REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR AN INDIVIDUAL CONSULTANT
AFRICAN DEVELOPMENT BANK
Asia External Representation Office (SNAR) Tokyo, JAPAN

Title of the assignment : Administration Specialist Consultant
Brief description of the Assignment : Assist in SNAR’s various kinds of administrative tasks
Place of assignment : Tokyo, Japan
Duration of the assignment : 12 months
Tentative Date of commencement : 1 January, 2022
Deadline for applications : 1 December, 2021, 12:00 local time in Tokyo, Japan.
EOI to be submitted to : Naoshige KINOSHITA (n.kinoshita@afdb.org)
EOI to be submitted with : Updated own Curriculum vitae
Any questions and requests for clarifications may be sent to: n.kinoshita@afdb.org

Terms of Reference

1. Background:

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 81 member states, including 54 in Africa (Regional Member Countries). The Bank’s development agenda is delivering financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. To sharply focus on the objectives of the Ten-Year Strategy (2013–2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up; namely, Light up and Power Africa; Feed Africa; Industrialize Africa; Integrate Africa; and Improve the Quality of Life for the People of Africa.

The Senior Vice-Presidency (SNVP) is responsible for supporting the President in the day-to-day management of the Bank Group to achieve its strategic objective and drive performance culture that will align all processes and systems to deliver high impact results. The SNVP provides effective leadership and exceptional coordination to ensure implementation and monitoring of key corporate decisions as well as the identification of necessary corrective measures and actions. The SNVP leads senior management discussions, decision-making processes and the implementation of key Board and Management decisions.

The Asia External Representation Office (SNAR) was established as part of the External Representation Offices (EROs) to enable the Bank to engage more actively with key stakeholders in Non-Regional Member Countries. This is aimed at promoting external partnership & dialogue, innovative approaches to business & investment, and knowledge dissemination & exchange, all of which contribute to the mobilization of resources for the Bank’s Ten-Year Strategy and development agenda. The SNAR covers the Bank’s four Asian Member Countries — China, India, Japan and Korea.

SNAR’s main activities are (i) outreaching to Asian stakeholders as Representation of the Bank in Asia contributing to the continuing elevation of the Bank’s profile and brand recognition; serving as an intermediary between the Bank’s Asian member countries and Regional member Countries (RMCs); and providing a platform for external partnership and dialogue, and aiding knowledge dissemination and exchange, thereby ensuring the Bank’s relevance and visibility in Asia; (ii) promoting private sector investment in Africa (providing business consultation with Asian private sector stakeholders; referring them to the Bank’s NSO Departments; or generate direct deal in collaboration with relevant Departments); and
(iii) playing facilitation role for the Bank in Asia (facilitating resource mobilization; project formulation & implementation (Trust Funds, Co-financing); and other Bank’s priority areas).

2. The position:

Due to the wide range of SNAR’s activities, it is required to have an Administration Specialist Consultant by an individual consultant (the Consultant) in order to strengthen its activities for stakeholders in Bank’s four Asian Member Countries.

Under such context, SNAR needs to recruit a long-term consultant for twelve months to conduct related work. Under the general guidance and supervision of the Head of SNAR, and immediate supervision of the Principal External Relations and Communication Officers and the Executive Team and Finance Assistant of SNAR, the Consultant shall;

- Assist office's corporate procurement activities and documentations
- Assist translation and proofreading of SNAR’s documentations including administrative documentations and knowledge products for Asian stakeholders.
- Assist organizing seminars and webinars not only business seminar but also knowledge related events etc. mainly planning and preparation but including analyzing participants and questionnaire.
- Assist knowledge dissemination & exchange activities coordinating with internal sector departments and external parties,
- Assist staff with the use of IT tools
- Assist in other related tasks including administrative activities that the Head may deem necessary from time to time.

3. Qualifications:

The Consultant shall have the following minimum qualifications and experience:

- A Master’s degree or equivalent and at least five (5) years’ experience in the area of expertise of the assignment;
- Or A Bachelor’s degree and at least ten (10) years’ experience in the area of expertise of the assignment;
- Fluency in English or French, with working knowledge of the other language;
- Practical skills for handling the Japanese language are required for this position;
- Working experience of procurements, event managements, translation/proofreading, and office administrative work are strong assets;
- Competence in the use of standard Microsoft Office applications;
- Excellent inter-personal and communication skills;
- Ability to work in a multicultural and multilingual environment; and ability to work in a team and to communicate effectively;
- Thoroughness and attention to detail in keeping track of the editing and publication process;
- Observe the highest standard of ethics, honesty and accountability;
o Be a national of one of the member countries of the Bank

4. Duration and Location of the Assignment:

The duration of the contract will be from January 2022 to December 2022 (one year). The location of the assignment will be at the AfDB’s The Asia External Representation Office (SNAR) in Tokyo, Japan.

5. Establishment of the short list:

A shortlist of three to six individual consultants will be established at the end the request of express interest. The consultants on the shortlist will be judged on the following criteria on the basis of their profile.

   a) General qualifications and adequacy for the assignment to be undertaken 30%
   b) Similar experience in the area of expertise of the assignment and demonstrated understanding of TOR 55%
   c) Experience with MDBs or other similar public institutions 5%
   d) Language proficiency 5%
   e) Knowledge of the region 5%

6. Remuneration for the Assignment:

Remuneration of the Consultant will be depending 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.

7. Office provision:

The office space will be provided for the Consultant.

8. Application:

Individual Consultants are hereby invited to express interest in the afore-mentioned assignment by submitting their Curriculum Vitae by email to n.kinoshita@afdb.org. This opportunity is limited to citizens of the Bank’s member countries. Registration in the Bank’s DACON system is encouraged (go to https://econsultant.afdb.org/sap/bc/webdynpro/sap/zdac_wd_login_page?SAP-language=EN#) and registered applicants are requested to provide their DACON number with their expression of interest. An interview could be conducted in selection process.

Only candidates who already have obtained proper permit working in Japan can apply this position.

9. Transparency and compliance with the policy of the Bank:

The result of the selection among shortlisted candidates will be publicly open through the AfDB website for assuring the transparency of the selection. The selected Consultant shall comply with the policy of the Bank.

10. Other:

There is a possibility that the Consultant is required to work from home virtually under the Work from Home (WFH) regulation and guideline in AfDB during pandemic period.

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