REQUEST FOR EXPRESSIONS OF INTEREST FOR JUNIOR CONSULTANT

African Development Bank
Headquarters
01 B.P. 1387 Abidjan 01
Abidjan, Côte d’Ivoire

Agriculture and Rural Finance Division (AHFR.1)

Title of assignment: Junior Consultant

Brief description of the assignment: The Junior Consultant will provide wide-ranging research, analytical and administrative support to the division to facilitate its core functions, including business development, investment appraisal and contribution to the Bank’s knowledge products.

Department issuing the request: Agriculture and Rural Finance Division (AHFR.1)

Place of assignment: Abidjan, Côte d’Ivoire

Duration of the assignment: Six (6) months, with possibility of renewal subject to satisfactory performance

Tentative date of commencement: 15 July 2019

Deadline for applications: 22 June 2019

Expressions of interest should be submitted to: Mr. Charles Dollie – Email: c.dollie@afdb.org with a copy to Mr. Henry VERDIER, Jr.: h.verdier@afdb.org

TERMS OF REFERENCE
JUNIOR CONSULTANT – AGRICULTURE AND RURAL FINANCE DIVISION

1. Introduction and Background

The Bank:

Established in 1964, the African Development Bank (the “Bank”) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank’s development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s) have been identified for scaling up, namely;
light up and power Africa, feed Africa, industrialize Africa, integrate Africa and improve the quality of life for Africans.

**The Hiring Department and Division:**

The focus of the Agricultural Finance and Rural Development Department (the “Department”) is aligned with the Feed Africa strategies for food and agriculture development in Africa. Specifically, the Department seeks to achieve the following outcomes: i) contributing to the elimination of extreme poverty in Africa by 2025; ii) ending hunger and malnutrition in Africa by 2025; iii) making Africa a net food exporter; iv) and moving Africa to the top of export-orientated global value chains where it has comparative advantage. The Department has the mandate to achieve the goals of the Feed Africa Initiative by working with, and providing financing to the public and private sector to improve agricultural efficiency, output, and access to markets throughout value chains.

Within the Department, the Agriculture and Rural Finance Division (the “Division”) has the following deliverables:

i. Support Non-Sovereign Operations targeting large agro-companies, private equity funds and impact funds;

ii. Support an enabling environment for private sector development for de-risking investments, and financing agricultural value chains;

iii. Lead strategic partnerships with key private sector clients, financial institutions and commercial banks to finance priority agriculture value chains;

iv. Provide high-quality and innovative debt/equity/ quasi-equity/ guarantee investments for private sector development aimed at agricultural transformation;

v. Catalyze capital flows, especially commercial lending and private investment to scale agribusiness; and

vi. Mobilize resources and blended finance initiatives to close the financing gap for private sector led development of agricultural value chains.

2. **Objective and Activities of the Assignment**

The Junior Consultant’s primary responsibilities will be to provide wide-ranging research, analytical and administrative support to the Division to facilitate its core functions outlined above. Specifically, to support continuous business development with the provision of timely and accurate information.

The assignment will entail but not limited to the following key responsibilities:

i. Compile a database of Agribusiness projects requiring Bank financing based on prior request received by staff and management;

ii. Develop and maintain a business development monitoring and tracking framework for the Division;

iii. Provide ongoing business intelligence, reporting and logistics (including event management) support to the Division;

iv. Provide wide-ranging research and analytical input to facilitate the core functions of the team, including investment appraisal, business development and contribution to the Bank’s knowledge products;
v. Assist with the development of training, communication and marketing materials and provide logistical and administrative support to staff;

vi. Conduct research and summarize data in user friendly formats (charts, tables, maps, etc.) for the preparation of reports, presentations, and speeches;

vii. Assist in preparing business development missions, including making appointments and providing logistics support;

viii. Undertake strategic field missions as part of the business development and investment appraisal processes of the Division and

ix. Perform any other tasks assigned to him/her by the AHFR.1. Division Manager.

The objective of the role will require that the Junior Consultant is conversant, although to a limited degree with the Bank’s non-sovereign operations processes.

3. **Administrative and Technical Reporting**

The consultant will be under the overall supervision of the Division Manager (AHFR1), but direct oversight of responsibilities and activities will be under the supervision of a Division professional staff designated by management.

4. **Duration of the assignment**

The assignment will be for **six (6) months** with possibility of renewal, subject to satisfactory performance. For the entire duration of the assignment, the junior consultant shall be physically present at the Bank’s offices in Abidjan, Cote d’Ivoire.

5. **Qualifications and Experience Required**

The Consultant shall demonstrate appropriate qualifications and skills necessary for the assignment as described above. Candidates should demonstrate the following qualifications and skills:

- A Masters’ degree (or equivalent) in Management and International Business, Economics, Finance / Banking or related field.
- Strong analytical, organization and research skills.
- A minimum of two (2) years working experience, including experience in undertaking business development and marketing activities.
- Familiarity with the functioning or previous experience with a multilateral development finance institution, a bilateral institution, investment or commercial bank will be an advantage.
- Excellent and advanced knowledge of Microsoft Excel and PowerPoint applications.
- Excellent verbal and written communication skills in English and/or French. A good working knowledge of the other language would be an added advantage.
- Less than 32 years of age.
- A national of the Bank’s Regional Member Country (RMC).

6. **Remuneration**

The Consultants will be paid a competitive monthly lump sum for the entire period in accordance with Bank’s remuneration guidelines for Junior Consultants.

**Please attach updated Curriculum vitae on the basis of the template attached.**
MODEL CURRICULUM VITAE (CV)

Title of the Assignment:
Department:
Surname:  First Name:
Birth Date:  Nationality:
Address:  Country:
Telephone:  E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?

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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Organisation Unit</th>
<th>Place of Assignment</th>
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Language level

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<tr>
<th>Language level</th>
<th>Read</th>
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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. Utilise one half-page maximum.

Education (University Level and above only):

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<th>Period</th>
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**Professional Training:**

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<th>Type of Training</th>
<th>Period</th>
<th>Diploma obtained</th>
<th>Certificates or Diploma Obtained</th>
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**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: