

**REQUEST FOR EXPRESSIONS OF INTEREST  
FOR ONE INDIVIDUAL CONSULTANT**

**AFRICAN DEVELOPMENT BANK**

Avenue Jean-Paul II, 01 BP 1387, Abidjan, Côte d'Ivoire  
01 BP 1387 Abidjan 01 Cote d'Ivoire  
Treasury Department, Capital Markets & Subscriptions Division

**Title of the assignment:** Consultant for Capital Markets & Subscriptions Division

**Brief description of the Assignment:** Assist with Environment, Social and Governance (ESG) activities within the Capital Markets & Subscriptions division

**Department issuing the request:** Treasury Department

**Place of assignment:** Abidjan, Cote d'Ivoire

**Duration of the assignment:** Six months

**Tentative Date of commencement:** 15 May 2023

**Deadline for applications:** 2 May 2023

**Applications to be submitted to:** Keith Werner at [k.werner@afdb.org](mailto:k.werner@afdb.org) and Stephanie Simon at [s.simon@afdb.org](mailto:s.simon@afdb.org)

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

**Terms of Reference:** Please see Annex 1 below.

Establishment of the Shortlist: A shortlist of 5 individual consultants will be established at the end the request of expressions of interest, whereby the applicants will be judged on the following criteria:

- General qualification and suitability for the assignment (20%)
- Experience related to the assignment (50%)
- Experience with international development agencies or commercial banks (20%)
- Language capacity (5%)
- Experience in the region (5%)

Please attach updated Curriculum Vitae on the basis of the template below (Annex2)

## **Annex 1**

### **Terms of Reference for the recruitment of a Consultant in the Treasury Department**

#### **1. Introduction / Background**

The African Development Bank (“AfDB”) is a regional multilateral development bank whose shareholders include the 54 countries in Africa and 27 non-African countries from the Americas, Asia and Europe. The Bank was established in 1964 with its headquarters 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 so as to enhance its new issuance and secondary trading activities. The Bank is rated triple A by the major rating agencies which it relies on to raise cost effective resources from capital markets. The Bank’s high credit rating is underpinned by conservative prudential financial policies such as maintaining substantial holdings of liquid assets.

#### **2. Objectives of the Assignment**

The Treasury Department is looking for a senior-level consultant that will be responsible for a series of assignments related to ESG, as well as potentially assisting with other funding related projects and investor relations. The consultant will work under the guidance of the Manager of the Division.

#### **3. Main activities and deliverables**

The assignments are of the following nature:

1. Provide strategic input, advice on ESG rating and help develop marketing documentation
2. Advise and structure content on ESG microsite/website/corporate accountability
3. Review and advise on setting up an ESG investment portfolio
4. Development of world-class ESG content and materials for communication externally and internally at both a product and firm level
5. Provide ESG training for staff involved in green and social bonds from operations and provide advice on ESG integration
6. Provide expert advice on ESG hybrid capital

7. Facilitate discussions and information sharing on the sustainability aspects of hybrid capital
8. Develop and also provide strategic advice and review on ESG marketing material including presentations and newsletters
9. Provide expert advice on broader investor presentation materials and help develop other marketing materials such as funding newsletters, briefings and fact sheets.
10. Provide expert and technical advice on funding, investors relations and database systems
11. Review funding current strategy and advise on potential ways to expand cost effective arbitrage
12. Draft a note on social impact bond and ability of AfDB to issue such a structure
13. Any other tasks as per the Manager's guidance.

#### **4. Administration/reporting**

The consultant will report to the Division Manager.

#### **5. Duration of the assignment**

The estimated duration of services is 6 months, renewable.

#### **6. Required expertise and qualifications**

The consultant should possess strong quantitative and analytical skills, be well versed in finance and treasury techniques and should be committed to the social and economic development of countries in Africa.

Eligibility criteria for the recruitment are:

- A Master's degree with at least 8 years' relevant professional experience, preferably in finance
- Strong knowledge and work in international debt capital markets, and sustainable debt markets
- Knowledge of market platforms, e.g. Bloomberg, considered a plus
- Good analytical insight, ability to draft concisely in English and, ideally, French
- Excellent verbal and written communication skills ideally gained in a financial context
- Strong working knowledge of ESG rating and sustainable debt markets
- Be a national of one of the member countries of the Bank
- Competent in the use of Bank's standard software (Word, Excel, Access, PowerPoint, and web tools) and Treasury systems
- Professional experience with some of the leading investment Banks is desirable
- Fluency in English or French, with preferably a working knowledge of the other language
- Integrity and ability to work in a team
- Good listener with demonstrated ability to present and win support for ideas as well as make effective and timely decisions

- The successful candidate should be methodical, analytical and someone who pays attention to detail
- Ability to work independently and be creative and innovative

## **7. Remuneration**

Remuneration of the consultant will be a function of the consultant's experience in accordance with procurement guidelines.

## **8. Submission requirement**

Please attach an updated Curriculum vitae on the basis of the template attached

The Department of Treasury invites qualified experienced Individual Consultants to indicate their interest in providing the above-described services. Interested eligible individual consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (CV, documentation, references for similar services, experience in comparable assignments, etc.).

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 him/her in the shortlist.

## Annex 2

**Title of the Assignment: Consultant for Capital Markets & Subscriptions Division**

Department: Treasury, Capital Markets and Financial Operations (FITR1)

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

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