

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**  
**FOR AN INDIVIDUAL CONSULTANT**  
**AFRICAN DEVELOPMENT BANK GROUP**  
**Asia External Representation**  
**Tokyo, Japan**

**Title of the assignment:** Individual Consultancy Services for supporting multiple events and communications.

**Department issuing the request:** Asia External Representation (SNAR)

**Place of assignment:** Japan (mainly) and South Korea

**Duration of the assignment:** 5 months (maximum)

**Tentative Date of commencement:** 22 January 2018

**Deadline for applications:** 23 November 2017

**Applications to be submitted by email in English to:** [y.choi@afdb.org](mailto:y.choi@afdb.org)

**Any questions and requests for clarifications may be sent to:** [y.choi@afdb.org](mailto:y.choi@afdb.org)

**TERMS OF REFERENCE**

**1. Introduction**

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 in Africa. The Bank has 54 African member-countries and 26 non-regional member-countries. It has established cooperation ties with an extensive network of international development partners, and it enjoys a very good reputation on the capital markets. Through its enhanced decentralized structure, the Bank currently operates in 39 Country Offices across the African continent. Since its inception in 1964, and until December 31, 2015, the Bank Group has committed over US \$100 billion to support about 4,000 development projects and programs in Africa.

The Bank recognizes the huge reach and potential of social media in communicating its High 5 development priorities – *Light up and power Africa, Feed Africa, Industrialize Africa, Integrate Africa, and Improve the quality of life for the people of Africa* – and aims at improving its presence on social media to engage with its partners, stakeholders, media, beneficiaries, and the general public.

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.

The 2018 Korea-Africa Economic Cooperation (KOAFEC) Ministerial Conference, the 53rd Annual Meetings of the Board of Governors of the AfDB (AMs) and 44th Meetings of the Board of

Governors of the ADF, the concessional arm of the Bank Group, are scheduled to take place from May 21-25, 2018, in Busan, Korea.

## **2. Scope of work and tasks**

The SNAR manages the Bank's activities in the Asia-Pacific region and provides comprehensive support in the region. These tasks include: liaison with the Headquarters, Governors, Observer States, MDBs, IGOs and NGOs; coordination of documents, registration, translation, reproduction, dissemination and storage; planning and editing of necessary documents; security and protocol arrangements; registration of participants to specific events; and travel arrangements for the staff from the Bank's headquarters. It is expected that at least 6 events in the first half of 2018 will be held, including the AMs, 2018 KOAFEC Ministerial Conference, CII- EXIM Bank Conclave on India Africa Project Partnership, Africa CEO Forum, and diverse Seminars funded by the KOAFEC Trust Fund. The SNAR will carry out these duties successfully, assisted by 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 the planning and coordination of the AMs, seminars, meetings, and other events.
- Facilitate all activities, before, during, and after the AMs and other events.
- Assist in publishing the Bank's key reports, fold-outs, and brochures in Korean language.
- Organize the logistical arrangements for the AMs, meetings, workshops, and other events.
- Respond to various internal and external requests and queries.
- Prepare relevant documents for the logistical arrangements for events.
- Identify suitable organizations, business in South Korea that can cooperate with the Bank.
- Report to the task manager and prepare a comprehensive report.
- Assist in other related tasks that the Head may deem necessary from time to time.

## **3. Qualifications**

- At least a Master's Degree in Communications, Social Sciences, Economics, Development or related field.
- A minimum of 3 years of relevant professional experience.
- Excellent in written and oral Korean language.
- Proficient in MS Office: Word, Excel, PowerPoint, and Internet Explorer.
- Good knowledge of computer-aided designs, presentations, prezi and other tools desirable.
- Experience in translating and proofreading contents.
- Result- oriented and ability to work within tight schedules.
- Experience in an international environment is desirable.
- Knowledge of the African business environment and people culture will be an added advantage.
- Excellent inter-personal and communication skills.
- Fluency in English or French, with working knowledge of the other language.

**4. Duration and location of the assignment**

Duration of this contract shall last up to five (5) months maximum, or minimum three (3) months, from the commencement date between January 2018 and June 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. If an international travel is required for reporting duty to SNAR or taking up this assignment, a round trip travel cost in economy class with the shortest route will be compensated.

**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 [y.choi@afdb.org](mailto:y.choi@afdb.org). This opportunity is limited to the citizens of the Bank's member countries.

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

**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.