

# REQUEST FOR EXPRESSIONS OF INTEREST

## INDIVIDUAL CONSULTANT FOR ADVISORY COMMITTEE MEMBER FINANCIAL SECTOR DEVELOPMENT (PIFD)

Dear Sir/Madam

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **Individual Consultants to represent as Advisory Committee Member for investments in Private Equity Funds.**
2. The services to be provided under the Assignment are described below. The consultant will assist Portfolio Officers to perform day-to-day portfolio management activities that include:
  - (i) Review of quarterly reports : team adequacy, implementation progress with investments and divestments
  - (ii) Review of capital calls and distribution notices ,
  - (iii) Raise a flag on early warning signals which could indicate governance problems or financial difficulties at the Fund or at the Management company level and;
  - (iv) Review the valuation of the investee companies
  - (v) Representation at quarterly AC meetings : 3 via telecalls, one in person
  - (vi) Maintain communication with the supervision officer and the Portfolio asset management team
  - (vii) Prepare waiver requests and review shareholders' resolution as required
  - (viii) Engage with other AC members in coordination with Portfolio asset management team to ensure alignment of AC members and shareholders at all times.
  - (ix) All and any other activities related to representation of Advisory Committees (AC) of Private Equity Funds under the supervision of Portfolio asset management team.
3. The Private Sector Development Department 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.;).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank's **Rules and Procedure for Acquisition of Consulting Services funded by the Administrative or Capital Expenditure Budget.** Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.
5. The assignment will be for a period of 1 week per quarter for potentially 3 years and the estimated starting date will be **14 January 2019.**
6. Interested Individual Consultants may obtain further information at the email address below during the Bank's working hours: from 09 :00 to 17 :00 hours
7. Expressions of interest must be received **by email** at the address above no later than Friday **30 October 2018, at 17h00** local time and specifically mentioning **Individual Consultants for Advisory Committee Member.**

For the attention of: Denis Ansa [D.ANSAH@AFDB.ORG](mailto:D.ANSAH@AFDB.ORG)

With copy to: Eleanor Brou: [A.BROU@AFDB.ORG](mailto:A.BROU@AFDB.ORG)

**ESTABLISHMENT OF THE SHORT LIST**

8. 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 updated resume.

Level of education in general	20%
Educational level compared to the field of mission	20%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%