



REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN LEGAL SUPPORT FACILITY (ALSF)

CONTRACT AGENT

ASSOCIATE LEGAL COUNSEL

1. General information about ALSF

The African Legal Support Facility (“ALSF” or the “Facility”) is an international organization hosted by the African Development Bank in Abidjan, Côte d’Ivoire. The ALSF’s main objectives include: (i) assisting African governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African governments in the structuring and negotiation of complex commercial transactions related to extractives and natural resources, infrastructure, public-private partnerships (PPPs), energy, sovereign debt (“Key Sectors”) and related commercial agreements; (iii) capacity building for lawyers and government professionals related to the above; and (iv) development of knowledge products.

The Governance structure of the Facility consists of:

- (i) the Governing Council,
- (ii) the Management Board, and
- (iii) a Director.

The Corporate secretary and Legal Manager of the Corporate affairs Division serves as the institutional memory of the ALSF and shall provide the Director, the members of the Governing Council and Management Board with legal advice, key information and documentation on a timely basis to enable them to make informed decisions. The Corporate affairs Division shall ensure quality control and compliance with the Facility’s policies, as well as with rules and procedures and best international practices.

The contract agent shall be part of the Corporate Affairs Division and shall assist the Director and the Legal Manager of the Corporate Affairs Division.

2. Duties & Responsibilities

The duties and responsibilities of the Assignment include:

- Assist in the Preparation of Board and Council documentation, including advisory notes, background notes, briefs and presentations.



- Assist organizing the ALSF's statutory organs' meetings. This includes preparation of correspondence and documentation for the relevant meetings Ensure maintenance and update of list of Resolutions and Decisions and compliance with the same including follow up on implementation.
- Assist in the review of the ALSF's basic documents;
- Ensure that all the final institutional documents are accurately translated and shared with the Management Board and Governing Council and with the team
- Perform such other assignments as may be required from time to time by Management. The consultant will report to the Legal Manager of the Corporate affairs Division who will adequately brief and guide the consultant.

3. Administration/reporting

The Contract Agent will report to the Legal Manager of the Corporate affairs Division who will adequately brief and guide the Contract Agent.

4. Duration and duty station

The assignment will last for an initial duration of six months (6) months, starting as soon as the recruitment process is completed. The Contract Agent will be based in Abidjan, Cote d'Ivoire.

5. Qualifications and Experience Required

- At least a master's degree in Law, plus admission to the Bar of (or diploma to practice law in) a member of the African Development Bank; or a first university degree plus a relevant combination of academic qualifications in law e.g.; Juris Doctor (JD) plus admission to the Bar of (or diploma to practice law in) a member country;
- Citizenship of a member country of the ALSF;
- At least five (5) years of relevant professional experience with an established international law firm, and/or international financial institution, with proven technical competence and experience in international law;
- Demonstrated diplomatic skills
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines;
- Excellent written and oral skills in English and/or in French (fluency in both languages will be an advantage);
- High level of integrity, moral values, discretion and confidentiality;
- Competence in the use of standard IT software (Word, Excel, PowerPoint).



6. Eligibility criteria

- The establishment of a short list and the selection procedure shall be in conformity with the ALSF's Procedures. Please, note that interest expressed by a candidate does not imply any obligation on the part of the ALSF to include him/her in the shortlist.
 - Interested candidates may obtain further information at the address below during the ALSF's working hours: 08:00 to 17:00 hours.
7. Expressions of interest must be received at the address below no later than 28 February 2023 at 18h00 local time and specifically mentioning "Associate Legal Counsel,,

**For the attention of: The Legal Manager of the Corporate affairs
Division**

**Mrs. Carmen FREIRE DA COSTA
African Legal Support Facility (ALSF)
CCIA Plateau, 01 B.P. 1387
Abidjan 01, Côte d'Ivoire
E-mail: alsf@afdb.org
Telephone: +225 27 20 26 42 34**

8. Establishment of the Shortlist

A shortlist of three to six individual consultants will be established at the end of the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.

Level of education in general	20%
Educational level compared to the field of mission	20%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%



ANNEX:

Title of the Assignment: **Associate Legal Counsel**

Department: **ALSF**

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?			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"/> Fair <input type="checkbox"/> Good	<input type="checkbox"/> Fair <input type="checkbox"/> Good



	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<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 that 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 that 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 Legal Support Facility might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Facility. The African Legal Support Facility may verify any statements, which I made in this application.

Date: _____

Signature: -----