

REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONTRACT AGENT

Capacity Building Initiatives Coordinator

The African Legal Support Facility (“ALSF” or the “Facility”) will require the services of an individual Contract Agent (“Capacity Building Initiatives Coordinator” or “Contract Agent”) who will assist the Operations Division in conducting capacity building activities.

1. General information / Background

1.1 The African Legal Support Facility

The ALSF is hosted at the African Development Bank in Abidjan, Côte d’Ivoire. The ALSF’s main objectives include: (i) assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities); (ii) providing legal advisory services to African Governments in the negotiation of complex commercial transactions relating to natural resources and extractives, infrastructure/PPPs, energy sector and sovereign debt (“Key Sectors”); (iii) capacity building for lawyers and Government officials related to the above; and (iv) development of knowledge products.

The Operations team is responsible for coordinating legal advice to African governments (“Advisory Services Unit”) and capacity building activities in favour of local experts (“Capacity Building Unit”). The Operations Team identifies projects, provides legal assistance, and coordinates external legal counsel. Operations Team members also develop and organize capacity building programs, negotiate financing agreements, and provide other institutional support as required.

The suitable qualified Contract Agent shall be part of the Capacity Building Unit of the Operations Division and will coordinate ALSF’s capacity building activities in cooperation with internal and external stakeholders. The Capacity Building Initiatives Coordinator will work in close collaboration with the ALSF’s Operations Division Advisory Services Unit, government officials, legal practitioners and external service providers for the preparation of pedagogical materials, the organization of in-person or online training, and subsequent monitoring and evaluation duties.

1.2 ALSF’s approach to Capacity Building and Knowledge Management

Under its Medium-Term Strategy 2018-2022 and its Key Results Area (KRA) 2, the ALSF has adopted a specific approach to “*enhance legal capacity in Africa*”, through knowledge generation and capacity building. In all such activities, the ALSF intends

to develop standards and model agreements from data leveraged from its operations, to improve decision making and reduce cost and delay in project development.

Based on its experience, the ALSF implements various capacity building initiatives in the Key Sectors at national and regional levels, with the objectives of avoiding duplication and increasing the participation of Africa's government officials, private sector lawyers, academics, and Key Sector professionals, in complex commercial transactions or related disputes. This approach enables the ALSF to develop knowledge products which facilitate the dissemination of capacity building content.

Through training partnerships and the development of training programmes such as the ALSF Academy Programme (www.alsf.academy), the Facility contributes to the improvement the negotiation skills of government officials and the quality of legal advice offered by African experts to both the public and private sectors. This includes a special attention to international commercial arbitration and other relevant fields relating to commercial law.

In all such capacity building and knowledge management activities, the ALSF considers cross-cutting issues, such as environment, gender, social equality, and sustainable development as priorities.

2. Objectives and Tasks of the Assignment

The Capacity Building Initiatives Coordinator shall perform the following tasks:

- Write up and/or review training documents: presentation leaflets, workshop programmes, application files, pedagogical support, attendance sheets, evaluation questionnaires, participation certificates, press releases, etc.;
- Support training partners and beneficiary Governments in the selection process of participants at the workshops: preparation, collection and analysis of applications, finalization of the list of applicants, follow-up;
- Ensure communication with the selected participants: elaboration, collection and analysis of the workshop preparation questionnaires, followed by the organisation of their trip and stay, etc.;
- Coordinate with the speakers / trainers for the workshops: organisation of their trip and stay, collection of documents prepared by the speakers / trainers, help in the organisation of technical visits in cooperation with partners, etc.;
- Coordinate the preparation of training materials with selected experts: formalisation of the materials, organisation of reprography, etc.;
- Ensure communications with external suppliers: contracting and payment of services, etc.;

- Ensure the logistical organisation of workshops: reservation of training facilities, organisation of coffee breaks and meals, reservation of hotel rooms for the participants, speakers / trainers and representatives of the partners, etc.;
- Carry out missions in Africa and overseas at the location and time of the workshops in order to coordinate the logistics of the workshops;
- Design and develop the necessary support system (online and/or pen drive) to maximise the outcome of the training programme; the support materials with all relevant documents will be given to the participants at the end of each workshop, and uploaded on an online database;
- Prepare the mission report and evaluation reports on each workshop. They must include the objectives of the training course, its results, the participants' profiles, a summary of the evaluations, a financial and organisational summary, etc.;
- Prepare the pedagogical contents to be published on e-learning platforms and/or any other IT support at the participants' request;
- Coordinate and ensure the application of internal ALSF procedures: preparation of internal memos or memos addressed to AfDB departments, etc.
- Perform any other task relating to ALSF capacity building activities at the request of the Chief Legal Counsel (Capacity Building Unit), in consultation with ALSF Management (Director and Head of Operations) and relevant external partners.

