BUSINESS OPPORTUNITIES SEMINAR

Welcome

Solomon Mugera

AFRICAN DEVELOPMENT BANK GROUP
GROUPE DE LA BANQUE AFRICAINE DE DÉVELOPPEMENT

10 November 2026, Abidjan, Côte d’Ivoire

Agenda for the morning

01 **Welcome**
Solomon Mugera

02 **Opening remarks**
Simon Mizrahi

03 **Programme context and scope**
Mouhamed Ba

04 **Vision and strategic outcomes**
Deborah Barnie

05 **Indicative programme, delivery model and governance**
Gail Meakin

06 **Sustainability, innovation and social value**
Gail Meakin

07 **Morning Q&A**
Solomon Mugera

08 **Lunch**

Market engagement

1. Information sharing and market engagement only.
2. Not a tender, solicitation or prequalification; no contract commitment.
3. Participation gives no advantage in future procurement; no informal assurances.
4. All procurement follows the Bank's ethics and integrity requirements and is published on the procurement website.
5. Approach, opportunities and timetable are indicative and may change.
6. Materials will be published on the Headquarters Programme website.

02

Opening remarks

Simon Mizrahi

Who we are

1. AAA-rated regional multilateral development bank supporting sustainable growth and social progress across Africa
2. Leading multilateral development bank investment in infrastructure in Africa
3. Established in 1963. Operations began in Abidjan in 1966
4. Owned by 81 countries: 54 African (Regional Member Countries (RMC)) and 27 non-African (Non-RMC)
5. Provides financing, technical assistance and policy support, mobilises investment and promotes regional integration

TWO PROCUREMENT ROUTES

1. **Institutional procurement –** for Bank operations, including the new headquarters programme:
   - **Consultancy:** firms and individual consultants.
   - **Corporate:** goods, works and services.
2. **Project procurement –** borrowers or executing agencies generally manage contracts for Bank-financed projects.

A New Headquarters, One Vision, Many Partners

PROGRAMME PURPOSE

Strategic institutional investment

Create a modern, resilient and sustainable headquarters that supports the Bank's future growth and operational effectiveness.

Strengthen institutional effectiveness

Provide a workplace that supports collaboration, innovation and staff wellbeing.

Build a sustainable, resilient campus

Combine low-carbon design, resource efficiency and climate resilience in a future-ready headquarters.

Improve operational efficiency

Use smart technologies, digital integration and quality design to improve long-term building performance.

Create lasting institutional value

Deliver a durable, high-quality asset that offers value for money and long-term functionality.

Generate wider social benefits

Create opportunities for local businesses, employment, skills development, SME participation and knowledge transfer.

Seminar objectives

WHAT WE WILL COVER

Understand the Programme
Provide an understanding of the Headquarters Programme to enable organisations to prepare for potential future opportunities.

Purpose, scope and importance
Present the Programme's purpose, scope and strategic importance.

Delivery and governance
Explain the proposed delivery model, governance arrangements, and standards of conduct and probity.

Procurement process and timetable
Outline the anticipated procurement process and indicative timetable.

Encourage participation
Encourage participation by qualified local, regional and international firms, including voluntary partnerships that build local capacity and promote knowledge transfer.

The Bank's expectations
Communicate the Bank's expectations on sustainability, innovation, safety, quality and social value.

Practical procurement guidance
Provide practical guidance on registration, future prequalification and procurement opportunities, with a structured process for questions and clarifications.

Expected outcomes

WHAT YOU WILL TAKE AWAY

Clear understanding of the Programme
Including its context, scope, site conditions and indicative requirements.

Shared vision
Of the Bank's strategic objectives and the outcomes that the Programme is set to achieve.

Confidence in delivery and governance
Through clarity on the timeline, stage gates, delivery model and assurance arrangements.

Aligned expectations
On sustainability, innovation, social value and local capacity building.

Market readiness
Through the indicative procurement roadmap, approach and principles, and how to access opportunities.

Practical readiness to register
On the Bank's procurement platforms, with guidance for consultants and contractors.

Open, fair and transparent engagement
Through Q&A, equal access to information, clear next steps and materials published on the Programme website.

03

Programme context and scope

Mouhamed Ba

Headquarters Programme overview

Landmark headquarters: reflecting the Bank's leadership and long-term commitment to Africa's development.

World-class campus: sustainable, resilient and innovative; an operational centre and a symbol of the Bank's role in Africa.

Flagship asset: projecting confidence, transparency and global credibility, rooted in Africa's identity.

Lasting investment: reinforcing the Bank's presence in Abidjan and linking both sites as one campus.

STRATEGIC PROGRAMME
Aligned with the Bank's long-term vision and operational excellence

SITE DECONSTRUCTION
Safe, phased deconstruction of the current site to prepare for the new building

TWO-SITE CAMPUS
Integrated developments linked for connectivity and collaboration

SUSTAINABILITY DRIVEN
Designed for environmental performance, resilience and wellbeing

INTERNATIONAL PROGRAMME
Opportunities for consultants, contractors, suppliers and service providers

PROGRAMME GOVERNANCE
Robust governance and risk management at every stage

Current building

Existing building

~ 60,000 m²

Gross Floor Area

No. of Levels

3 Basement
20 Levels - ground, mezz., 18 floors
Roof - technical installations

Existing building height

80 m

From the north entrance

105 m

From the south entrance

Land areas for both sites

4,770 m²

Headquarters Land

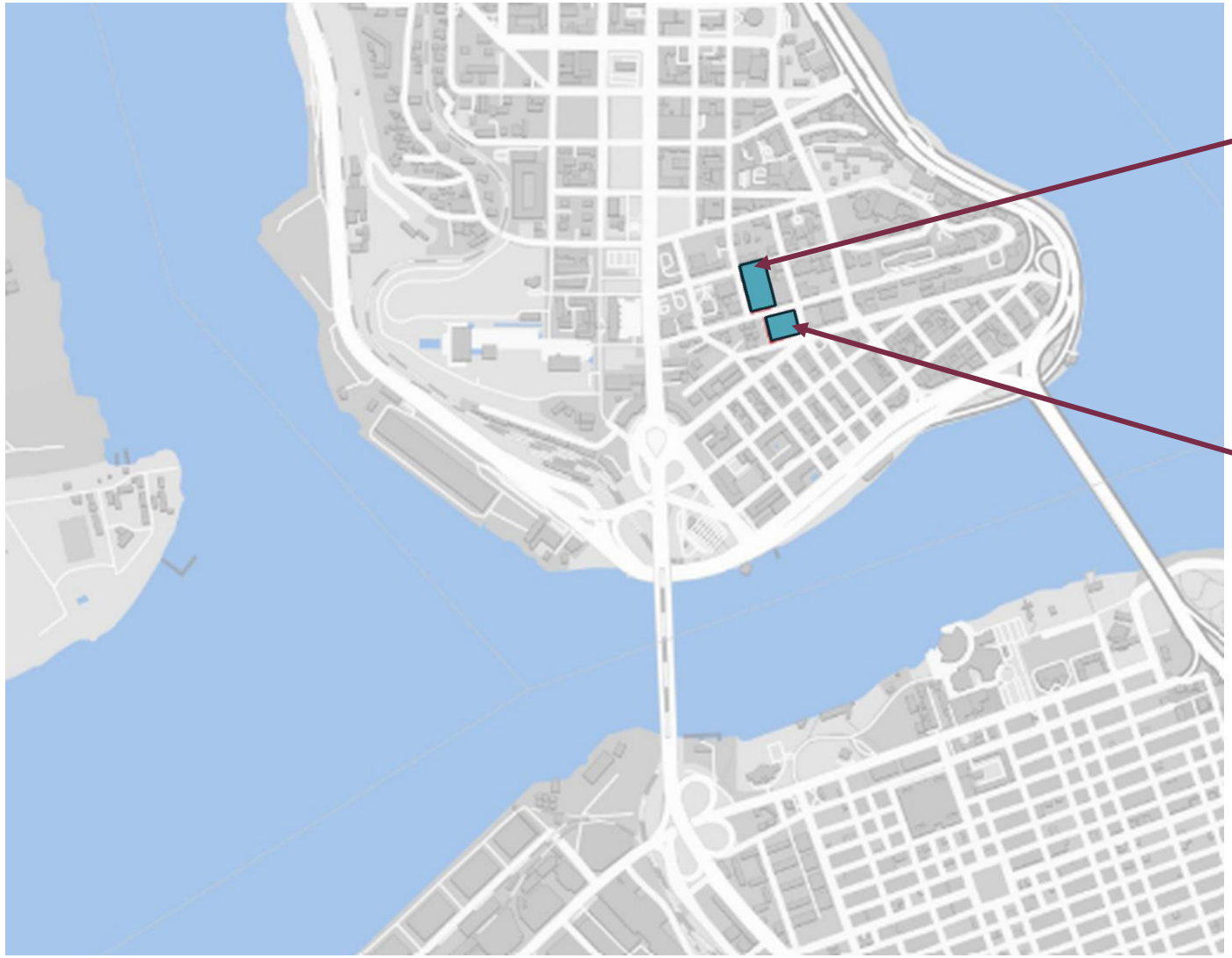
5,329 m²

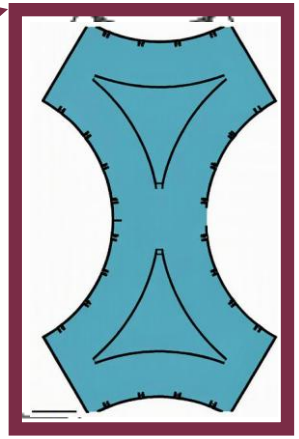
Car Parking Land

Height restrictions

The land's urban plan certificate sets height limits within the existing building height range. Any proposed exemption would require soil and structural integrity assessments before final building permits are secured. Proximity to the Presidential Palace and Mosque would also need to be considered.

