

AFRICAN DEVELOPMENT BANK GROUP TEMPORARY RELOCATION AGENCY



Date: 10th October 2018

REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK

Treasury Department

E-mail: G.Hart@afdb.org

1. The African Development Bank hereby invites Individual Consultants to indicate their interest in the following Assignment: **HIRING OF A SENIOR CONSULTANT, TREASURY.**
2. The services to be provided under the Assignment include:
 - **ASSISTING IN INTERNATIONAL CAPITAL MARKET ACTIVITIES**
 - **ASSISTING IN MANAGING SUBSCRIPTIONS OF THE CAPITAL OF THE BANK, THE AFRICAN DEVELOPMENT FUND AND THE MULTI-LATERAL DEBT RELIEF INITIATIVE**
 - **UPGRADE/IMPROVE INTERNAL EXCEL-BASED DATABASES RELATED TO THE ABOVE AREAS**
3. The Treasury 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 (CV, 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 the Use of Corporate Consultants**. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include her/him in the shortlist.
5. The estimated duration of services is **6 months** with the intent to extend the contract at that time for at least another 6-month term based on satisfactory performance and the estimated starting date is **November 2018**.
6. Interested Individual Consultants may obtain further information at the address below during the Bank's working hours: from 09:00 to 17:00 hours.
7. Expressions of interest must be received at the email address below no later than **Friday 2nd November 2018** at 17.00 local time and specifically mentioning **HIRING OF A CONSULTANT**.

For the attention of:

Mr. Guy Hart, Manager, Capital Markets & Subscriptions
African Development Bank
Treasury Department
Headquarters - 6 Avenue Joseph Anoma, Abidjan Plateau, 01 B.P. 1387, Abidjan, Ivory Coast

Email: g.hart@afdb.org with a copy to k.werner@afdb.org and s.miessan-adjai@afdb.org

ESTABLISHMENT OF THE SHORT LIST

8. A shortlist of six individual consultants will be established at the end of 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.

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| Educational level compared to the field of mission | 20% |
| Years of experience in general | 20% |
| Proficiency at Excel/VBA | 20% |
| Number of years of experience specifically relevant to the mission | 40% |

TERMS OF REFERENCE FOR THE HIRING OF A SENIOR CONSULTANT, TREASURY (FITR.1)

Introduction

The African Development Bank (“AfDB”) is a regional multilateral development bank whose shareholders include the 54 countries in Africa and 26 non-African countries from the Americas, Asia and Europe. The Bank was established in 1964 and its headquarters is located in Abidjan, Cote d’Ivoire. The Bank’s primary objective is to promote the economic development and social progress of its regional member countries, individually and jointly. The central goal of the Bank’s activities is promoting sustainable growth and reducing poverty in Africa. The Bank thus finances a broad range of development projects and programs.

The AfDB provides financial assistance to its member countries using resources primarily raised in the capital markets. One of the key objectives of the Treasury Department is to support the Bank’s development mandate by raising cost effective resources from the capital markets. The Treasury Department strives to ensure timely access to the major capital markets for primary debt and takes all necessary measures to increase investor awareness of its financial condition in order to enhance its new issuance and secondary trading activities. The Bank is rated triple-A by the major rating agencies.

Background

The AfDB’s goal is to achieve a preferred investor status by being a regular and responsive issuer in the capital markets. The funding strategy focuses on raising cost-effective funding while maintaining a diversified investor base. Products offered to investors range from plain vanilla bonds to structured bonds to commercial paper, public issues to private placements, global bonds to African currency bonds to Uridashi issues that cater to our Japanese investor base. Investor relations is an important component of the funding strategy and is key to the Bank’s borrowing activities.

Duties and Scope of Work

The Treasury Department is looking for a senior-level consultant that will be responsible for assisting in a series of key assignments. The consultant will work under the guidance of the Manager of the Capital Markets and Financial Operations Division.

The consultant will need to understand the AfDB Group, its strategy, achievements and how the Treasury department facilitates the Bank Group’s mission. He/she will also have an in-depth knowledge of the international debt capital markets.

The assignments are of the following nature:

1. Assisting in the preparation of the Bank’s 2019 Borrowing Program;
2. Monitoring of capital markets, both in primary and secondary;
3. Execution of funding and ALM transactions;
4. Preparation of the Bank’s 2019 dealer day;
5. Regular investor relations work including updates of the investor presentation and the website;
6. Spearheading updates of the Bank’s borrowing documentation;

7. Coordinate annual credit and ESG rating agency reviews;
8. Any other tasks as per the Division's work program.

Requirements

The consultant should possess strong qualitative and analytical skills, as well as the Microsoft Suite of products (especially Excel and Powerpoint), be well versed in research techniques and should be committed to the social and economic development of countries in Africa.

Eligibility criteria for the recruitment are:

- Either:
 - o A Master's degree or equivalent and at least five (5) years' experience in the area of expertise of the assignment; or
 - o A Bachelor's degree and at least ten (10) years' experience in the area of expertise of the assignment;
- Be a national of one of the member countries of the Bank;
- Very good knowledge of the international debt capital markets;
- Very good knowledge of the funding strategies of supranational, sovereign, and agency issuers, their investors, and requirements;
- Experience in structuring and executing derivatives;
- Professional experience with some of the leading investment banks is required; and
- Fluency in English or French, with preferably a working knowledge of the other language.

