

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **AFRICAN DEVELOPMENT BANK**

“ African Development Bank  
Immeuble du Centre Commercial D'Abidjan,  
Avenue Jean Paul II, BP 1387 Abidjan 01, Cote d'Ivoire“

“Corporate IT Services Department (CIMM)”

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#### **Expressions of interest are being requested for a Junior SharePoint Developer**

**Brief description of the Assignment:** The main objectives of this consulting assignment are:  
The objective will be to provide consulting services to the Bank group users and the Information Technology Department (CIMM) in the area of SharePoint Development, Support and Maintenance of the developed Solutions.

The services required will include the followings:

1. **Requirements Gathering and Specification:** review and document the requirements submitted by the Business Process Owners (BPOs) and Bank's users.
2. **Serve as a liaison between the business Department of the Bank** and the IT organization in order to provide business process, and enable IT solutions to meet user needs.
3. **Analyze business Operations requirements of the Bank** to understand their strengths and weaknesses to determine opportunities to automate processes and functions.
4. **Analysis:** map the users' requirements to best practices and functions, identify the needs and make recommendations for resolving them.
5. **Application/System Design:** map the requirements specifications onto application/system design, develop, and provide documentation of processing scenarios.
6. **Knowledge Transfer:** ensure proper knowledge transfer to the Bank's staff throughout the project implementation period.
7. **Support after Go-Live:** provide onsite/offsite support after the go-live of the developed solutions/systems.

**Department issuing the request:** Corporate Information Technology Services (CIMM)

**Place of assignment:** Abidjan /Cote D'Ivoire

**Duration of the assignment:** 06 months

**Tentative Date of commencement:** 15 September 2015

**Detailed Terms of reference for the assignment:** The TOR is in annex 1 below

**Deadline for applications:** 03 September 2015 at 17h00 Abidjan local time.

**Applications to be submitted by email** to: [j.kaliwata@afdb.org](mailto:j.kaliwata@afdb.org);  
cc: [k.saidi@afdb.org](mailto:k.saidi@afdb.org);

Any questions and requests for clarifications may be sent to: [k.saidi@afdb.org](mailto:k.saidi@afdb.org);

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

### MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.<sup>o</sup> employed in the African Development Bank?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organization 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. Utilize 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 Institution- City - Country	Type of Training	Period		Certificates or Diploma 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 :*

# ANNEX 1: TERMS OF REFERENCE

## RECRUITMENT OF JUNIOR SHAREPOINT DEVELOPER

### 1. INTRODUCTION / BACKGROUND

The **African Development Bank Group (AfDB)** is a regional multilateral development finance institution established in 1963 with a mandate to further the economic development and social progress of African countries, individually and collectively. The Bank has approximately over 2000 staff members, who have been recruited from a wide geographic area only limited by membership in the Bank. There are currently 80 different nationalities from Africa, Asia, Europe and the Americas represented within the Bank making the institution multicultural in every sense of the word. The Bank has two official languages: English and French. It co-operates with a large network of international development partners.

The **Corporate IT Services department (CIMM)** is responsible for the provision of efficient, effective and modern IT infrastructure and application services to support optimize and transform Bank's business process for developing Africa. Under the leadership of the Bank's Information System's Director, CIMM department is mandated by the Bank to deliver the best possible IT services for Bank staff, and help achieve the results that will get the Bank closer to accomplishing its development goals. The department has five divisions: (i) Business Solutions Development, (ii) Corporate Applications Services, (iii) Network & Telecom Services, (iv) Data Centers & Field Offices Services, and (v) Client Services.

### 2. OBJECTIVES OF THE ASSIGNMENT

The objective will be to provide consulting services to the Bank group users and the Information Technology Management and Methods Department (CIMM) in the area of SharePoint Development,

The services required will include the followings:

1. **Requirements Gathering and Specification:** review and document the requirements submitted by the Business Process Owners (BPOs) and Bank's users.
2. **Serve as a liaison between the business Department of the Bank** and the IT organization in order to provide business process, and enable IT solutions to meet user needs.
3. **Analyze business Operations requirements of the Bank** to understand their strengths and weaknesses to determine opportunities to automate processes and functions.

4. **Analysis:** map the users' requirements to best practices and functions, identify the needs and make recommendations for resolving them.
5. **Application/System Design:** map the requirements specifications onto application/system design, develop, and provide documentation of processing scenarios.
6. **Knowledge Transfer:** ensure proper knowledge transfer to the Bank's staff throughout the project implementation period.
7. **Support after Go-Live:** provide onsite/offsite support after the go-live of the developed solutions/systems

### **3. MAIN ACTIVITIES AND DELIVERABLES**

Under the supervision of Chief Business Applications Development, the incumbent's specific tasks will be as follows:

- Support the business requirements for the provision of internal applications and services management.
- Implement application development requirements, with a constant focus on coordinating business efficiencies through the activities of application development.
- Make recommendations towards the development of new system/application or reuse of existing ones.
- Produce requirement / system specifications & Architecture documents when needed.
- Uses appropriate tools to deploy finished solutions available on a development and staging server.
- Should be available to work on one or more projects as a project team member.
- Select and use appropriate tools and techniques to provide applications/web interfaces for new and existing applications.
- Coordinate and participate in system unit testing, and integration testing with promoting good practice and code standard
- Provide guidance and assistance to colleagues in any aspect of program design, creation, testing and documentation

### **4. ADMINISTRATION/REPORTING :**

The junior consultant will report to the Chief of Business Applications Development.

### **5. DURATION OF THE ASSIGNMENT**

The assignment period is expected for six (06) months.

### **6. QUALIFICATIONS AND EXPERIENCE REQUIRED**

The candidate should have the following qualifications:

- Master degree in computer science, software development or related business fields and/or equivalent work experience.
- Minimum of 2 years' experience in similar assignments.
- SharePoint Professional Certification is desirable (e.g. MCSD, MCSE and MCP).
- Mastering of .NET technology (C#, VB.Net), SharePoint 2010 /SP 2013, HTML/HTML5, CSS/CSS3, JQuery & JavaScript.
- Proven Development skills in SAP and SharePoint Integration tools such as Duet Enterprise, BizTalk and OpenText.
- Experience with Open Sources Content Management System such as Drupal, Alfresco is a plus.
- Working knowledge of Team Foundation Server and GIT is also a plus.
- Strong commitment to project objectives and deadlines.
- Excellent communication skills, oral, written and presentation.
- Has above average interpersonal skills.

## **7. LOCATION OF THE POSITION**

The work will be carried out at the Bank's Headquarters in Abidjan, Core d'Ivoire.

## **8. REMUNERATION**

The remuneration will be based on the junior consultant experience and the Bank GUIDELINES ON INDIVIDUAL JUNIOR CONSULTANTS REMUNERATION.