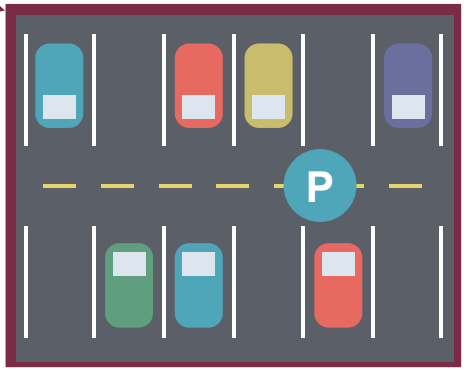
Site location





Existing Headquarters Buildings

Existing Car Parking Site



Surrounding location

Presidential Palace

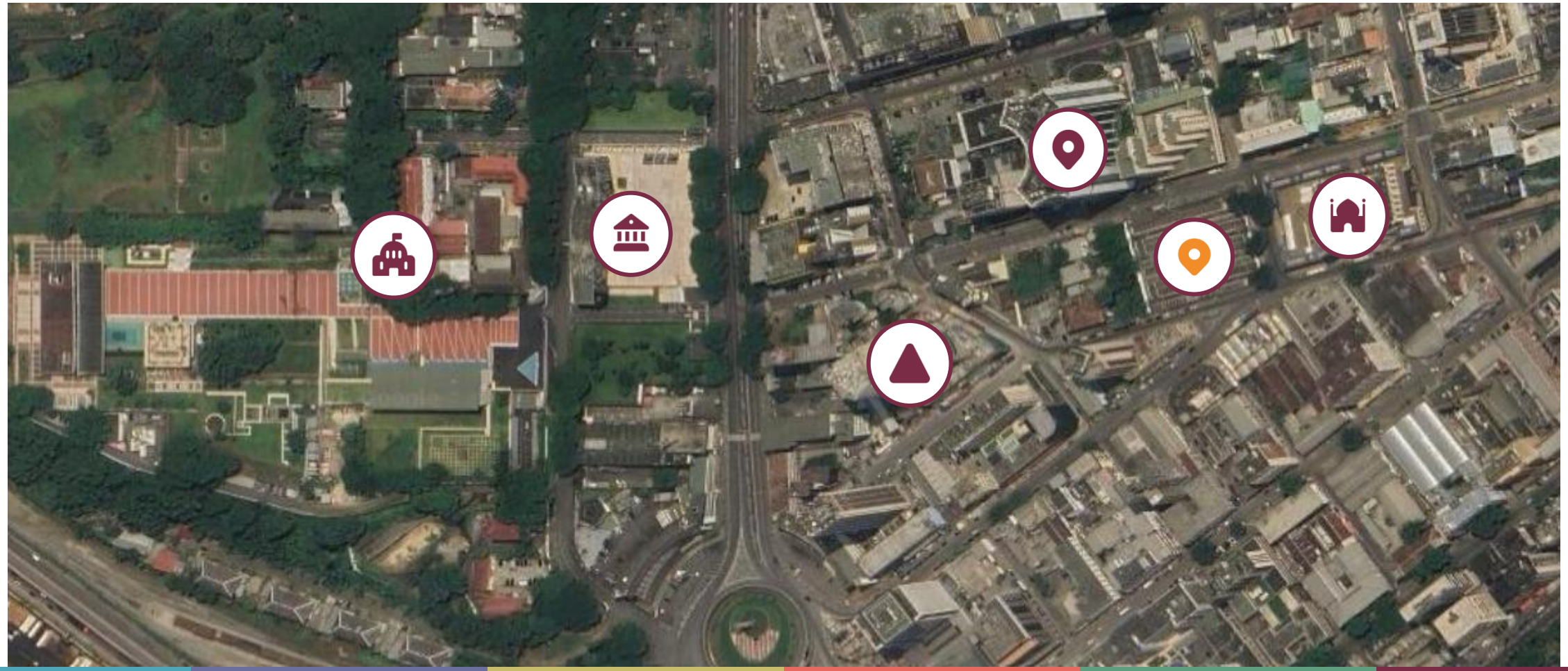
L'Esplanade

La Pyramide

Existing HQ Building

Existing Car Parking Site

Salam Mosque of Plateau



Site plan


RUE DES BANQUES
RUE LAMAROSSE
RUE ALPHONSE DAUDET
AVENUE LAMBLIN
AVENUE ANNE MARIE RAGGI
EXISTING HEADQUARTERS BUILDING SITE
4,770 m²
EXISTING CAR PARKING SITE
5,329 m²
LEGEND
Land boundary
Proposed linkway / building connection

Known conditions and current assumptions

Location

Plateau, the central business district of Abidjan

Tight surrounding space creates logistical constraints

Surroundings

The Presidential Palace stands to the west

A mosque lies on the eastern side

Adjoining structures

A building adjoins the site to the south

Neighbouring structures must be protected, and strict safety rules will apply

Groundwater

Expected at about the fourth basement level

Underground utilities

Several utility lines run underground

Weather and humidity

Extreme weather and high humidity also need to be considered

Indicative future requirements

ESTIMATED TOTAL GROSS FLOOR AREA

~ 66,000 m²
Offices and Amenities

INDICATIVE PROVISIONS

- Accommodation for 2,500 staff increasing to 3,000 with ability to absorb future growth
- Parking ~ 1,500 vehicles
- 150-seat boardroom
- 500-seater auditorium with simultaneous interpretation up to four languages
- Flexible conferencing suite and meeting facilities throughout the workplace
- 400-seater restaurant
- Wellbeing suite and gym
- Integrated, smart building technology throughout

Mandatory interfaces

ANDE (The National Environment Agency)
Coordinates environmental development projects, runs environmental impact assessments (EIA), community engagement and conducts audits.

CIAPOL (The Ivorian Anti-Pollution Centre)
Systematic analysis of natural waters and industrial waste, tracking environmental quality, and enforcing maritime and industrial pollution rules.

Environmental certificates
Mandatory environmental certificates required.

Technical Control Officer
Ensures construction projects adhere to local building codes, urban planning laws, and safety regulations.

Government interface
Appointment of interface between the government and the Bank.

ANDE and CIAPOL are public institutions operating under the technical and administrative oversight of the Ministry of the Environment, Sustainable Development and Ecological Transition in Côte d'Ivoire.

04

Vision and strategic outcomes

Deborah Barnie

Vision



To create a world-class headquarters in Abidjan that embodies the African Development Bank's identity and development mandate—a sustainable, resilient, integrated and inclusive workplace that enables collaboration, innovation and wellbeing. Through excellence in design and delivery, it will provide lasting value for money, expand local opportunities and leave a legacy of environmental leadership and social and economic progress.

Programme framework

Sustainability

Low-carbon, resource-efficient, future-ready workplace

Transparency

Open, fair and accountable processes from the outset to completion

Collaboration

Integrated teams, shared outcomes

Social value

Maximising local content and capability

Quality & Innovation

Excellence in design and delivery

Safety & Integrity

Zero harm, ethical and responsible delivery

Strategic objectives

Strengthen institutional identity

A landmark headquarters that reflects the Bank's African identity and global credibility.

Enable a future-ready workplace

A flexible, digital environment that supports collaboration and innovation.

Prioritise wellbeing and inclusion

A safe, accessible space that supports the health and comfort of staff and visitors.

Demonstrate environmental leadership

A regional sustainability benchmark through climate-responsive design and low carbon impact.

Ensure resilience and performance

Durable, maintainable buildings that safeguard continuity and minimise lifecycle costs.

Generate social and economic value

More local jobs, skills and enterprise opportunities through procurement and delivery.

Integrate with Abidjan's urban context

A cohesive, high-quality campus that responds to local culture, climate and materials.

