

## REQUEST FOR EXPRESSIONS OF INTEREST

### AFRICAN DEVELOPMENT BANK

CCIA Building, AVENUE JOSEPH ANOMA  
01 BP 1387, ABIDJAN 01  
COTE D'IVOIRE

#### **OFFICE OF THE SECRETARY GENERAL AND GENERAL SECRETARIAT – PSEG**

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: *Provision of Protocol And Events Management Services at the Regional Office of the Bank for the Center Region located in Cameroon (RDGC)*.

2. The services to be provided under the Assignment include: (i) Ensure and monitor the implementation and management of privileges and immunities in the Region, through Country Offices; (ii) Ensure and follow up on proper delivery of protocol services, including for ceremonies and events in the Region, through Country Offices.; (iii) Ensure and monitor the implementation and management of privileges and immunities of the Bank and its staff in the host country, including but not limited to: procedures for obtaining residence cards and visas, franchises for personal effects and vehicles, and tax exemptions on goods and equipment imported or exported by staff and the Bank in the Bank's Regional Office in Yaounde, Cameroon (RDGC). For the Regional Office, obtaining tax exemptions for the procurement of services in the host country; (iv) Follow up with interlocutors in the host country on administrative procedures related to the installation of new staff, their families and domestic employees; (v) Monitor protocol functions during missions/visits by the President and Executive Directors of the Bank as well as members of the Bank's Senior Management; (vi) Manage ceremonies and events of the Bank, including, but not limited to, loan, guarantee or grant agreement signing ceremonies, and all other meetings, conferences and events organized or sponsored by the Bank in the host country; (vii) Manage visits by high-level guests of the Bank in the host country; (viii) Manage relations between the Bank and foreign diplomatic representations to facilitate travel of Bank staff and their dependents for official missions or relevant private travel; (ix) Manage relations between the Bank and other international organizations, particularly in planning for the participation of the President and Bank delegations in high-level meetings in the host country.

3. The Office of the Secretary General and General Secretariat (PSEG) invites consultants to indicate their interest in providing the above-described services. Interested eligible individuals shall provide information on their qualifications and experience demonstrating their ability to provide the requested services (documentation, references for similar services, experience in comparable Assignments, etc.).

4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Procurement Policy and Procedure for Individual Consultants Recruitment**. Please, note that interest expressed by an

individual does not imply any obligation on the part of the Bank to include him/her in the shortlist.

5. The estimated duration of services is **12 months**, and the estimated starting date is **3rd April 2023**.

6. Interested individuals may obtain further information at the addresses below during the Bank's working hours: **08:00hrs to 17:00hrs GMT**.

7. Expressions of interest must be received at the addresses below no later than **13 March 2023 at 17:00 hrs GMT** and specifically mentioning "*Provision of Protocol And Events Management Services at the Regional Office of the Bank for the Center Region located in Cameroon (RDGC)*."

For the attention of Mrs. Isabelle NGORAN, [\[i.ngoran@afdb.org\]](mailto:i.ngoran@afdb.org)  
For the attention of Mrs. Angele KOUASSI, [\[a.a.kouassi@afdb.org\]](mailto:a.a.kouassi@afdb.org)  
For the attention of Mr. Ange-Eric TRAORE, [\[a.e.traore@afdb.org\]](mailto:a.e.traore@afdb.org)

**ESTABLISHMENT OF THE SHORTLIST**

8. A shortlist will be established at the end of the request of expressions of interest. The individuals on the shortlist will be judged on the following criteria on the basis of their updated resume.

Level of education in general	15%
Educational level relevant to the assignment	25%
Years of experience in general	20%
Number of years of experience relevant to the assignment	40%

# AFRICAN DEVELOPMENT BANK



## TERMS OF REFERENCE

### PROVISION OF PROTOCOL AND EVENTS MANAGEMENT SERVICES AT THE REGIONAL OFFICE OF THE BANK FOR THE CENTER REGION LOCATED IN CAMEROON (RDGC)

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#### **1. Context**

1.1 The African Development Bank (referred to in this document as the "Bank") is an international financial organization headquartered in Abidjan, Côte d'Ivoire. The Bank's mandate and goal are to contribute and assist African countries to achieve sustainable socio-economic development. The Bank manages certain Funds entrusted to it to finance development projects, programs and activities in African countries. These funds include the African Development Fund (ADF) which has its own Board of Directors and the Nigeria Fund for Technical Assistance (NTF). The Bank, ADF and NTF constitute the African Development Bank Group. (referred to as the Bank Group).

