

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)
FOR AN INDIVIDUAL CONSULTANT**

**AFRICAN DEVELOPMENT BANK
the Asian External Representation (SNAR)
The African Development Bank, Tokyo, JAPAN**

Title of the assignment: Individual consultant for supporting SNAR activities and communications

Brief description of the Assignment: Assist multiple events and activities of SNAR

Place of assignment: Tokyo, Japan

Duration of the assignment: 6 months

Tentative Date of commencement: 6/December/2017

Deadline for applications: 20/November/2017

Applications to be submitted to: m.endo@afdb.org

Any questions and requests for clarifications may be sent to: m.endo@afdb.org

Terms of Reference

1. Background

The African Development Bank (the Bank or AfDB) is a Multilateral Development Bank (MDB) established in 1964 to catalyze sustainable economic development and social progress in its Regional Member Countries (RMCs), thus contributing to poverty reduction. The AfDB Asia External Representation Office (SNAR) is the Bank's sole representative office outside Africa, opened in Tokyo, Japan, in 2012. The SNAR's major objectives are to enhance partnerships and dialogue with Asian countries, promote business and investment opportunities in and with Africa, and widely disseminate and exchange information about the Bank, itself, and development issues and projects in Africa. There are currently four Asian member countries, which are China, India, Japan, and Korea.

SNAR emphasizes on partnership building in the business communities between Asia and Africa. For this purpose, SNAR has continuously organizing business promotion events from small to large size. Information dissemination in terms of African business environment is also an important role that SNAR has been playing. SNAR maintains its web-site in Asian languages for accommodating Asian audiences in order to further promote the Banks strategies in addition to the African development issues in general.

As for enhancing partnerships and dialogue with Asian countries, there will be important events in 2018. For example, the Annual Meetings of the Bank will be organized in Busan, South Korea, in May 2018. This is a major interface of the Bank with all member countries and people to talk about the Bank and its activities. Also it is planned by the Government of Japan to have Japan-Africa Public and Private Economic Forum in 2018.

SNAR needs to continue following these occasions in order to further promote business and investment from Asia to Africa on top of promoting general partnerships.

Due to the growing tasks within SNAR, it is required to have an assistance by an individual consultant in order to strengthen implementation capacity of the office. Under such context, SNAR needs to employ a short-term consultant for six months to conduct related work.

2. Major Tasks of the Consultant

Under the overall guidance of the Head of SNAR and direct instructions by the External Relations and Communication Officer of SNAR, the consultant shall;

- Assist in organizing business and investment promotion events of SNAR,
- Support activities for the Bank's executives visits to Asia,
- Support communication activities at the occasion of the CII-EXIM Bank Conclave on India Africa Project Partnership,
- Support communication activities for the Africa CEO Forum in Abidjan,
- Support communication and support activities for the Bank Group's 2018 Annual Meetings in Busan city, South Korea,
- Support communication activities for the forthcoming Japan-Africa Public and Private Economic Forum, etc.,
- Assist in other related tasks that the Head may deem necessary from time to time.

3. Qualifications

- Minimum a Master's degree in political science, economics, finance, international relations or any other relevant subjects.
- Minimum four years of working experience in collaboration with Japanese public institutions, such as JICA, JETRO, MOFA, etc.
- Additional working experience in businesses, in preferably international financial institutions, is a strong asset.
- Working experience in developing countries, particularly in Africa, is a strong asset.
- Excellent inter-personal and communication skills.
- Fluency in English or French, with working knowledge of the other language.
- Practical skills for handling the Japanese language are a strong asset.

4. Duration and Location of the Assignment

Six months between December 2017 and May 2018.

The Consultant shall be performed from the Bank's Asia Office in Tokyo, Japan.

5. Consultancy fees

Remuneration of the consultant will depend on the consultant's experience in accordance with the Bank's procurement guidelines. A 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.

6. Office provision

Office space and telephone will be provided for the consultant.

7. Application

Individual consultants are hereby invited to express interest in the above-mentioned assignment by submitting their Curriculum Vitae by email to m.endo@afdb.org. This opportunity is limited to the citizens of the Bank's member countries. Only candidates who already have obtained a proper working permit in Japan can apply this position.

Registration in the Bank's DACON system is encouraged and registered applicants are requested to provide their DACON number with their expressions of interest. (<https://econsultant.afdb.org:44356/welcomedacon#>)

8. Other

While the consultant will be expected to perform his/her tasks mostly in Tokyo, international travels may be required depending on actual assignments.

Due to the high volume of applications received, only selected candidates will be contacted in the first place. Other candidates will be informed of the status of their applications at the end of the recruitment process.