Deliver excellence and value for money

High-quality, timely delivery through strong governance and financial prudence.

Strategic outcomes the programme is set to achieve

Beyond the building itself, the programme will be a demonstration of governance, collaboration and sustainable delivery — and a source of lasting economic and social value for the region

Enable a future-ready workplace

Digital and ICT readiness built into the campus from the first design stage.

Prioritise wellbeing and inclusion

A headquarters that works for everyone who uses it, designed around accessibility and wellbeing.

Demonstrate environmental leadership

Energy efficiency, water conservation and responsible material selection, aligned with recognised frameworks.

Generate local social and economic value

Employment, skills and supply chain opportunities created in the region.

Deliver excellence and value for money

Stage-gated delivery, clear assurance and a building that performs over its whole life.

Desired operational and workplace outcomes

What the headquarters should deliver once it is in use, and how progress could be tracked.

OPERATIONAL OUTCOMES

Reliable, resilient operations

Durable, maintainable systems keep the campus running with minimal disruption.

Track: predictive maintenance over the building's life

Resource-efficient operations

Energy and water use are optimised in daily operation.

Track: energy and utility monitoring against design targets

Seamless handover to operations

Both sites run as one campus, with a clear handover from delivery.

Track: handover readiness and deconstruction guide

WORKPLACE OUTCOMES

Collaboration, made effortless

Flexible, digitally connected spaces that spark ideas and bring teams together.

Track: space optimisation and user experience

A workplace where everyone thrives

Inclusive, comfortable spaces where staff and visitors feel welcome and well.

Track: accessibility and inclusive standards met and user satisfaction

Technology that just works

Reliable digital and ICT services, ready from the very first day.

Track: day-one readiness and ICT system availability

Indicators are proposed; targets to be confirmed.

Intended stakeholder outcomes

Who benefits from the programme, and what each group gains.

Bank staff and visitors

A modern, integrated and inclusive workplace that supports health, comfort and productivity.

Bank leadership

Confidence that the programme delivers on time and to quality, with clear assurance.

Leaving a legacy

Jobs, skills and enterprise opportunities in the region and social value realisation.

Consultants, contractors and suppliers

Open, fair and accountable procurement, with opportunities across an international programme.

Your journey with us will help deliver an iconic asset, shape ambitious sustainability targets and bring your best ideas to a landmark project with lasting social impact.

Government and the city of Abidjan

A campus that fits its urban setting and supports the regeneration of the surrounding area and vicinity, with a clear single interface to the Bank.

Performance priorities

KEY PERFORMANCE FOCUS

Safety
Zero serious harm

Schedule
Delivery certainty

Cost
Value for money

Quality
Fit for purpose, built to last

Sustainability
Environmental leadership

Social value
Positive community impact

05

Indicative programme, delivery model and governance

Gail Meakin

Indicative strategic programme

PHASE 1 ~ 3 YEARS

PHASE 2 ~ 4 YEARS

YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 | YEAR 6 | YEAR 7



Programme development, technical design & progressive deconstruction



Main contractor procurement, construction and fit out, commissioning & relocation

Five stage gates

1

MARKET ENGAGEMENT & PROCUREMENT PACKAGES

- Mobilisation
- Business Opportunities Seminar
- Industry engagement
- Consultant appointments
- Programme development

2

DECONSTRUCTION & SITE PREPARATION

- Technical investigations
- Hazardous materials removal
- Strip out and safe, controlled deconstruction
- Site preparation

3

DESIGN DEVELOPMENT

- Integrated design and technology
- Approvals & permits
- Spatial co-ordination documentation
- Design freeze
- Detailed technical designs

4

MAIN WORKS CONSTRUCTION & FIT OUT

- Main contractor procurement
- Construction
- Interior fit out
- Social value realisation
- Sustainability targets achieved

5

COMMISSIONING, RELOCATION & OPERATIONS

- Testing and commissioning
- Handover, deconstruction guide and after care
- Relocation and occupation
- Post occupancy evaluation

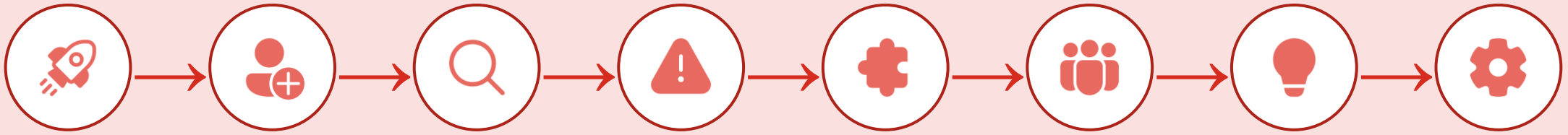
INTEGRATED PROGRAMME CONTROLS, RISK MANAGEMENT & ASSURANCE

Phase 1 – Indicative timeline and development

Phase 1 covers programme development, design team procurement, progressive deconstruction and design development, ahead of the transition to Phase 2.

STRATEGIC PROGRAMME – PHASE 1

PHASE 1 – PROGRAMME DEVELOPMENT, DESIGN TEAM PROCUREMENT, PROGRESSIVE DECONSTRUCTION & DESIGN DEVELOPMENT



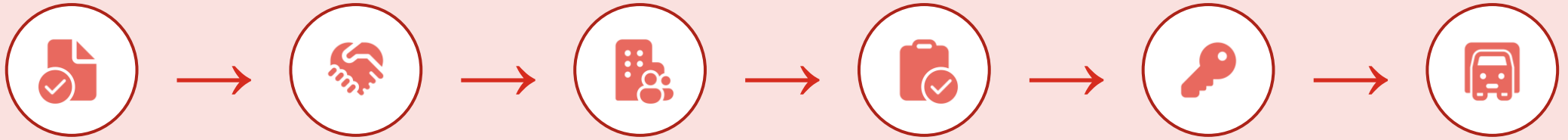
↓ TRANSITION ↓

Phase 2 – Indicative timeline and delivery

Phase 2 delivers the programme through technical design completion, contractor procurement, construction and fit out, commissioning, handover and relocation.

STRATEGIC PROGRAMME – PHASE 2

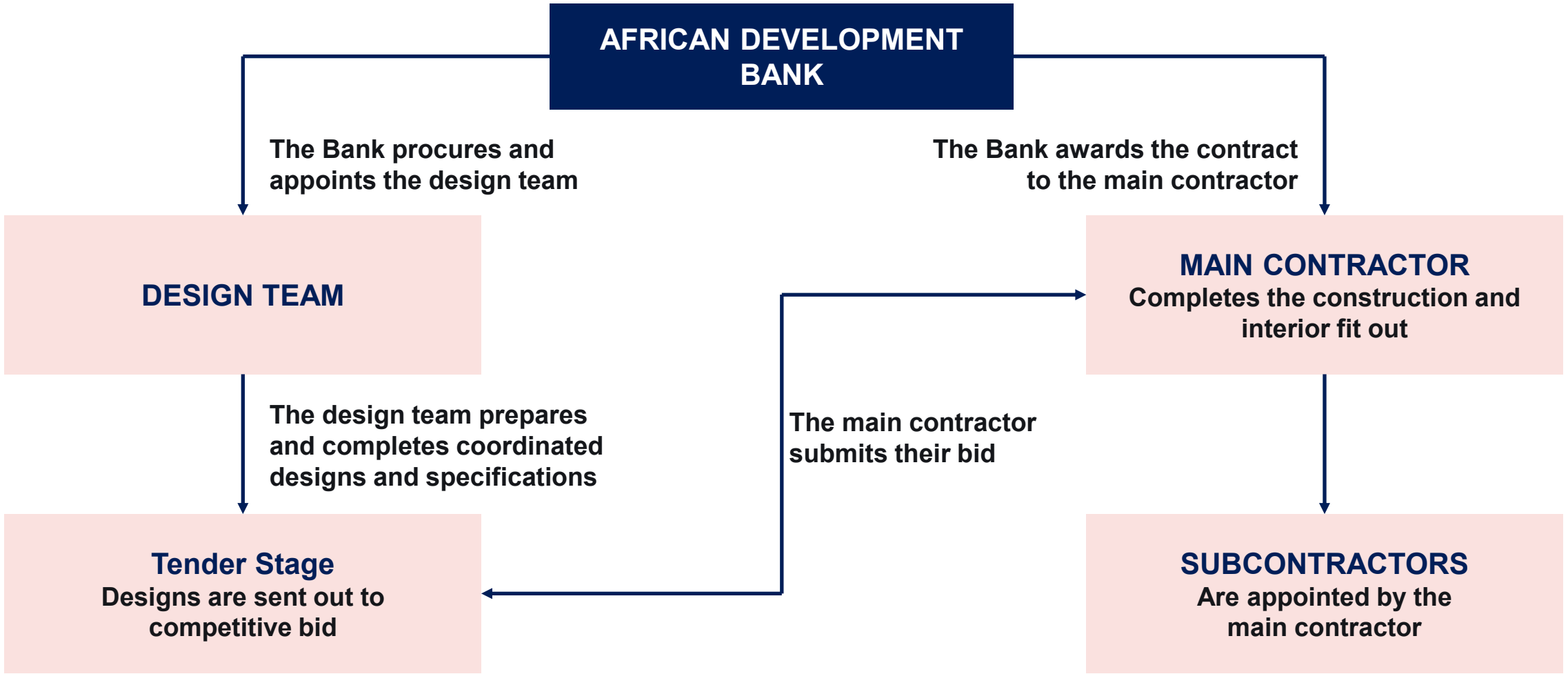
PHASE 2 – TECHNICAL DESIGN COMPLETION, CONTRACTOR PROCUREMENT, MANUFACTURING & CONSTRUCTION, RELOCATION