#### **2. Objectives of the mission and responsibility of the consultant**

The main objective of the assignment is to provide the services provided by the Protocol, Privileges and Immunities Division (PSEG.2), at the Bank's Regional Office in Yaounde, Cameroon (RDGC), pending the recruitment and/or assignment of a substantive Protocol Officer responsible for Protocol matters. These services are to be provided under the supervision of the Director General, RDGC on the one hand, and the Chief of Protocol and Division Manager, PSEG.2 on the other.

Based on the Agreement establishing the Regional Office of the Bank in Cameroon, the Agreements establishing Country Offices in the Central Region as well as Host Countries practices, the consultant will undertake the following:

- 2.1 Ensure and monitor the implementation and management of privileges and immunities in the Region, through Country Offices.
- 2.2 Ensure and follow up on proper delivery of protocol services, including for ceremonies and events in the Region, through Country Offices.
- 2.3 Ensure and monitor the implementation and management of privileges and immunities of the Bank and its staff in the host country, including but not limited to: procedures for obtaining residence cards and visas, franchises for personal effects and vehicles, and tax exemptions on goods and equipment imported or exported by staff and the Bank in the Bank's Regional Office in Yaounde, Cameroon (RDGC). For the Regional Office, obtaining tax exemptions for the procurement of services in the host country.

- 2.4 Follow up with interlocutors in the host country on administrative procedures related to the installation of new staff, their families and domestic employees.
- 2.5 Monitor protocol functions during missions/visits by the President and Executive Directors of the Bank as well as members of the Bank's Senior Management.
- 2.6 Manage ceremonies and events of the Bank, including, but not limited to, loan, guarantee or grant agreement signing ceremonies, and all other meetings, conferences and events organized or sponsored by the Bank in the host country.
- 2.7 Manage visits by high-level guests of the Bank in the host country.
- 2.8 Manage relations between the Bank and foreign diplomatic representations to facilitate travel of Bank staff and their dependents for official missions or relevant private travel.
- 2.9 Manage relations between the Bank and other international organizations, particularly in planning for the participation of the President and Bank delegations in high-level meetings in the host country.

### **3. Main qualifications required:**

The duties to be performed require the services of a consultant with extensive experience in the field of the Protocol, Diplomacy and Event Management as well as a very good knowledge of the host country.

- 3.1 The consultant should demonstrate a good knowledge of the Bank's administrative procedures as well as the activities of the Protocol, Privileges and Immunities Division.
- 3.2 The consultant must have a good knowledge of one of the two working languages of the Bank.
- 3.3 The consultant must have a Master's degree from a duly accredited University in one or more of the following fields: international relations, law, event management or any other field relevant to the subject of this assignment.
- 3.4 The Consultant must have solid experience in diplomacy and protocol with a proven record of dealing with Foreign Ministries and other national administrations involved in the implementation of Host Country Agreements.

### **4. Obligations**

- 4.1 The consultant must present a work plan which will serve as a reference for monitoring the mission.
- 4.2 The consultant shall submit a monthly report of the actions taken, in furtherance of the established work plan.

### **5. Focal Point at the Bank**

The focal point at the Bank for this mission is the Protocol, Privileges and Immunities Division (PSEG.2) in the Office of the Secretary General.

### **6. Activity reports.**

The consultant must submit a weekly activity report to the Chief of Protocol and Division Manager, PSEG.2, with a copy to the Director General, RDGC.

**7. Bank's contribution**

In order to ensure the success of the assignment, the Bank will provide the consultant with the necessary and appropriate information and tools.

**8. Duration of the assignment**

The duration of the assignment will be a cumulative number of months not exceeding 12 months. The contract is likely to be renewed beyond this period if necessary.