

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)
FOR AN INDIVIDUAL CONSULTANT**

**AFRICAN DEVELOPMENT BANK
the External Representation Office for Asia (ASRO)
The African Development Bank, Tokyo, JAPAN**

Title of the assignment: Consultant for Business Forum Management and External Relations
Brief description of the Assignment: Assist with the preparation of the Second Japan-Africa Business Forum and provide other related inputs for ASRO

Place of assignment: Tokyo, Japan

Duration of the assignment: 6 months with the possibility of contract renewal

Tentative Date of commencement: beginning of February 2016

Deadline for applications: 3rd January 2017

Applications to be submitted to: m.endo@afdb.org

Any questions and requests for clarifications may be sent to: m.endo@afdb.org

Terms of Reference

1. Background

The External Representation Office for Asia (ASRO) of the African Development Bank is mandated to promote Bank's strategic relationships with its Asian Non-Regional Member Countries, namely Japan, South Korea, China, and India.

ASRO particularly emphasizes on partnership building in the business communities between Asia and Africa. For this purpose, ASRO recently organized African business and investment seminars in Osaka and Tokyo, Japan (June and July, 2016) as well as a follow-up seminar to the Sixth Tokyo International Conference on African Development (TICAD VI) regarding African business promotion in Tokyo (November, 2016). ASRO also assisted in Bank's co-hosting the 5th Korea-Africa Economic Cooperation Ministerial Conference in Seoul, Korea (October, 2016).

Furthermore, ASRO hosted the First Japan-Africa Business Forum and its Parallel Events in Tokyo in 2014. This Forum was held one year after TICAD V, with the goal of contributing to further enhancement of the business partnerships between Japan and Africa. At TICAD V, Japan and the African countries in attendance identified, "promotion of private sector-led economic growth," as a priority agenda.

Since TICAD VI was successfully held in late August, 2016, in Nairobi, Kenya, there have been growing expectations within both the African and Japanese communities for organizing a business forum of this type to share in-depth understandings and business cases in African markets. A large number of Japanese business executives visited Africa during TICAD VI and agreed to accelerate the "promotion of private sector-led economic growth," an identified agenda at TICAD V. In order to capitalize good outcome of TICAD VI and

promote businesses between Japan and Africa, ASRO is planning to host the Second Japan-Africa Business Forum in Tokyo, Japan, in 2017. During the Forum, many participants of various entities from both Japan and Africa will discuss development and business opportunities in Africa and present their experiences. In addition, ASRO will help increase business matching opportunities on this occasion.

Under such context, ASRO needs to employ a short-term consultant for six months to conduct related work. In addition to the Forum, there are several related activities foreseen in the first-half of the year 2017:

- An Africa business seminar in China,
- Communication activities in India at the occasion of the CII-EXIM Bank Conclave on India Africa Project Partnership,
- Communication activities at the Bank Group's 2017 Annual Meetings in India,
- Bank's executives visit to Japan.

2. Major Tasks of the Consultant

Under the overall guidance by the Head of ASRO and direct instructions by the External Relations and Communication Officer of ASRO, the consultant shall;

- o Assist in organizing the Second Japan-Africa Business Forum. This work involves planning the Forum program and panel discussions, inviting participants from Africa, communication with external partners, such as African embassies in Japan, international organizations and government institutions, private sector actors, and the Bank's relevant departments at its headquarters, coordinating with an event planning company, and conducting logistics work;
- o Provide other related inputs for ASRO in implementing activities described in Section 1;
- o Assist in other related tasks that the Head may deem necessary from time to time.

3. Qualifications

- o Minimum a Master's degree in political science, economics, finance, international relations or any other relevant subjects.
- o Minimum four years of working experience in collaboration with Japanese public institutions, such as JICA, JETRO, and MOFA.
- o Extensive experience in businesses in Africa, in preferably international financial institutions, is a strong asset.
- o Good knowledge of public procurement systems or experience in public procurement operations, in preferably an international organization or a government agency, is a strong asset.
- o Excellent inter-personal and communication skills.
- o Fluency in English or French, with working knowledge of the other language.
- o Practical skills for handling the Japanese language are a strong asset.

4. Duration of the Assignment

Six months between February 2017 and July 2017.

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 ASRO 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 m.endo@afdb.org. This opportunity is limited to the citizens of the Bank's member countries. Only candidates who already have obtained a proper working permit in Japan can apply this position. Registration in the Bank's DACON system is encouraged (<http://dacon.afdb.org/dacon/>) 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.

The contract may be renewed for further periods, based on satisfactory performance and the needs for such short-term services.