- Technical design completion
- Main contractor procurement
- Construction & interior fit out
- Commissioning and systems testing
- Handover, deconstruction guide and after care
- Relocation and occupation

↓ POST OCCUPANCY EVALUATION ↓

Proposed delivery model



Governance and decision-making

GOVERNANCE & DELIVERY FRAMEWORK – HOW DECISIONS ARE MADE

01

Multi-level governance and accountability framework

Decision-making is structured across programme, project and delivery levels, with clear mandates at each stage.

02

Stage-gated delivery, with cost plan at each stage of design

Each stage must satisfy defined criteria and align with cost plan before the programme proceeds to the next.

03

Risk & assurance

Independent assurance and risk standards apply throughout the programme lifecycle, with an added layer of procurement probity adviser, technical control officer and internal reviews.

06

Sustainability, innovation and social value

Gail Meakin

Sustainability ambitions & climate considerations

SUSTAINABILITY – A HEADQUARTERS BUILT TO LAST

Ambitious sustainability targets will guide the programme, with climate considerations built into design, procurement and delivery.

Low-carbon design

Smart design choices that cut both embodied and operational carbon.

Energy efficiency

High-efficiency building systems, powered by renewable energy wherever practicable.

Climate resilience

A building shaped around the local climate and tomorrow's conditions.

Responsible materials

Responsibly sourced materials and less waste throughout the supply chain.

Designed for deconstruction ■ Deliberate design and construction choices ■ Sustainability will guide every design and delivery decision ■ Deconstruction guide

Summary of certification options

BUILDING PERFORMANCE & BUILT ENVIRONMENT CERTIFICATION

Green Sustainable Building Standards

LEED Leadership in Energy and Environmental Design	Platinum
BREEAM Building Research Establishment Environmental Assessment Method	Outstanding
EDGE Excellence in Design for Greater Efficiencies	EDGE Zero Carbon
DGNB German Sustainable Building Council	Platinum
HQE Haute Qualité Environnementale	Exceptional
Green Star Africa Green Building Council South Africa	6 Star – World Leadership

Built Environment for Occupier Wellbeing

WELL Building Standard

Platinum

Fitwel

3 Stars

Interior fit out

SKA

RICS-based rating system – interior fit out

Gold

Innovations in a converged workplace

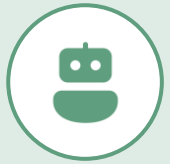
INNOVATION – A DIGITALLY ENABLED PROGRAMME

By combining ConTech and PropTech innovation, we sharpen design and construction to deliver a connected, data-driven smart workplace where teams thrive.



Connected data

A live view of how the workplace is used and performs, keeping every team in step.



Smart building & IoT

Intelligent systems that sense, learn and adapt to how people use the headquarters.



Data-driven delivery

Dynamic insight that lifts performance, optimises cost and advances sustainability.



Secure by design

Resilient, secure digital foundations that safeguard people and data.

Social value approach

SOCIAL VALUE – VALUE THAT OUTLASTS THE BUILD

Delivering the headquarters on time, on budget and to specification is only the starting point. The true measure of success is the legacy we leave behind: community impact, job creation, work experience, skills development, shared expertise, awareness, workforce inequality and real opportunities for SMEs.

Job creation

Jobs, internships, work placement and apprenticeships on site and across the supply chain.

Skills & expertise

Skills development and hands-on collaboration that leave expertise behind.

SME opportunities

Real openings for local small and medium-sized enterprises to win packages.

Awareness & inclusion

Awareness training and community impact that tackle workforce inequality.

Social value realisation

1 Identification

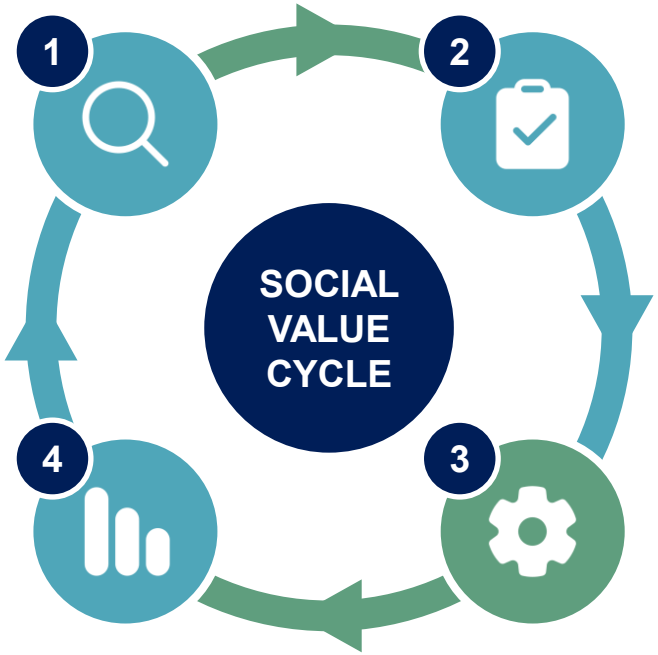
Needs Analysis

Needs and skills analyses identified

2 Commitment

Procurement & Strategy

Explicit targets within contracts and signed project charter



4 Realisation

Measurement & Accountability

Dashboard reporting and review to confirm commitments have been successfully delivered

3 Execution

Delivery & Project Management

Skills development, sustainable supply chains, community impact, job creation, work experience, shared expertise, awareness training, workforce inequality and real opportunities for SMEs

07

Morning Q&A

Solomon Mugera

08

Lunch

12.20 to 13.30

Agenda for the afternoon

09 **Welcome back**
Solomon Mugera

10 **Indicative procurement roadmap**
Gail Meakin

11 **Procurement approach, principles & how to access opportunities**
Yao Wottor and Marcelle Akposso

12 **Procurement registration walkthrough**
Bertin Kouassi and Rasmane Ouedraogo

13 **Afternoon Q&A**
Solomon Mugera

14 **Next steps and closing remarks**
Simon Mizrahi

15 **Closing reception**

09

Welcome back

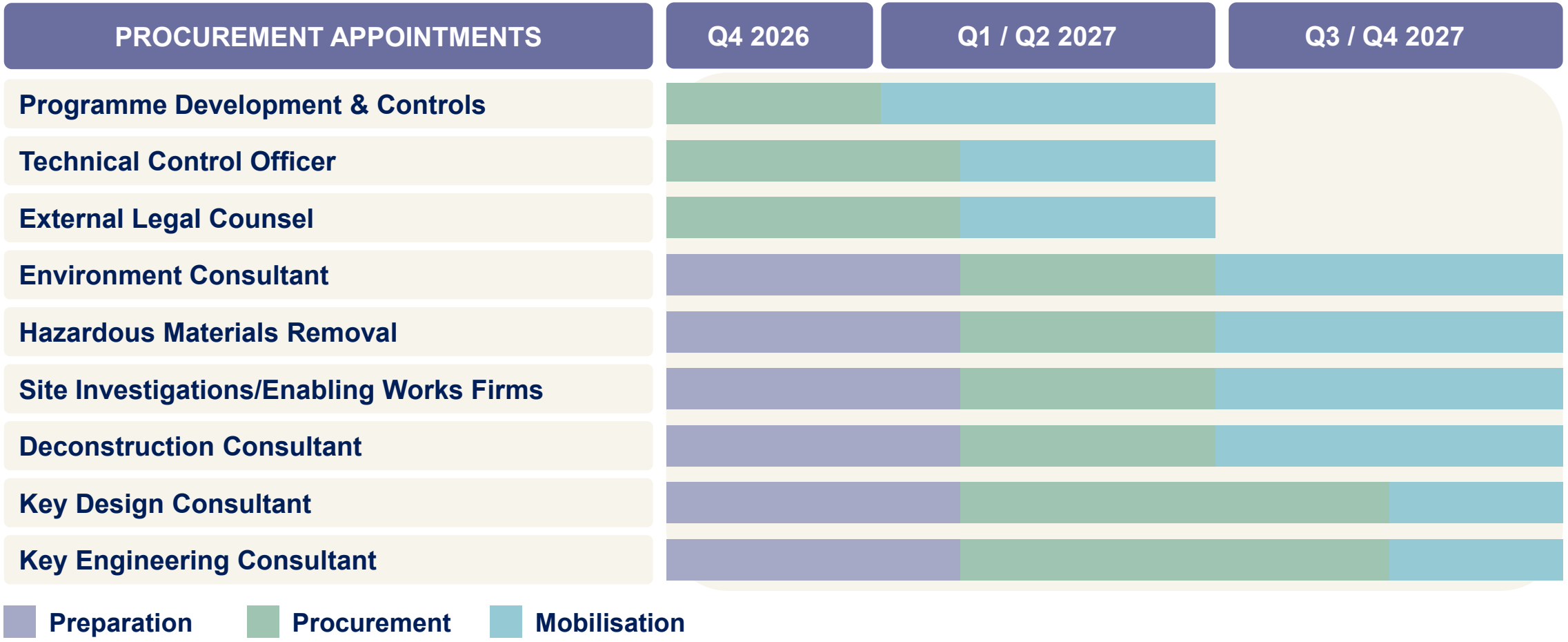
Solomon Mugera

10

Indicative procurement roadmap

Gail Meakin

Indicative procurement roadmap



Packages and timings are indicative, so consultants and contractors can plan and prepare early

Procurement disciplines across the programme

Engineering & Technology

- Lead Engineering Consultant
- Geotechnical Engineer
- Structural Engineer
- Civil Engineer
- MEP Engineer
- Sustainability Consultant
- Façade Engineer
- Technology (IT/AV) Consultant
- Vertical Transportation Consultant
- Acoustic Consultant
- Building Physics Engineer
- Resilience & Climate Risk Consultant
- Building Wind Engineer

Programme management & cost management

- Project Management & Contract Administration
- Cost Consultant

Site, transport & logistics

- Site / Logistics Consultant
- Traffic Consultant / Engineer
- Transport / Planning Consultant

Virtual Design and Construction

- Construction / Project Management Software
- BIM Consultant

Procurement disciplines across the programme

Design, interiors & fit out

- Architect *(design competition with shortlisted firms)*
- Landscape Consultant
- Specialist Lighting Consultant
- Interior Designer
- Catering Consultant
- Accessibility Advisor
- Art Consultant
- Furniture Consultant
- Workplace, Change & Communication Consultant
- Physical Records & Filing Consultant
- Move Management Consultant

Construction, Security, Safety & Commissioning

- Deconstruction Consultant
- Security Consultant
- Fire Engineer
- Deconstruction Contractor
- Health & Safety Consultant
- Main Contractor
- Commissioning Consultant
- Temporary Works Consultant

11

Procurement approach, principles & how to access opportunities

Yao Wottor and Marcelle Akposso

How we are organised

Procurement at the African Development Bank

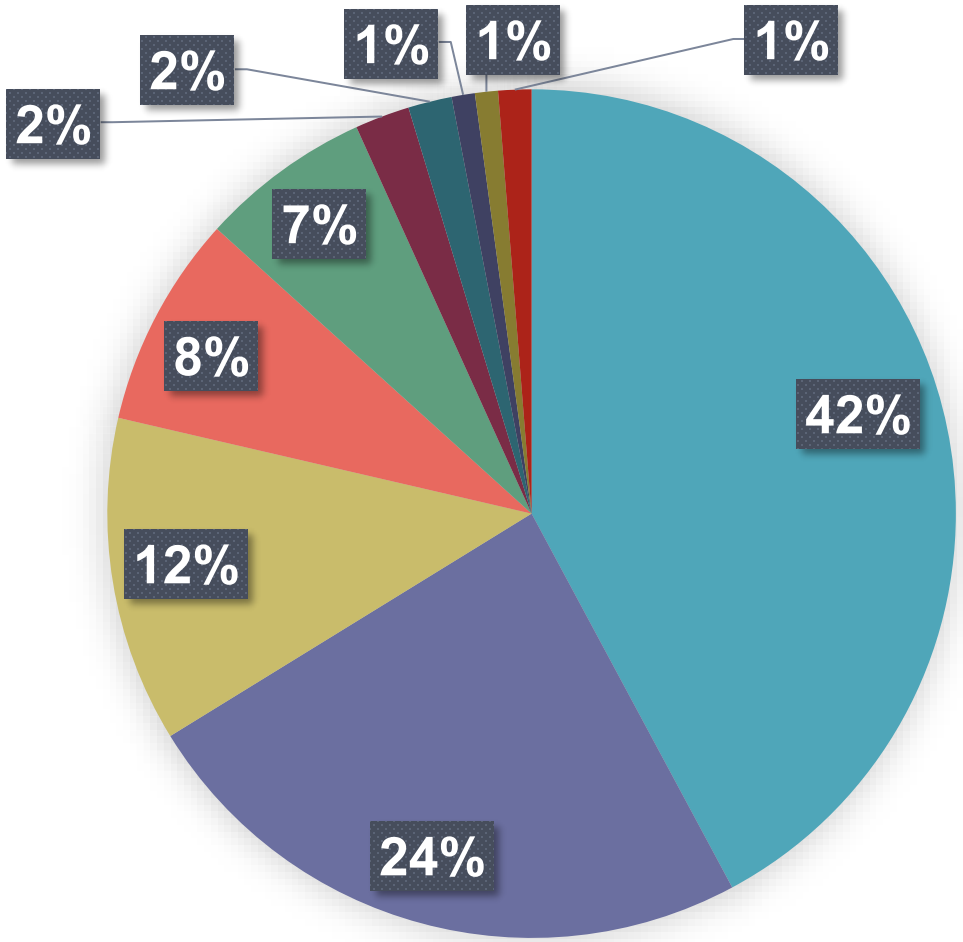


Procurement at the African Development Bank

Project Procurement	Corporate Procurement	Consultancy Procurement
Projects financed by the Bank and executed by borrowing countries	Purchase of Goods, Services and Works for the Banks internal needs	Recruitment of Individual Consultants and Firms financed from the Bank's administrative or capital budget

Focus of today's presentation: Institutional procurement

What we buy for corporate procurement



- IT/ telecom equipment
- Leasing and rental
- Financial services
- Events management & catering
- Maintenance
- Security and safety
- Advertisement and communication
- Fuel, logistics and travel service
- Printing and publishing
- Others

Procurement approach

HOW WE BUY

Competition is the rule



Basic procurement principles

VALUE FOR MONEY

1

Economy & Efficiency

2

Equal Opportunity

3

Transparency

4

Eligibility Requirements (suppliers and products)

Eligibility criteria

ELIGIBILITY

1. Goods and services must come from a Member Country
2. A natural person must be from a member country
3. A business must be registered in a Member Country – https://www.afdb.org/en/about-us/corporate-information/members

INELIGIBILITY

1. Debarment or cross debarment
2. Conflict of interest
3. Professional misconduct, illegal activity
4. Financial difficulties
5. Non-compliance with country laws and regulations

Where to access corporate procurement opportunities



For both current and planned opportunities

Corporate Procurement for Contractors and Suppliers

Corporate Procurement Registration:
https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit

Corporate Procurement Opportunities:
https://www.afdb.org/en/about-us/corporate-procurement

Corporate Procurement Forms & Documents:
https://www.afdb.org/en/about-us/corporate-procurement/forms-documents

Sources of Procurement Tender Opportunities

AfDB Website	• Annual Procurement Plan • All Open Competition
Local Newspapers	• For Local Procurement
Others	• UNGM • International Newspapers

Recruitment of consultants (individuals and firms)

Intellectual & Advisory Services

1. Policy & Procedures
2. Selection of Consultants
3. How to Find and Access Opportunities

Policy and procedures

Purpose & Scope

Reasons for hiring and areas

- Broad range of experts from various categories for new initiatives, to fill vacancies, to fill critical capacity gaps.

Application of the policy:

- Bank's Admin. or Capital Budget and other funds managed by the Bank

General Considerations

Eligibility

Individual Consultants

- Be a National of a Member Country

  and

- Shall meet the Conditions and Qualifications prescribed by the Bank.

Eligibility

Consulting Firms

- Statutes in compliance with the laws of the Member country in which the Firm is registered and has its principal place of business
- Majority of Capital Shares shall be held by nationals of Member Countries
- Shall meet the Conditions and Qualifications prescribed by the Bank.