3. Administration / reporting

The Contract Agent will work under the supervision of the Chief Legal Counsel (Capacity Building Unit).

4. Duration of the assignment

The Contract Agent shall be employed for a period of twelve (12) months (renewable).

5. Location of the assignment

The Contract Agent will be based in Abidjan, Côte d'Ivoire.

6. Qualifications and Experience Required

- A minimum Bachelor's degree or its university equivalent in relevant areas of expertise of the assignment (logistics, public relations, marketing, communication, management, etc.);
- At least five (5) years of work experience related to events management and/or capacity building actions with concrete involvement in the design/delivery of

capacity building activities, preferably targeted to government officials and/or legal practitioners;

- Demonstrated ability to conceptualise, strategically manage and deliver multiple high-profile events and activities for external audiences using initiative, judgement and discretion, with exceptional attention to detail, excellent time management and prioritisation skills to deliver quality outcomes, with the ability to undertake this while managing various service providers;
- Good knowledge and understanding of key dynamics shaping the natural resources & extractives, infrastructure, energy and/or sovereign debt sectors in Africa;
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language; full proficiency in both languages and/or fluency in Portuguese will be considered an advantage;
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines;
- High-level communication, team building, inter-personal relationships, writing, and analytical skills;
- Competence in Microsoft Office (Word, Excel, PowerPoint); knowledge of cloud-based project management software will be considered an advantage;
- Must be a citizen of a member country of the African Development Bank; and
- Willing to undertake extensive travel (up to 40% of time).

7. Remuneration

The Contract Agent shall be paid a total monthly lump sum, comprising fee, subsistence or other incidentals, for the duration of the assignment, which is commensurate with the number of years of work experience. The ALSF will cover travel and field mission costs (if any) as per African Development Bank rules in this regard.

8. How to apply

The African Legal Support Facility invites individuals to indicate their interest in providing the above-described services. Interested individuals shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (reference to similar services, experience in similar assignments, etc.), as well as the reason why they are interested in this assignment and in joining the ALSF.

Expressions of interest must be sent electronically to t.olory-togbe@afdb.org with copy to alsf@afdb.org no later than 08 April 2022 at 5 PM GMT and specifically

mentioning in the subject: “ALSF – Capacity Building Initiatives Coordinator (Contract Agent)”.

Unsuccessful candidates will remain in the ALSF’s database for twelve (12) months.

Any questions and requests for clarifications may be sent to: t.olory-togbe@afdb.org with copy to alsf@afdb.org.

Deadline – 08 April 2022. Only short-listed individuals will be contacted.

Mandatory documents: Please attach (i) a Curriculum Vitae using the template in Annex 1 and a (ii) cover letter expressing your interest in joining the ALSF. You may attach any other relevant materials but are not required to at this stage. Submission of additional materials will not constitute any advantage.

Applications that are submitted without a cover letter or that are not compliant with the Curriculum Vitae template will be rejected by the ALSF.

ANNEX 1:
MODEL CURRICULUM VITAE (CV)

Title of the Assignment: **Capacity Building Initiatives Coordinator (Contract Agent)**

Department: **ALSF**

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.°) employed in the African Development Bank?			Yes <input type="checkbox"/> No <input type="checkbox"/>
			If « Yes », the following data must be provided
Name	Relationship	Organization Unit	Place of Assignment

Language Level	Read	Written	Spoken
English	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
French	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent
Other (specify)	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

Name of University - City - Country	Period		Diploma Obtained	Main Topic / Major
	From	To		

Professional Training:

Name of Training Institution- City - Country	Type of Training	Period		Certificates or Diploma Obtained
		From	From	

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature :