

AFRICAN DEVELOPMENT BANK BANQUE AFRICAINE DE DEVELOPPEMENT



REQUEST FOR EXPRESSIONS OF INTEREST

Sanctions Appeals Board

CCIA Building, Avenue Jean Paul II,
01 B.P. 1387, Abidjan 01, Côte d'Ivoire
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Expressions of Interest being requested for a Consultant Position

Brief description of the Assignment	:	Consultancy in the legal work of the unit
Department issuing the request	:	Sanctions Appeals Board (BSAB)
Place of assignment	:	Abidjan, Cote d'Ivoire
Duration of the assignment	:	Six (06) Months
Tentative Date of commencement	:	3rd April 2023
Deadline for applications	:	Expression of interest must be submitted no later than 28th February 2023 at 5:00pm Abidjan time (GMT) mentioning: Consultancy in the legal work of the unit (BSAB)

Applications to be submitted to:

Mrs. Viviane Marina WANYOU
African Development Bank
Head Quarters Building
Avenue Joseph Anoma
01 BP 1387 Abidjan – Plateau
Cote d'Ivoire
Tel: +225-27-2026-5610
Email: v.oteyami-wanyou@afdb.org
C.c: Mariam DIAWARA:
Email: m.diawara@afdb.org

Any questions/ clarifications could be sent to: m.diawara@afdb.org & v.oteyami-wanyou@afdb.org

TERMS OF REFERENCE

I. BACKGROUND

The African Development Bank is a regional multilateral development finance institution established in 1964 with a mandate to further economic development and social progress of African countries, individually and collectively. It is member of the African Development Bank Group (“the Bank Group”) together with the African Development Fund and the Nigeria Trust Fund.

Flowing from its mandate, the Bank Group has a fiduciary and legal duty to ensure that funds are used for the purposes for which they were intended. Where firms or individuals divert these funds to other uses through fraud, corruption, coercion, collusion, or obstruction, defined as “Sanctionable Practices”, the Bank Group exercises its fiduciary duty by sanctioning these entities through an administrative process.

In this line, the Sanctions Appeals Board (“SAB”) is the second tier, and appellate body, of the two-tier Sanctions System set up by the African Development Bank pursuant to the terms of the Cross-debarment Agreement signed between the Multilateral development banks (MDBs) on 9 April 2010. Therefore, the SAB receives and determines appeals from the Sanctions Commissioner’s decisions and performs such other functions and responsibilities as set forth in the Sanctions Procedures. It is made of six members including four external members (two substantive and two alternate members) and two internal members (one substantive and one alternate member). In accordance with its Terms of Reference, the SAB decides cases “de novo” in full or in panels (two external members and one internal member), depending on the complexity and nature of the case.

II. SCOPE OF WORK

The consultant will assist the Executive Secretary to the Sanctions Appeals Board (SAB) in all the legal work of the unit:

1. Preparing of all necessary documentations in English and French for SAB session;
2. Drafting in English and French of all decisions determined by the SAB during its session;
3. Notifying SAB final decisions to stakeholders;
4. Drafting in English and French of the SAB Rules and Procedures;
5. Follow-up of the Bank’s Sanctions Procedures’ amendment;
6. Drafting of the Directive on the Bank’s Sanctions Procedures and Sanctioning Guidelines;
7. Undertaking in any other legal work as instructed by the Executive Secretary to the SAB.

III. DELIVERABLES

1. Timely delivery of:
 - Documentations for the holding of the SAB session;
 - Draft Decisions English / French of SAB session;
 - English / French versions of the SAB Rules and Procedures;
 - English/ French versions of the Directive on the Bank's Sanctions Procedures and Sanctioning Guidelines.
2. Timely notification of SAB final decisions to stakeholders.
3. Any other legal documents or assignment as requested by the Executive Secretary to the SAB.

IV. COMPETENCIES

The consultant must have:

- At least a master's degree or its equivalent in Law, or a Juris Doctor (JD);
- At least 8 years of relevant professional experience with an established law firm or an international financial institution, including in the area of law and dispute resolution mechanism, Anti-Corruption, procurement matters and Auditing;
- At least one year of relevant professional experience with a Multilateral Development Bank (MDB) in the area of Multilateral Development Banks (MDBs) Sanctions System and a knowledge of the Agreement for Mutual Enforcement of Debarment Decisions (AMEDD);
- A knowledge or an experience in the conduct of investigations, standards of proof and evidence, and legal and policy issues relating to the operations of the bank or similar institutions;
- A knowledge of the Bank's rule and procedures;
- Ability to work under pressure and deliver within tight deadlines;
- Ability to work in a multi-cultural environment and effective communication, team building, inter-personnel, writing and analytical skills;
- Ability to communicate and write effectively in English and French;
- IT Competence in the use of standard software such as Word, PowerPoint, Excel, and Internet.

V. DURATION AND PLACE OF ASSIGNMENT

The Consultant will work under the overall supervision of the Executive Secretary to the Sanctions Appeals Board for a period of six (6) months. The Consultant will need to be based at the Bank's Headquarters in Abidjan, Côte d'Ivoire.

VI. REMUNERATION FOR THE ASSIGNMENT

The successful candidate will receive a monthly fee of ten thousand US dollars (US\$ 10,000) in line with the Bank's guidelines on consultants' remuneration.

The Consultant will take up the assignment effective from the date of signature of the contract by both parties.

NB. Please attach an updated Curriculum vitae based on the template below.

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?			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: