AFRICAN DEVELOPMENT BANK GROUP
Financial Sector Development Department (PIFD)

REQUEST FOR EXPRESSION OF INTEREST
INDIVIDUAL CONSULTANT – TRUST FUND COORDINATOR

1. We have the pleasure to inform you that the Capital Markets Development Division of the Financial Sector Development Department of the African Development Bank (“AfDB” or the “Bank”) will require the Services of a Capital Markets Development Trust Fund Coordinator hereafter the ‘Consultant” to support in the day-to-day management of the recently established Capital Markets Development Trust Fund.

2. The estimated duration of services is twelve (12) months and the estimated starting date is April 1, 2020.

3. Appendix 1 contains the Terms of Reference (TOR) indicating the scope of the assignment to be undertaken as well as the services required from the selected Consultant. Should you be interested, you are kindly requested to comment on the TOR (in no more than 2-pages) for the proposed assignment, present your practical experience and updated Curriculum Vitae.

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. The proposals to be submitted by the consultants shall be evaluated on the basis of the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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<tr>
<td>General qualification and suitability for the task to be performed</td>
<td>30</td>
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<tr>
<td>Experience in the specific assignment described in the TOR</td>
<td>45</td>
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<tr>
<td>Experience with international donor agencies</td>
<td>15</td>
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<tr>
<td>Language capacity</td>
<td>5</td>
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<tr>
<td>Knowledge of the Africa region</td>
<td>5</td>
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5. A shortlist will be established at the end the request for expressions of interest. Only the proposals scoring 70 points or above shall be considered for this assignment. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if his/her fees are within budget limits.

6. The consultant shall bear all his/her insurance and medical costs for the duration of his/her services.
7. 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.

8. 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 (Abidjan Time).

9. You are kindly requested to submit your proposal in **writing by Sunday March 20th, 2020 before 23:59** (Abidjan time) to the addressee mentioned in paragraph 10 below clearly mentioning ‘**Fund Coordinator for the Capital Markets Development Trust Fund**’

the address mentioned below no later than Sunday, March 10, 2020 at 23:59 PM GMT and specifically mentioning “Fund Coordinator for the Capital Markets Development Trust Fund _[NAME]”. Applications non-compliant with these guidelines will be rejected.

10. Kindly submit your proposal as indicated for the submission of proposals before the specified closing date above. Any proposal received after the closing date shall be rejected. Your proposal should be submitted (emailed) at the following address:

    **Mailing address:** The African Development Bank  
    Centre de Commerce International d’Abidjan (CCIA)  
    Rue Jean-Paul II; Plateau;  
    Abidjan, Côte d’Ivoire

    **Attention:** Mr. Albin KAKOU  
    Senior Investment Officer, Capital Markets Division  
    Financial Sector Development Department

    **Email addresses:** a.kakou@afdb.org

    **Cc:** e.diarra@afdb.org

11. The AfDB looks forward to receiving your proposal and thanks you in advance for your consideration of this request for expression of interest.
APPENDIX 1
TERMS OF REFERENCE (TOR)

Consultant – Fund Coordinator for the Capital Markets Development Trust Fund

1. BACKGROUND INFORMATION

THE BANK: Established in 1964, the African Development Bank is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank’s development agenda is delivering the financial and technical support for transformative interventions that will significantly reduce poverty through inclusive and sustainable economic growth. In addition to providing finance, the Bank is Africa’s voice on global economic, financial and development issues, a role that has taken significant importance in light of increasing global integration and interconnected risks. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas, all of which will accelerate delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

THE COMPLEX: The Vice Presidency for Private Sector, Infrastructure and Industrialization (PIVP) is central to the Bank’s mission of developing the private sector, improving infrastructure and accelerating industrialization. PIVP leads the implementation of the Industrialize Africa High. The complex’s main functions are to (i) strengthen the enabling environment for private sector development, conducive to inclusive growth and sustainable development, (ii) support the development of reliable and sustainable infrastructure, including urban development, (iii) place renewed emphasis on industrial and trade performance in support of structural transformation across Africa, and (iv) drive the Bank’s financial sector development agenda. The Complex leads the Bank’s Non-sovereign operations in these areas, as well as selected complex sovereign operations. The Complex leverages knowledge, co-financing, and partnerships to attract private capital and work with governments on delivering the Bank’s development agenda.

THE HIRING DEPARTMENT: The primary role of the Financial Sector Development (PIFD) Department is to help the Regional Member Countries (RMCs) increase the reach, depth, and breadth of their financial systems, while safeguarding financial stability. The Department has four long-term objectives: (i) development of a vibrant private sector through an inclusive access by households and enterprises to financial services; (ii) strengthening markets participants; (iii) developing efficient capital markets, and (iv) deepening regional financial integration. Paired with PIVP departments, the PIFD Department is responsible for implementing the Bank Group’s Financial Sector Development Policy and Strategy 2014–2019 (PIFD) towards vibrant, innovative, robust and competitive financial systems, both national and regional, and in both the public and private sector levels of RMCs. The demand for financial sector interventions in the Bank’s Regional Member Countries (RMC’s) are increasing, as are the expectations of tangible outcomes from the Bank’s operations in the financial sector.

2. THE POSITION

In November 2019, the Board of Directors of the African Development Bank Group approved the establishment of the Capital Markets Development Trust Fund (CMDTF”) with initial funding from the Ministry for Foreign Trade and Development Cooperation of the Netherlands and
Ministry of Finance of Luxembourg.

The overall objective of the CMDTF is to support the establishment of well-functioning capital markets that can efficiently mobilize and allocate savings to fund the credit needs of economic agents and the continent’s development while reducing intermediation costs. This will be achieved through two (2) pillars: (i) Strengthening financial markets enabling environments and institutions; and (ii) Disseminating Knowledge on issues that are of strategic importance to capital markets development. The CMDTF activities will contribute to update capital markets regulatory frameworks and aligned them to international best practices, improve capital markets access for SMEs and support the development of new products. The CMDTF will also produce and disseminate key knowledge products.

The Fund Coordinator Consultant for the CMDTF will be part of the CMDTF Secretariat, which is responsible for the day-to-day management of the Fund activities. The Consultant will support the management of a portfolio of funded projects selected either through Bank’s origination or competitive calls for proposals. The CMDTF is seeking to hire one (1) individual consultant for this role.

3. SCOPE OF WORK

The Consultant will work within the CMDTF Secretariat, under the supervision of the CMDTF Task Manager and general guidance of the Manager of the Capital Markets Development Division. The Consultant will support the day-to-day implementation of the activities of the CMDTF and assist in the following areas:

**Portfolio management**
- Support the call for proposals process as needed.
- Support the CMDTF Secretariat in project review and screening of full proposals.
- Support Secretariat in project preparation, including writing concept notes and appraisal reports, and conducting desk and on site due diligence missions.
- Maintain a pipeline/portfolio management platform that tracks projects across all CMDTF components and maintain up-to-date records of the state of advancement of CMDTF projects.
- Collect reports and other deliverables from projects, and ensure that projects are executed in accordance with the contract or agreement.
- Support overall portfolio management to ensure timely effectiveness of grant agreements / services contracts in line with targets set across the portfolio.
- Keep the CMDTF Task Manager informed of any delays, challenges, or risks to the smooth advancement of the CMDTF portfolio.
- Maintain up-to-date guidelines, templates and user manuals for internal and external audiences.
- Engage with relevant Bank departments and other trust funds to share experiences and identify best practices in streamlining project cycle processes and procedures and opportunities for collaboration.
- Support the Secretariat during meetings with project proponents and other stakeholders, including keeping minutes of meetings.

**Project Management:**
• Support task managers and project executing entities in advancing CMDTF projects through the project cycle, particularly in areas of procurement, developing and executing work plans, legal processing, disbursement, and reporting in collaboration with relevant Bank departments.
• Conduct remote and on site monitoring and capacity building missions as needed to support executing entities with the application of the Bank rules and procedures.
• Liaise with internal (e.g. other departments and trust funds) and external stakeholders (e.g. other agencies supporting related projects) to ensure effective coordination of CMDTF projects with other ongoing related activities in the relevant countries and regions and to explore opportunities for collaboration.
• Conduct the monitoring of the performance of the projects against the CMDTF results management framework.
• Maintain updated files and documents for all projects.

**Fund management support**
• Support the development of CMDTF’s progress reports, annual report and periodic updates as required by the CMDTF Task Manager.
• Maintain an updated database of contacts and keep CMDTF files and documents up to date using the platform Collaboration or other appropriate platform.
• Provide logistical support for the organisation of events, workshops and meetings and take minutes at various events.
• Carry-out research and prepare briefs as required by CMDTF Task Manager.
• Support the development of CMDTF communications materials, including brochures, press releases and graphics.

**Other**
• Other tasks related to the advancement of the objectives of the CMDTF, as requested by the CMDTF Task manager.

### 4. Deliverables and reporting

The consultant will report to the CMDTF Task Manager. Specific outputs to be produced during the course of the assignment include:

• Brief monthly reports
• Support the development of outreach and communications materials including Annual Report, CMDTF brochure, press releases, and others
• Support the organisation of occasional outreach events such as workshops and conferences
• Take minutes of meetings and keep CMDTF files and records up to date
• Any other report/assignment required by the CMDTF Secretariat
• A Completion Report at the end of the assignment outlining all deliverables achieved and further work necessary.

At the conclusion of the assignment, the Consultant’s outputs will be evaluated based on the following criteria:

i. Professional competence
ii. Analytical, reasoning, organizational and communication skills
iii. Reliability and organisation
iv. Output
v. Quality of work produced.

5. COMPETENCIES (SKILLS, EXPERIENCE AND KNOWLEDGE)
The qualifications required for this assignment are the following:

- Master’s degree or equivalent in business administration, economics, finance, international relations, or related field;
- At least 5 years of relevant professional experience, preferably in the African Development Bank or similar institution and/or in strategic consultancy, development organizations and business development;
- Experience of project or portfolio management and/or of trust fund operations with multilateral institutions;
- Sound understanding of and ideally practical experience in capital markets development in Africa;
- Client and results oriented, with strong analytical and communication (both verbally and in writing) skills;
- Enthusiasm and ability to learn new concepts quickly and to take initiative;
- Excellent organisational skills and attention to detail;
- Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues;
- Good team skills, professional judgment, diplomacy, presentation and maturity;
- Proficiency in MS Office applications, particularly Word, Excel and PowerPoint; experience in using web platforms for data management would be an advantage;
- Professional proficiency and demonstrated writing and verbal ability in English and French is required.

6. DURATION OF ASSIGNMENT AND REMUNERATION
The assignment will commence at completion of the selection process and upon contract signing. The consultancy is expected to start in April 2020. The contract with the selected Consultant will last for a period of 12 months, with the possibility of further renewal, based on satisfactory performance and relevant rules. The duty station will be the AfDB Headquarters in Abidjan, Côte d’Ivoire. Remuneration will be competitive and based on the qualifications and experience of the selected consultant, in line with the Bank’s guidelines on individual consultant remuneration.

7. APPLICATION
The CMDTF Secretariat invites individual consultants to indicate their interest in providing the above-described services by submitting their CVs detailing their qualification, experiences and a list of references, and a cover letter. Applications should be transmitted in one file only (PDF preferred), with CV no longer than 3 pages and cover letter no longer than 1 page. Applications should be sent by e-mail to the address mentioned below no later than Sunday, March 10, 2020 at 23:59 PM GMT and specifically mentioning “Fund Coordinator for the Capital Markets Development Trust Fund _[NAME]”. Applications non-compliant with these guidelines will be rejected.
For the attention of:

Mr. Albin KAKOU
E-mail: a.kakou@afdb.org