

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING FIRM – EQUITY INVESTMENT AND MONITORING MANUAL PORTFOLIO ASSET MANAGEMENT (PINS)

Dear Sir/Madam

1. The African Development Bank hereby invites Consulting Firms (“Firms”) to indicate their interest in the following Assignment: **Consulting Firm to structure and draft the Equity investment and monitoring Manual.**
2. The services to be provided under the Assignment are described below. The Consulting Firm will work with the Portfolio Asset Management team PINS2 Equity to structure and draft the manual to assist with the investment, monitoring and management process of the equity portfolio of the Bank.

The main activities include: (i) review of the Private Equity Manual as approved in 2013, (ii) review all equity documents and policies (iii) interview the colleagues involved with the implementation of the Decentralized Business Development Model (DBDM) and propose a rearranged structure and updated content of the manual, (vi) develop the Dealflow Committee Terms of reference and the Valuation committee/working group terms of references as described in the PINS’ Portfolio Management Framework and (v) review the changes in dealflow and disbursement processes of the Bank under the management of the eFront software being implemented and integrating the activities of the Equity investments of the Bank.

At the conclusion of the assignment, the Firm will finalize the consolidated version of the Equity investment and monitoring Manual ensuring its linkages with the NSO business manual and the eFront operation manual.

3. The Private Sector Development Department invites Consulting Firms to indicate their interest in providing the above-described services. Interested firms 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 Firm 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 70 business days and the starting date will be **26th November 2018.**
6. Interested Consulting Firms 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 Monday **5 November 2018, at 17h00** local time and specifically mentioning **Consulting Firms for Equity Manual.**

For the attention of: Mouna ZAHMOUL m.zahmoul@afdb.org
With copy to: Line PICARD l.picard@afdb.org

ESTABLISHMENT OF THE SHORT LIST

- 8.** A shortlist of six Firms will be established at the end the request of expressions of interest. The following criteria will be used to come up with the shortlist, on the basis of their updated resume.

Firm's General Experience, Reputation and Experience in Previous Similar Assignments	20%
Firm's Experience compared to the field of mission	20%
Competence of the Key Personnel in general	20%
Qualifications and Competence of the Key Personnel for the Assignment	40%