

REQUEST FOR EXPRESSION OF INTEREST



AFRICAN DEVELOPMENT BANK GROUP

Asia External Representation Office (PEXT)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

FOR A JUNIOR CONSULTANT POSITION

Title of the position	: Knowledge Dissemination & Event Assistant
Brief description of the Assignment	: Assist in PEXT's activities with Korea and other Asian member countries
Place of assignment	: Home based
Duration of the assignment	: 6 months
Tentative Date of commencement	: 1 June, 2023
Deadline for applications	: 14 May, 2023, 12:00 local time in Tokyo, Japan
EOI to be submitted to	: y.choi@afdb.org
EOI to be submitted with	: An updated curriculum vitae
Please submit the application, including the Curriculum Vitae (CV) on the basis of the template attached on page 5 to Y.CHOI@AFDB.ORG . Questions should also be addressed to the aforementioned address.	

Terms of Reference

1. Background:

Established in 1964, the African Development Bank is Africa's premier development institution, promoting economic growth and social progress across the continent. There are 81 member states, including 54 in Africa (Regional Member Countries). The Bank's development agenda is delivering financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. To sharply focus on the objectives of the Ten-Year Strategy (2013–2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, 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 the People of Africa.

The Asia External Representation Office (PEXT) was established as part of the External Representation Offices (EROs) to enable the Bank to engage more actively with key stakeholders in Non-Regional Member

Countries. This is aimed at promoting external partnership & dialogue, innovative approaches to business & investment, and knowledge dissemination & exchange, all of which contribute to the mobilization of resources for the Bank's Ten-Year Strategy and development agenda. The PEXT covers the Bank's four Asian Member Countries China, India, Japan, and Korea.

PEXT's main activities are (i) outreach to Asian stakeholders as representation of the Bank in Asia contributing to the continuing elevation of the Bank's profile and brand recognition; serving as an intermediary between the Bank's Asian member countries and Regional Member Countries (RMCs); and providing a platform for external partnership and dialogue, and aiding knowledge communication and dissemination, thereby ensuring the Bank's relevance and visibility in Asia); (ii) promoting private sector investment in Africa (providing business consultation with Asian private sector stakeholders; referring them to the Bank's Non-Sovereign Operation (NSO) Departments; or generating direct deal in collaboration with relevant Departments); and (iii) playing facilitation role for the Bank in Asia (facilitating resource mobilization; project formulation & implementation (Trust Funds, Co-financing); and other Bank's priority areas).

2. The position:

Under the general guidance and supervision of the Head of PEXT and immediate supervision of the Principal and Senior External Relations and Communication Officers, the Consultant will be in charge of knowledge dissemination and event management activities in relation to Korea and other Asian member countries of the African Development Bank.

The scope of work:

- i) Assist in organizing both online and offline knowledge seminars and business promotion events, such as the African Economic Outlook (AEO) Launch for Asian Audiences, Confederation of Indian Industry (CII) - Export-Import Bank of India Conclave on India-Africa Growth Partnership, Korea-Africa Economic Cooperation (KOAPEC) Ministerial Conference, Africa Investment Forum (AIF), Korea-Africa Business Forum, etc.,
- ii) Provide specialized support for task management, event planning, logistics, travel arrangements, editorial assistance on the 7th KOAPEC Ministerial Conference in September 2023,
- iii) Undertake research on the Asian companies that are already doing business in Africa and future clients from Asia to invest through the African Development Bank, Africa Investment Forum, Africa50, etc.,
- iv) Develop a database of Asian private sector, government counterparts, and potential institutions in the region and update the list of Asian companies, government institutions, media, academia, civil society, and African Embassies in Asia,
- v) Update the Bank's Korean website (www.afdb-org.kr) regularly to disseminate necessary information and effectively reach Korean clients, and translate the essential articles of the Bank and its reports into Korean language,
- vi) Assist with the publication of the PEXT's newsletter and presentation slides. This includes writing articles, creating slides, layout, and design,

vii) The Consultant will also work to assist PEXT's general support tasks to Bank HQ for its overall preparation of the aforementioned events, including translation/proofreading/drafting of necessary documentation and any other tasks as per the Office's work program.

viii) While the consultant will be expected to perform his/her tasks on home-based, international/domestic travels may be required depending on actual assignments.

3. Qualifications:

The Consultant shall have the following minimum qualifications and experience:

- Hold at least a Master's degree or its equivalent degree in Literature, Humanities, Social Sciences, Political Science, Information Science, Business Administration, or related fields;
- Minimum 2 years and maximum 4 years of relevant experience and be below 32 years of age at the time of the application;
- Some professional experiences in Korean and Indian business and business promotion in and with Africa is desirable with relevant experience in preferably international financial institutions or similar organizations;
- Solid experience of working on the African continent or Africa-related institution is a plus;
- Good understanding of the functions, organization, and procedures of international financial institutions;
- Familiarity with the development issues and deep interest in Africa's development;
- Excellent interpersonal and communication skills;
- Fluency in written and verbal English or French;
- Fluency in Korean is an extremely strong asset;
- Thoroughness and attention to detail in keeping track of the editing and publication process;
- Interest in working in an international environment as part of a team;
- Demonstrates integrity, sound judgement, and highest ethical standards;
- Proficiency in Microsoft products, including Word, Excel, and PowerPoint;
- Be a national of one of the member countries of the Bank.

4. Duration and Location of the Assignment:

The duration of the contract will be from 1 June 2023 to 30 November 2023 (six months). The contract is home-based.

5. Establishment of the short list:

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

1.	General qualifications and adequacy for the proposed Assignment	25 points
2.	Similar experience in the area of expertise of the Assignment as described in the Terms of Reference (and understanding of the Terms of Reference if required)	55 points
3.	Experience with the Bank or other international donors	10 points
4.	Language proficiency	5 points
5.	Knowledge of the Region (environment of the Assignment) if the Consultant will undertake the Assignment in a Member Country	5 points
Total		100 points

6. Remuneration for the Assignment:

Remuneration of the Consultant will depend on the Consultant's relevant experience in accordance with the Bank's procurement guidelines. The candidate will be responsible for obtaining personal health insurance at his or her own cost. The coverage should include all medical expenses, including those resulting from illness or injury incurred during the duration of the assignment. If international travel is required to Tokyo upon his or her assignment to PEXT, one-time round-trip travel cost in economy class will be compensated.

7. Application:

Individual Consultants are hereby invited to express interest in the afore-mentioned assignment by submitting their Curriculum Vitae by email to Y.CHOI@AFDB.ORG. This opportunity is limited to citizens of the Bank's member countries.

8. Transparency and compliance with the policy of the Bank:

The result of the selection among shortlisted candidates will be publicly open through the AfDB website for assuring the transparency of the selection. The selected consultant shall comply with the Bank's Procurement Policy and Procedures for Corporate Consultants Recruitment.

MODEL OF THE CURRICULUM VITAE

Title of the Assignment :
 Department of the Assignment :
 Surname :
 First Name(s) :
 Date of Birth :
 Nationality :
 Contact Number :
 E-mail :

Are any of your family members (spouse/partner, father, mother, bother/sister, son/daughter, etc. employed by the African Development Bank Group?			Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please fill in the following data
Name	Relationship	Organization Unit	Place of Assignment

Language	Read	Write	Speak
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.

Education (University Level and above only):

Name of the University – City – Country	Period		Qualification Obtained	Main Topic / Major
	From	To		

Employment Record:

Begin with your most recent employment. For each job since your Master’s Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description of main responsibilities and accomplishments.

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: _____