Procedures for Recruitment

Procedures

- Recruitment through competition or exceptionally through direct recruitment

Remuneration

Remuneration

- **Consulting Firms**: Output-based amount

- **Individual Consultants**:

  Daily rate or monthly lump sum based on the required qualifications, complexity and duration of the assignment

How consulting firms may be selected

Selection Methods The method depends on the assignment — the formal procurement documents will state the applicable method, criteria and weights

QCBS ★ Primary Method

Default / Standard Approach
Quality and Cost-Based Selection

Quality & cost combined using weights stated in the RFP — the standard approach for most consulting assignments

QBS Quality-Based Selection

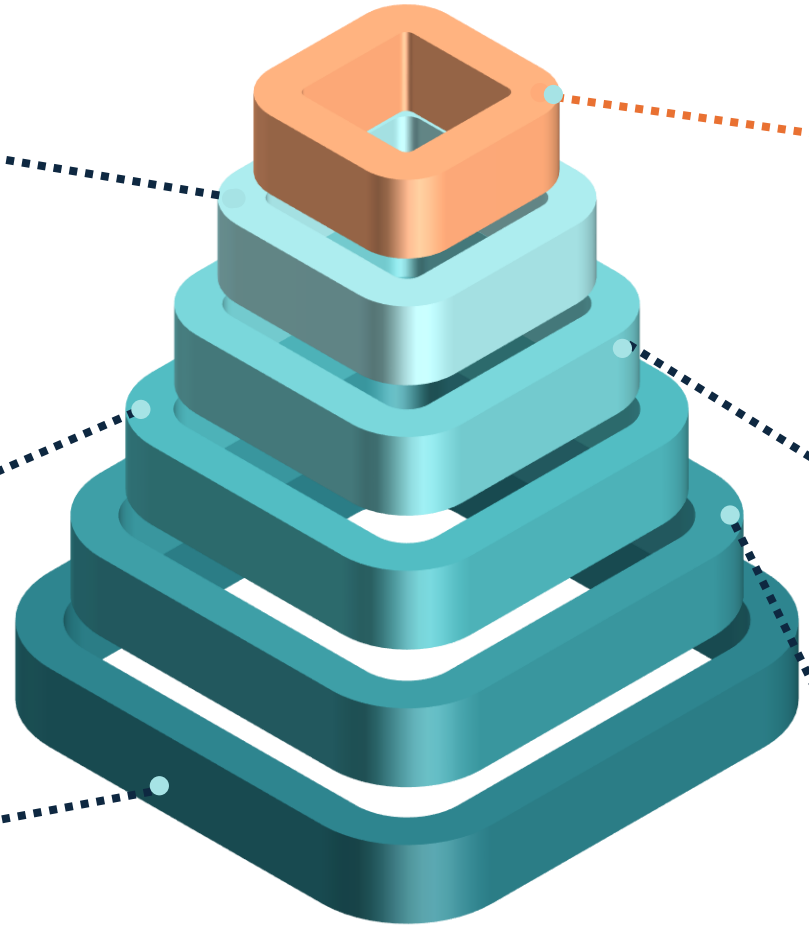
Quality is paramount; cost is secondary

LCS Least-Cost Selection

Lowest cost among firms meeting the quality standard

DIRECT Direct Selection

Exceptional circumstances; justified and approved



FBS Fixed-Budget Selection

Best quality deliverable within a fixed budget

CQS Consultant Qualifications Selection

Selection based on firm's qualifications and experience alone

Where to access consultancy procurement opportunities



For both current and planned opportunities

Consultancy Procurement for Firms and Individual Consultants

Consultant Registration – SAP Fieldglass:
https://afdb1.fcp.eu.fieldglass.cloud.sap/fcp_candidate_register_form.do?action=register

Consultant Opportunities:
https://www.afdb.org/en/about-us/careers/current-vacancies/consultants

Consultant Information: https://afdb1.fcp.eu.fieldglass.cloud.sap/home.jsp

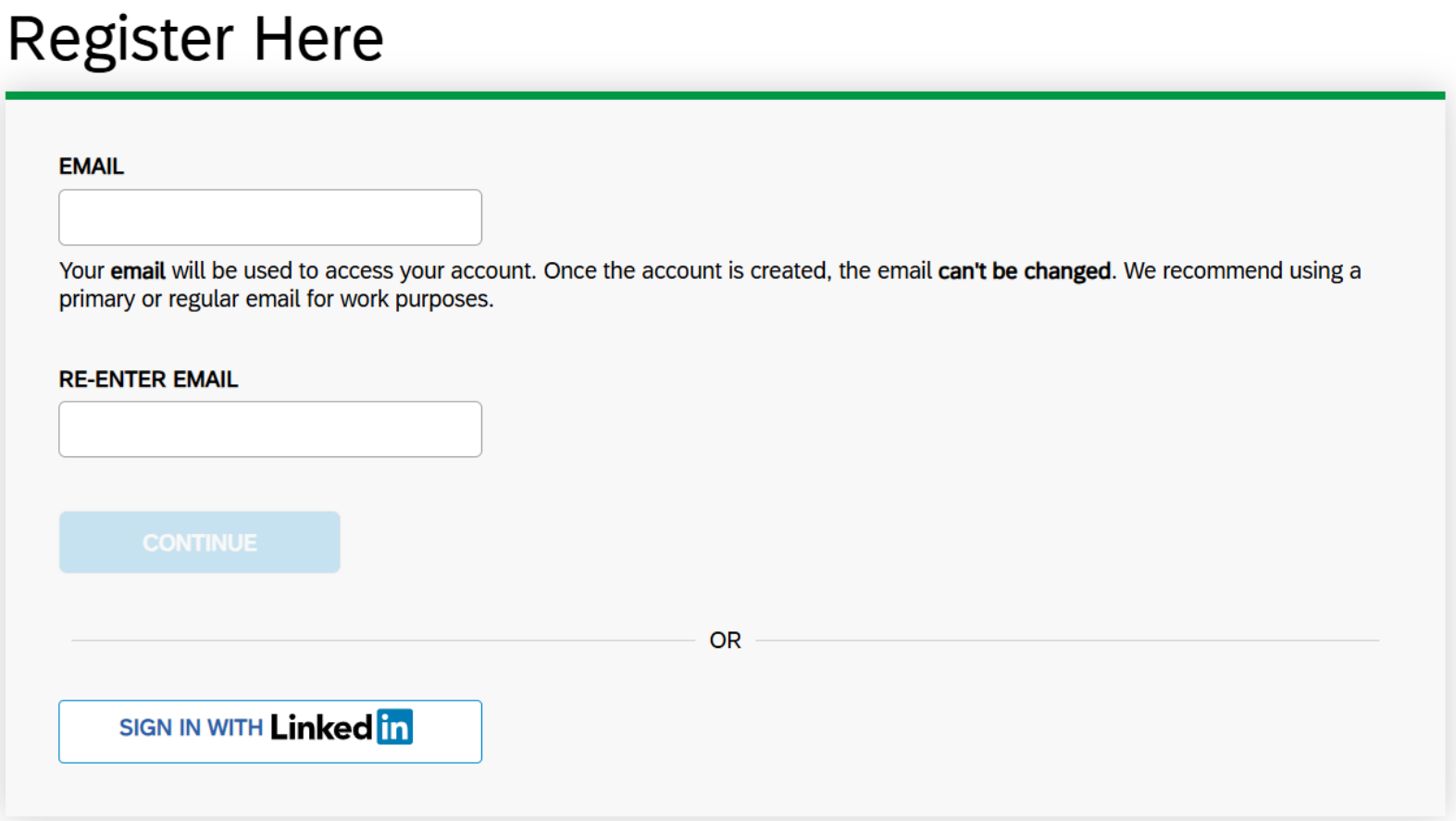
How to find and access opportunities

Follow the official route — from monitoring the notice to submitting a compliant, timely expression of interest.



Consultant registration portal

https://afdb1.fcp.eu.fieldglass.cloud.sap/fcp_candidate_register_form.do?action=register



12

Procurement registration walkthrough

Bertin Kouassi and Rasmane Ouedraogo

Start with the right registration route

The Bank uses different platforms depending on the nature of the procurement relationship.

A **Corporate procurement**

SAP SRM / Ariba (e-Procurement S2C & P2P)

For contractors and suppliers of goods, works and non-consulting services

Create an accurate and complete supplier profile

B **Consulting services**

SAP Fieldglass

For consulting firms and individual consultants

Follow the consultant registration walkthrough

Confirm the appropriate registration route before creating a profile

Four steps to create a supplier profile for Corporate Procurement

A simple online process, provided that the information is accurate and the supporting documents are ready.

1 ACCESS

Open the registration link from the AfDB website or the new headquarters programme website. The form is available in English and French.

2 COMPLETE

Enter company and contact information, and select the relevant goods, services or works categories.

3 DOCUMENT

Upload the required supporting documents in PDF format, including the business registration and tax identification documents.

4 SUBMIT

Submit the generated PDF form to the Vendor Registration team, quoting the application reference.

CRITICAL QUALITY CHECK — **Select only the categories that genuinely reflect your company's demonstrated activities and capabilities**

Registration portal: https://eprocurement.afdb.org/sap/bc/webdynpro/sap/zsup_reg_submit
Support: vendor-registration@afdb.org

Prepare your documentation before you start

A complete and consistent file facilitates the review and reduces requests for additional information.

01

LEGAL IDENTITY

Business registration certificate or certificate of incorporation

02

TAX IDENTITY

Valid tax identification document

03

CONSISTENCY

Use the same legal company name and consistent information in the form and supporting documents

04

FILE FORMAT

Supporting documents in PDF format, maximum 5 MB each

PRACTICAL TIP | Prepare and check all PDF files before opening the online form

After submission: verification, access and support

Registration provides access to the procurement environment. It does not guarantee prequalification or a contract.

1 RECEIPT
Application received

2 VERIFICATION
Information checked against supporting documents

3 VALIDATION
Supplier ID issued

4 ACCESS
Access to e-procurement

Registration ≠ prequalification ≠ contract award

REGISTRATION SUPPORT
vendor-registration@afdb.org

TENDER SUBMISSION SUPPORT
tender_assistance@afdb.org

PROGRAMME INFORMATION
hq.afdb.org

PREPARE • REGISTER • STAY INFORMED

The Bank provides resources and dedicated teams to support you

SUPPORT AT EVERY STEP

1 During registration

Vendor Registration
vendor-registration@afdb.org

For questions related to supplier profile creation and validation.

2 Before bid submission

Pre-bid conferences, platform demonstrations, guides and clarifications on the solicitation documents.

3 During bid submission

Tender Assistance
tender_assistance@afdb.org

For technical support during bid submission.

USEFUL RESOURCES

New headquarters: hq.afdb.org
Guides and documents: afdb.org — Corporate Procurement

Opportunities and alerts: Consult procurement notices and subscribe to AfDB newsletters

Prepare your documentation. Register your company. Stay alert to opportunities.

Practical guide for consultant registration, readiness & application

Your journey in 6 steps

1. **Explore opportunities**
2. **Create the firm account**
3. **Complete the profile**
4. **Prepare the package**
5. **Apply and submit**
6. **Track the decision**

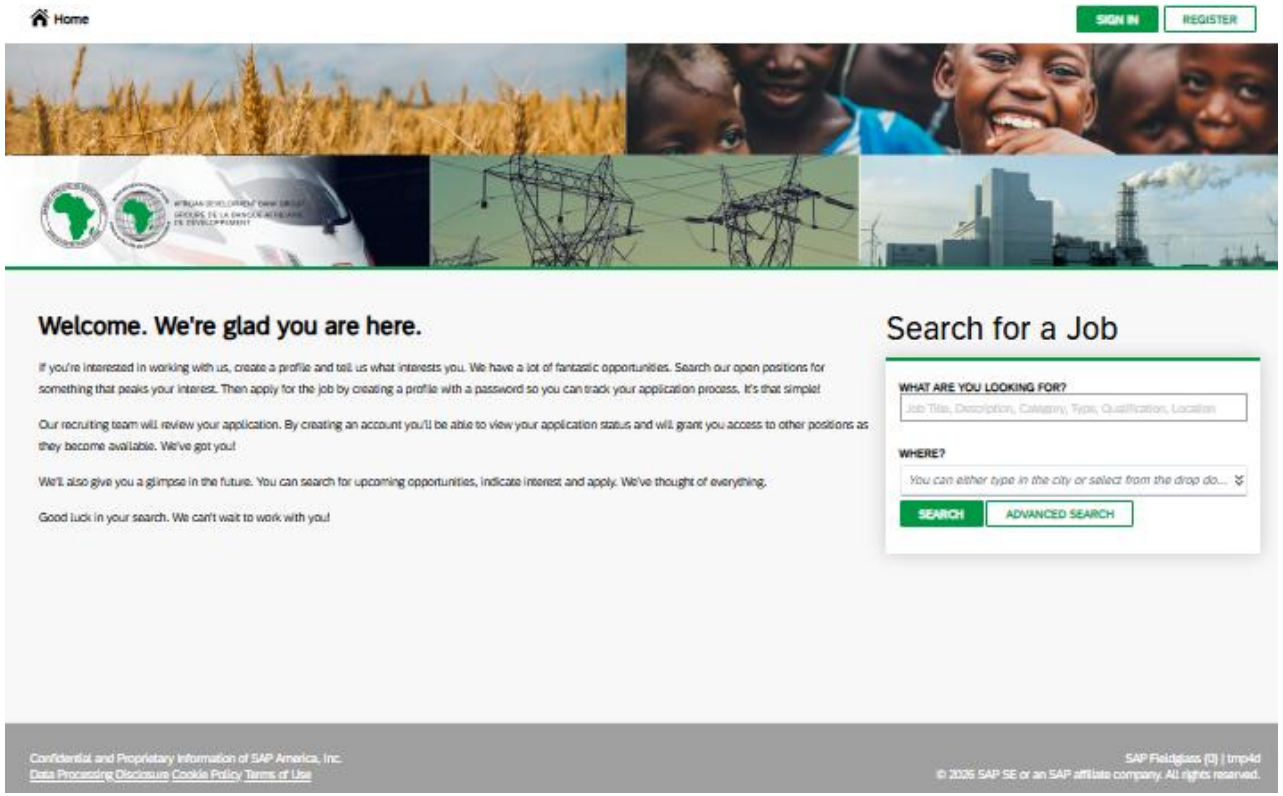


FROM DISCOVERY TO CONTRACTING

Enabling you to identify opportunities, present a credible firm, and submit a complete application in SAP Fieldglass

Access the Candidate Portal

Official entry point



Browse without an account

Available opportunities can be viewed before signing in

Apply with an account

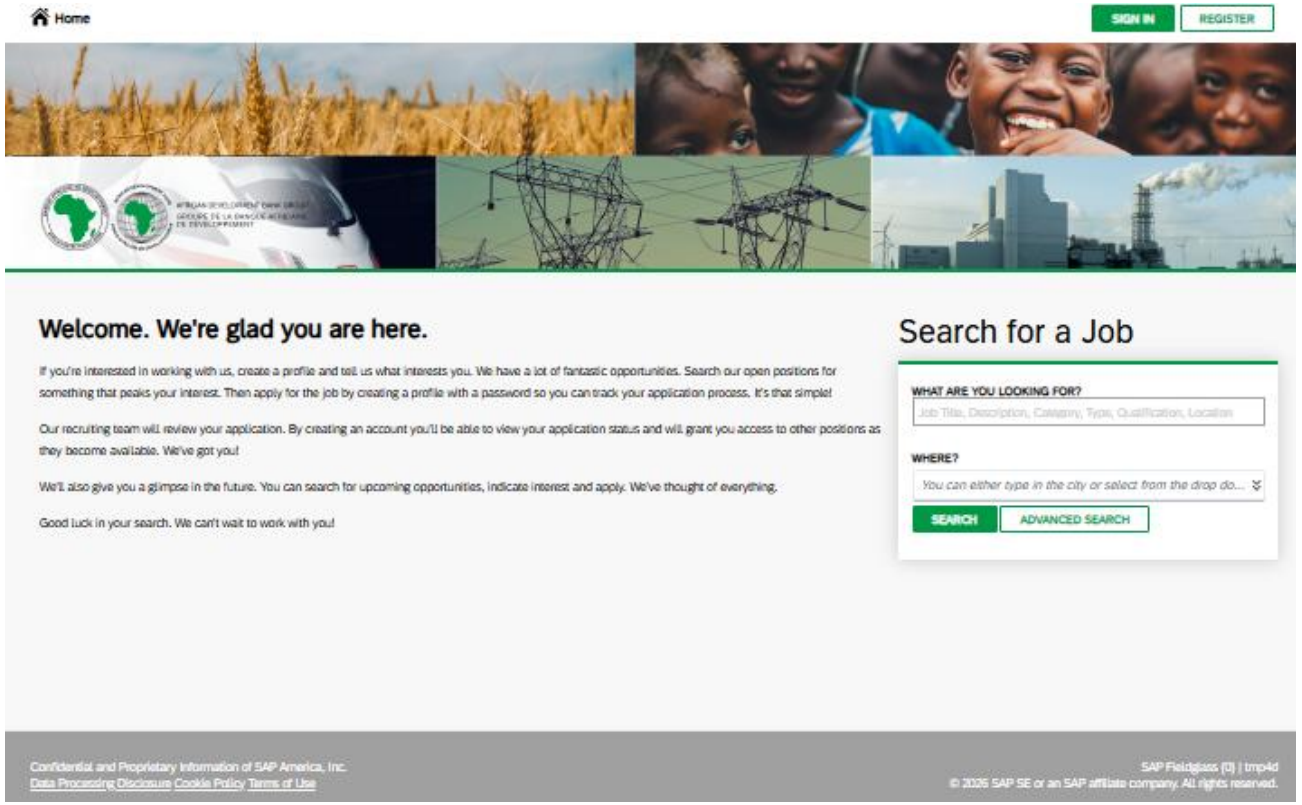
Registration or sign-in is required to submit an application

