A HIGH-LEVEL INDIVIDUAL CONSULTANT TO SUPPORT THE PREPARATION OF THE BANK GROUP ANNUAL REPORT AND OTHER ASSIGNMENTS

1. Background

1.1 The Bank

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. With 80 Member countries, including 54 in Africa (Regional Member Countries), the Bank's development agenda is to deliver financial and technical support to transformative projects in Africa that will support the Bank Group's Ten-Year Strategy 2025-2033, and the High 5s; "Light Up and Power Africa", "Feed Africa", "Industrialize Africa", "Integrate Africa", and "Improving the quality of life for the people of Africa".

1.2 The Department

The Strategy and Operational Policies Department (SNSP) sits within the Senior Vice-Presidency complex of the Bank and is responsible for developing the corporate vision and the strategic perspectives for the Bank through formulating, revising and providing advice on operational policies and procedures. SNSP works across the institution, helping to ensure strategic and policy focus in decision-making, and improving alignment of resources with strategic priorities. SNSP is also mandated to contribute to the development of new ideas and concepts for corporate initiatives and to advise the Bank on innovation and institutional efficiency-related matters.

As part of its 2025-2026 Work Program, SNSP has committed to a number of key deliverables including but not limited to: (i) the implementation of the Ten-Year Strategy (ii) the production of the 2025 Annual Report (iii) the maintenance of the Bank Group Operations Manual (OM), (iv) the review of sector and thematic strategies, policies and action plans; (v) outreach activities and training; and (vi) the development of analytical studies and papers. Additionally, SNSP provides regular inputs to the Bank review processes through the Senior Management Coordination Committee (SMCC) and the Bank's Operations Committee (OpsCom).

To this effect, SNSP is seeking the services of a high-level consultant to support the activities of the team in charge of drafting the 2025 Annual Report (AR). Additionally, she/he will provide analytical contributions to the design, revision, and consolidation of strategies, policies, action plans and other directional documents. The Consultant is expected to work closely with staff within SNSP and other Bank departments to deliver high-quality operational documents for the Bank.

2. Duties and Responsibilities

Under the general supervision of the Senior Director of SNSP and reporting to the Lead Strategy Advisor, the main responsibility of the Consultant is to provide analytical and writing expertise to support the preparation of the draft AR document and other key operational documents. She/He will:

- Support the task team in charge of drafting the AR by analysing data, drafting and refining content, incorporating feedback, and ensuring the final report is accurate, coherent, and aligned with the Bank's strategic priorities;

- Provide analytical support in the formulation of policies, strategies and action plans, ensure their alignment with the strategic planning orientations, the Bank's Ten-Year Strategy 2024-2033 and the Bank's priority areas;
- Review documents to be considered at the Operations Committee (OpsCom), the Credit Risk Committee (CRC) and the Senior Management Coordination Committee (SMCC) and other management committees;
- Support the delivery of any other assignment that SNSP Management may deem relevant.
- Any other priority departmental assignment.

3. Deliverables

The expected outcome from the consultancy work are the following documents which are part of the department's work program:

- A draft Annual Report with a solid narrative that illustrates the Bank's financial health, operations and overall performance in 2025.
- Any other documents that SNSP Management may deem relevant.

4. Experience and qualifications

- Hold at least a Master's degree or its equivalent in economics, macroeconomics or development economics, finance, or related development fields and a broad knowledge of development issues.
- Have a minimum of six (6) years of relevant experience, specifically hands-on experience in development.
- Good understanding of development economics and specificities of African countries.
- Experience with multilateral development banks and international organizations is an added advantage.
- Experience in the development of annual reports, corporate policies, strategies and other directional documents a plus.
- Ability to build partnerships with a broad range of clients and deliver results that meet the needs and long-term interest of clients within and outside the Bank.
- Strong analytical and writing skills.
- Ability to manage multiple, simultaneous and shifting demands, priorities and tight deadlines.
- Fluency in English (working knowledge of French will be an advantage).

5. Duration and Location of the Assignment:

The Consultant is expected to start on 1st October 2025, with a contract duration of 12 calendar months, with possible extension. The consultancy will be hybrid, both at home and at the Bank's Headquarters in Abidjan, Côte d'Ivoire.

Depending on its needs and the availability of the budget, the Department may extend the Consultant's contract if the services are rendered to its satisfaction.

6. Leave

Two (2) days of leave per month will be provided for the Consultant as per the Bank Group regulation.

7. Remuneration

Payments shall be made monthly upon satisfactory completion of agreed assignments. No additional benefits or per diem will be paid. In addition, a return economy class air-tickets with the shortest route will be provided.

The Consultant will be responsible for obtaining personal health insurance at their own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment.

8. Application and Evaluation Process

Interested candidates are required to express their interest by submitting their CVs and Cover Letter detailing their qualifications and experiences to the email addresses provided on the Cover Page by 5th September 2025 at 17:00 GMT. The prospective Consultants' expression of interest will be evaluated based on the following criteria and weights:

(1)	General qualifications and adequacy for the proposed Assignment	30%
(2)	Similar experience in the area of expertise of the Assignment as described in the Terms of Reference	50%
(3)	Experience with the Bank or other international donors	10%
(4)	Language proficiency	5%
(5)	Knowledge of the region	5%
	Total	100%

9. Accountabilities

The Consultant will formally report to Mrs. Caroline Mary KENDE-ROBB, Director, SNSP and to the Lead Strategy Advisor for day-to-day management.