

**REQUEST FOR EXPRESSIONS OF INTEREST IN A LEGAL CONSULTANCY IN THE
PUBLIC SECTOR OPERATIONS, POLICY AND GOVERNANCE DIVISION (PGCL.1)
(NAIROBI, KENYA)**

1. **Brief description of the Assignment:** PGCL.1 is seeking legal consultants (individuals) who will work under the direct supervision of the Division Manager, Public Sector Operations, Policy and Governance Division (PGCL.1).
2. **Department issuing the request:** The General Counsel and Legal Services Department (PGCL) - The **General Counsel and Legal Services Department (PGCL)** provides legal services to the statutory organs of the Bank and the Fund and advises on the administration, operations and financial activities of the Bank. PGCL also ensures that the Bank's activities and operations are consistent with the constitutive documents and other legal instruments of the Bank, its policies, the relevant norms and principles of international and commercial law, and the best practices of international development. **The Public Sector Division (PGCL.1)** provides legal advice in connection with public sector projects and programs financed by the African Development Bank (AfDB), the African Development Fund (ADF) and other trust funds and special funds of the Bank

1. **Place of assignment: Nairobi, Kenya**

3. **Duration of the assignment:** six (6) months renewable depending on budget availability and performance
4. **Tentative Date of commencement: September 1, 2018** or as soon as possible
5. **Detailed Terms of Reference for the assignment:** Appendix 1 hereto contains the Terms of Reference (TOR) indicating the scope of the assignment to be undertaken as well as the services required from the selected consultants. You are kindly requested to comment on the TOR for the proposed assignment, present your practical experience and current Curriculum Vitae
6. **Deadline for applications: 1800 hours 2 July 2018**, Abidjan Time. *Any proposal received after the closing date shall be rejected.*
7. The proposals to be submitted by the selected consultants shall be evaluated on the basis of the following criteria:

Criteria	Weight
General Qualifications & Suitability for the assignment	40
Relevant Experience with law firms, multilateral development banks or comparable institutions	40
Language and familiarity with basic IT software	10
Knowledge of the region	10
TOTAL	100

8. Only the proposals scoring a minimum of 70 points shall be considered for this assignment.

9. The consultant shall bear all his/her insurance and medical costs for the duration of his/her services.
10. The consultant shall take steps to obtain the visas or certificates of residence required to perform his/her duties and fulfill his/her obligations under this contract. The Bank will assist the consultant in these tasks whenever necessary.
11. Your proposal should be submitted *via email* at the following address:

Ms. Annemarie Mecca

African Development Bank

General Counsel and Legal Services Department (PGCL)

Public Sector Operations, Policy and Governance Division (PGCL.1)

01 BP 1387, Abidjan, COTE D'IVOIRE

Attention: Ms. Selina Mukaja

E-mail: (PGCL1_PublicSectorOperations@afdb.org and s.mukaja@afdb.org)

Telephone: (+225 2026 2901)

12. **Any questions and requests for clarifications may be sent to:** Ms. Annemarie Mecca

APPENDIX 1: TERMS OF REFERENCE

Legal Consultancy (Public Sector Operations, Policy and Governance Division (PGCL.1)

1. Main activities and deliverables of the Legal Consultant (the “Consultant”)

The Consultant will be responsible for the following activities in connection with the Public Sector operations of the Bank:

- (a) Liaise with staff in the operations and finance complexes to develop the appropriate terms and conditions of transactions;
- (b) Conduct legal due diligence on proposed transactions;
- (c) Ensure compliance with applicable rules, regulations and policies;
- (d) Draft and negotiate financing agreements, guarantee agreements, grant agreements for Trust fund operations;
- (e) Review appraisal reports to be presented to the Board of Directors, draft the conditions, verify the financial terms and other salient terms and prepare resolutions and other legal documents required for the meetings of the Board of Directors;
- (f) Provide legal support for the implementation and monitoring of projects, particularly in connection with the fulfilment of conditions, and the use of the proceeds of the financing;
- (g) Assist with request for consents, cancellations, waivers or amendments (including ensuring that the internal procedures for approval of waivers and amendments are met);
- (h) Provide legal opinions on fulfillment of conditions precedent to disbursement; and
- (i) Undertake any other assignments as required in the furtherance of the Department’s mandate.

2. Qualifications and Experience required:

- (a) At least a Master’s degree in Law or a first university degree plus a relevant combination of academic qualification in Law (e.g. Juris Doctor (JD));
- (b) At least 5 years of relevant professional experience, preferably with an established law firm or an international financial institution, with proven writing and analytical skills and experience in major international financial transactions
- (c) Proven competence in Project Finance, International Finance, Corporate, Development finance and Public International Law;
- (d) Demonstrated communication, team building, inter-personal, writing and analytical skills;

- (e) Ability to communicate and write effectively in English or French;
- (f) Competence in the use of standard software such as MSWord, Power Point, Excel; and
- (g) Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines.

3. Remuneration:

The Consultant will be paid a competitive monthly fee for services rendered.

Appendix 2: Please attach your Curriculum Vitae on the basis of 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	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. 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: