

INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
TECHNOLOGIES FOR AFRICAN AGRICULTURAL TRANSFORMATION (TAAT)
PHASE II

TAAT PROGRAM MANAGEMENT UNIT

REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANCY SERVICES

SECTOR: Agriculture

CONSULTANCY SERVICES: Executive Assistant

Project ID: P-Z1-AA0-139

Grant No.2100155041681

This request for expression of interest (REOI) follows the General Procurement Notice for this Project that appeared on the African Development Bank Group's Internet Website(www.afdb.org) 12th August 2022.

The International Institute for Tropical Agriculture (IITA) has received financing from the African Development Bank toward the cost of the Technologies for African Agricultural Transformation (TAAT) Phase II and intends to apply part of the agreed amount for this grant to payments under the contract for a TAAT Executive Assistant who will be based in Nigeria.

The assignment is to engage an individual consultant to work as the TAAT Program Executive Assistant to carry out general office administration duties and support the Program Coordinator in his duties in providing effective management and coordination of the TAAT Program. Specifically, the executive assistance shall perform general office administration duties; assist to organize meetings, workshops, conferences and give reports of such meetings; organize and carry out data entry in soft and hard copies; organize and maintain archives for each staff member; prepare and assist in procurement of office supplies and related items and track purchase orders as requested; arrange travel through IITA travel authorization system; manage staff schedules and assist them in the logistics; prepare draft information statements, e-mails, and responses on behalf of the Program Coordinator; receive visitors to Units in a courteous manner; type reports, letters and other documents which may be confidential in nature; handle incoming mail, collection, distribution as

well as mailing as directed; carry out photocopying and scanning of documents; request and maintain record of office stationery supply; answer telephone and direct request to the right Unit and Staff and perform any other duties as may be assigned by Supervisor.

The selected consultant will be a member of the TAAT PMU to be based in Nigeria and the assignment shall be for an initial period of One (1) year and subject to renewal with satisfactory performance.

The selected consultant should possess a bachelor's degree or HND in Secretarial Studies or equivalent in other related fields; at least ten (10) years of extensive experience in secretarial and administrative duties; good working knowledge of MS office, email, the internet, and Oracle; proven ability to work without supervision; excellent oral and written communication skills; a high level of integrity; a high degree of flexibility to adjust to the needs of the executive office at any given time and fluency in English and working knowledge of the French language will be an advantage

The IITA now invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (including their detailed CV and letter of motivation detailing past related experience similar to this assignment.).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's Procurement Framework, October 2015, which is available on the Bank's website at <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>

Interested consultants may obtain further information at the address below during office hours (0800-1630hrs).

Expressions of interest should be delivered to the office address or email addresses below on or before 13th February 2023.

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