

# **REQUEST FOR EXPRESSIONS OF INTEREST**

## **AFRICAN LEGAL SUPPORT FACILITY (ALSF)**

### **Individual Legal Consultant-Office of the Director (Long Term)**

The African Legal Support Facility (“ALSF” or the “Facility”) hereby invites individual consultants to indicate their interest in the following Assignment: of Legal Consultant-Office of the Director.

The ALSF is currently recruiting a Legal Consultant to act as advisor to the Director of the Facility.

#### **General information about ALSF**

The ALSF is hosted at 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 negotiation of complex commercial transactions relating to extractive resources, infrastructure, PPPs, debt, and related commercial agreements; (iii) capacity building for lawyers related to the above; and (iv) development of knowledge products.

The Office of the Director is responsible for managing the ALSF and ensuring the ALSF achieves its objectives. The Director provides leadership, manages resources and coordinates support for activities designed to lead to the attainment of the objectives of the Facility. Amongst many other duties, the Director is also responsible for (i) preparing operational and administrative expenses budgets and efficiently managing and monitoring expenses, (ii) preparing quarterly and annual reports to update the Management Board and the Governing Council on the progress of activities of the Facility, (iv) carrying out resource mobilization and fund raising for the Facility amongst governments, international organizations, bilateral and multilateral bodies including building and maintaining collaboration with partner institutions, and (v) ensuring prompt and appropriate review consistent with established standards of all requests for assistance received from the Facility's Members and determining the suitable response and course of action.

The suitable qualified candidate shall be part of the Office of the Director and will assist the Director with (i) developing operational strategy, policies and procedures, (ii) legal analysis of country requests and advisory work, (iii) project supervision and management, and (iv) partnership building and resource mobilization.

## **Objectives and Tasks of the Assignment**

- Advise the Director on operational strategy for the Facility and implementation of the Medium-Term Strategy 2018-2022;
- Development and drafting of policy documents on operational matters;
- Assist the Director with preparation the Facility's budget and monitoring of expenditure;
- Assist the Director in developing of the work plan of the Facility and monitoring the execution of the work plan;
- Assist the Director with donor relations, partnerships and resource mobilization;
- Liaise with partners, co-financiers and facilitate cooperation with other development partners;
- Identification of new projects and building the portfolio of the Facility;
- Organise and coordinate participation of the Facility at important conferences;
- Preparing reports and briefs for the Management Board, Governing Council and Donors on the Facilities operations;
- Assess country requests for legal assistance and prepare project concept notes and reports to the Director and Management Board of the Facility regarding requests;
- Draft briefs regarding legal due diligence required to carry out proposed operations;
- Conducting legal due diligence on proposed transactions such as the review of legal frameworks, project documentation and agreements (including financing agreements, development or construction contracts, supplier agreements, concession agreements, joint venture agreements, other public-private partnership agreements, management agreements and administrative contracts, etc.);
- Draft and negotiate grant agreements, financing agreements and prepare other relevant legal documentation (including board resolutions and internal operating procedures) for the use of the ALSF;
- Assist in recruiting and managing external legal counsel, including negotiating fee arrangements;
- Regularly liaise and interact with senior government officials to discuss legal interventions;
- Contribute to compilation of precedents in creditor litigation and best practices in negotiating complex commercial transactions;
- Perform such other assignments as may be required from time to time by the Director of the Facility;

## **1. Administration/reporting**

The consultant will report to the Director of the Facility who will adequately brief and guide the consultant.

## **2. Duration of the assignment**

The assignment will last for twelve (12) months, starting as soon as the process is completed. The consultant will be based in Abidjan, Côte d'Ivoire.

## **3. 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;
- At least six (6) years of relevant professional experience preferably with an established international law firm, or international financial institution, with proven technical competence and experience in international private law, project finance, extractive resources, international arbitration and/or commercial contracts;
- Strong skills in preparation and negotiation of complex legal documents including briefs, legal opinions, investment agreements and related transactions;
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines;
- High-level skills in communication, team building, inter-personal relationships, writing, and analytical skills;
- Strong analytical skills, strategic mindset, decisive decision making and an ability to conceive, formulate, and implement policies and programs;
- Ability to build partnerships with a broad range of clients and deliver results that meet the needs and long-term interests of the Facility;
- Competence in Microsoft Office; knowledge of cloud-based project management software and SAP a plus;
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language;
- Must be a citizen of a member country of the African Development Bank; and
- Willingness to undertake extensive travel (up to 30% of time).

#### **4. Remuneration**

The consultant shall be paid a total monthly lump sum, comprising fee, subsistence or other incidentals, for the duration of the assignment, which is commensurate with the number of years of work experience. The ALSF will cover travel and field mission costs (if any) as per African Development Bank rules in this regard.

#### **5. How to apply**

The African Legal Support Facility invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).

Expressions of interest must be sent electronically to [i.mejai@afdb.org](mailto:i.mejai@afdb.org) or [alsf@afdb.org](mailto:alsf@afdb.org) no later than April 19, 2018 at 5 PM local time (Abidjan –Ivory Coast) and specifically mentioning ALSF-Legal Consultant (Long Term).

Any questions and requests for clarifications may be sent to: [alsf@afdb.org](mailto:alsf@afdb.org)

**Deadline April 25, 2018. Only short-listed individuals will be contacted.**

**Please attach a Curriculum Vitae on the basis of the template in Annex 1, a letter expressing your interest in joining the ALSF and any other relevant materials.**

**ANNEX 1:**

**MODEL CURRICULUM VITAE (CV)**

Title of the Assignment: **Legal Consultant (Office of the Director)**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

<b>Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.°) employed in the African Development Bank?</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided
Name	Relationship	Organisation 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. Utilise 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 :*