SAP Fieldglass Candidate Portal

https://afdb1.fcp.eu.fieldglass.cloud.sap/

How to create your consultancy firm's account

One professional identity



How to register

- Click “REGISTER” in the top-right corner
- Use a business email of the firm’s focal person
- Confirm the email, then select “Create your account”
- Enter the firm’s address and contact details

TIP

Use an address that the firm will monitor not a temporary mailbox

How to build a compelling company profile

Replace an individual CV with institutional evidence



- Clearly defined areas of expertise
- Relevant previous assignments and clients
- Technical and organizational capacity
- Contact details consistent with the firm

Additional Option

Registration may also use the firm's LinkedIn profile, provided it is current and representative

Build your Security ID in four simple parts

A unique code required for application

FFF LLL DDMM ABCD

FFF

First 3 letters of the 1st name

LLL

First 3 letters of the middle name

DDMM

Day and month of the creation date

ABCD

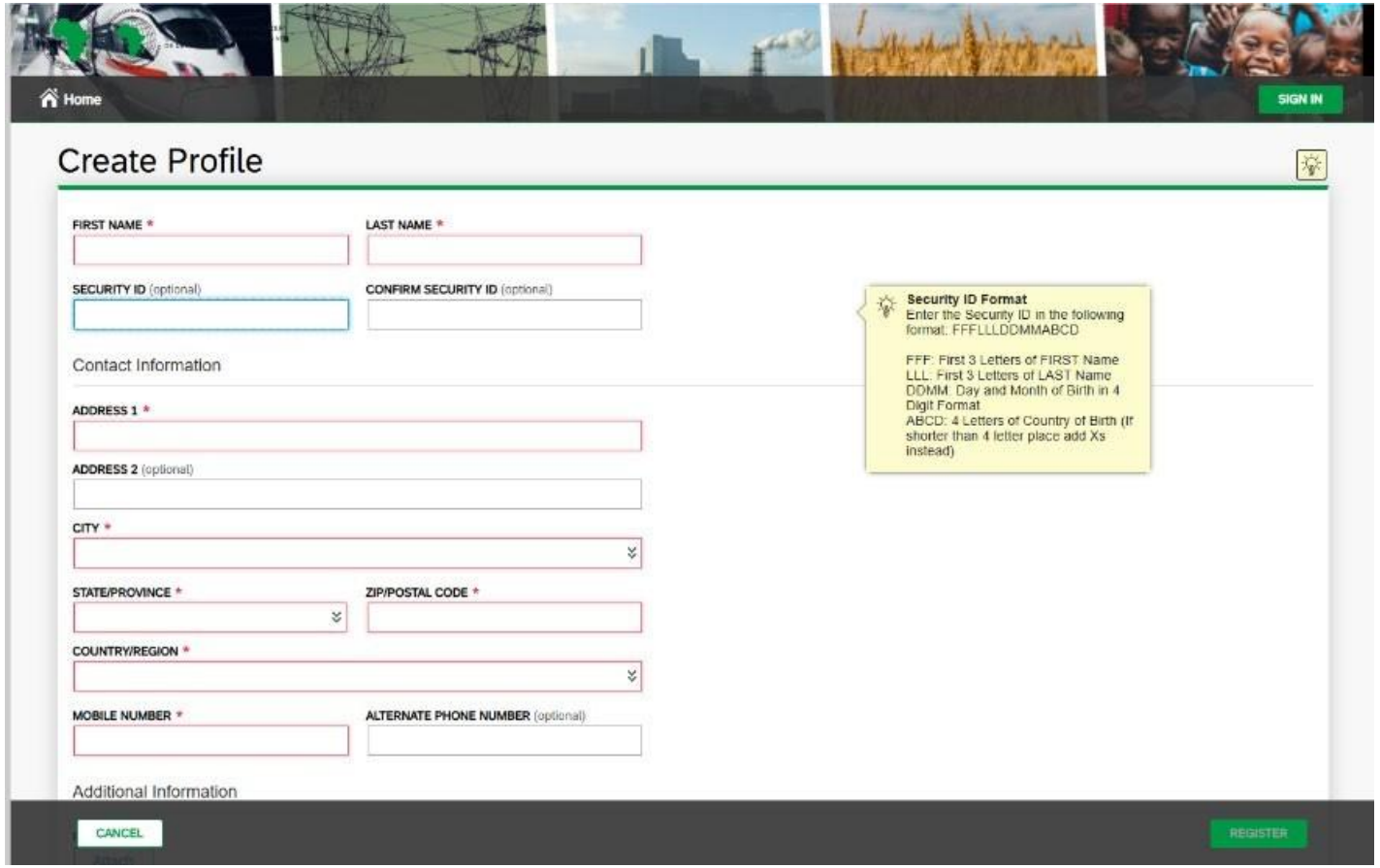
First 4 letters of the country seat

Example: Orange CI • 18 March • Côte d'Ivoire → ORACIX1803COTE

Always use UPPER CASE • Add X's when the country name has fewer than 4 letters

Complete company information

Firm-specific fields



Company Registration

Enter information consistent with your official documents.

Shareholder Nationality

Complete when the information is applicable and available.

Primary Interest

Select the area that best represents your business.

Prepare a complete application package

Five evidence areas

01 Firm introduction and qualifications

02 References for similar services

03 Experience on comparable projects

04 Availability of qualified personnel

05 Any evidence of ability to deliver the services

Good practice

Tailor references, proposed team, and evidence to the exact scope of the opportunity

How to search and submit an application

From filtering to submission

1

Search

Filter by title, location, duration, and type

2

Review

Open the Job Posting ID and read all details

3

Apply

Attach documents and enter rate, availability, and Security ID

4

Submit

Review all fields and click “Submit”

Before the final CLICK: consistent rate • realistic availability • readable files • accurate information

After applying, stay ready

Confirmation, decision and supplier activation

1. Confirmation

You receive confirmation of submission.

2. Decision

If selected, the firm may receive a request for more information or a contract. Otherwise, a rejection notice is sent.

3. Supplier account

After application, AfDB may send a supplier invitation. Complete the details and accept the Contractor Access Agreement to activate the account.



Pre-application checklist

Eight checks that prevent avoidable rejection

- ✓ Account created with the focal person's business email
- ✓ Security ID follows the required format
- ✓ Comparable references are selected
- ✓ Rate and availability are realistic
- ✓ Company profile is current and evidence-based
- ✓ Legal information and contact details are consistent
- ✓ Qualified personnel are identified and available
- ✓ All documents are reviewed before submission

A strong application is complete, targeted, consistent, and verifiable

Be ready now

Create your profile, prepare your evidence, and monitor published opportunities

https://afdb1.fcp.eu.fieldglass.cloud.sap/

Support: callcenter@afdb.org



13

Afternoon Q&A

Solomon Mugera

14

Next steps and closing remarks

Simon Mizrahi

Next steps

Key takeaways

- Vision: a world-class, sustainable, resilient and inclusive headquarters in Abidjan
- Two sites, one connected, digital building
- A future-ready workplace with wellbeing, inclusion and environmental leadership
- Two phases over approximately seven years
- Stage-gated delivery with independent assurance and probity safeguards
- Procurement started in Q4 2026 and will commence through 2027
- Sustainability will guide every design decision
- Legacy and lasting value matter as much as on-time, on-budget delivery

How to engage

1. Monitor the Bank's procurement website for notices
2. Register: SAP Fieldglass (consultants) or SAP SRM (contractors)
3. Review eligibility requirements and deadlines
4. Express interest with evidence of experience and capability
5. Respond to the RFP if shortlisted
6. Use only the formal clarification channel

Closing remarks

What to remember

- Today was information sharing and market engagement only
- Not a tender, solicitation or prequalification; no contract commitment
- Participation gives no advantage in future procurement
- Programme and procurement timetables are indicative
- Registration through SAP Fieldglass (consultants) or SAP SRM (contractors) is needed to take part

Our commitments

- All procurement is published on the procurement website
- Seminar materials will be published on the Headquarters Programme website
- Competition is the rule, based on value for money
- Equal opportunity and transparency for all eligible bidders
- Formal clarification channel only, with no informal assurances

Thank you for joining the Business Opportunities Seminar

We trust today has been useful in shaping your plans, and we look forward to your engagement with the Programme.

15

Closing reception

16.50 to 18.00

Thank you

AFRICAN DEVELOPMENT BANK GROUP
GROUPE DE LA BANQUE AFRICAINE DE DÉVELOPPEMENT

hq_project@afdb.org