

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

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

Title of the assignment: Short-term Consultant

Brief description of the Assignment: Assist with the KOAFEC preparations

Place of assignment: Tokyo, Japan

Duration of the assignment: 1 month

Tentative Date of commencement: 3 October 2016

Deadline for applications: 23 September 2016

EOI and CV to be submitted to: y.choi@afdb.org

Any questions and requests for clarifications may be sent to: y.choi@afdb.org

Terms of Reference

1. Background

The African Development Bank (“AfDB” or “The Bank”) is a multilateral development bank (MDB) whose shareholders include the 54 countries in Africa and 26 non-African countries from the Americas, Asia and Europe. The Bank was established in 1964 with its headquarters in Abidjan, Côte 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 External Representation Office for Asia (“ASRO”) is mandated to promote strategic relationships of the African Development Bank with its Asian Non-Regional Member Countries, namely Japan, South Korea, China and India. Having an occasion of the 5th Ministerial Level Meeting of Korea-Africa Economic Cooperation (“KOAFEC”) in late October, 2016 in Seoul, South Korea, the ASRO is in a position to prepare for the KOAFEC together with FRMB, Resource Mobilization and External Finance Department of the Bank which is a major actor within the Bank to organize KOAFEC, for accelerating development of African countries. Other than general support to the Bank's overall activities in the KOAFEC, ASRO is planning to organize a seminar to promote private sector

involvement in the Africa during the Conference in order to maximize its contribution to the KOAFEC process. The seminar is expected to attract senior officers from Korean companies interested in the private sector's investment in Africa. Additionally, the ASRO plays a central role in preparing the AfDB's publications and reports in both English and Korean to share the Bank's key strategies with participants to the KOAFEC conference.

Under such context, ASRO supports the Headquarters of the Bank for KOAFEC preparation in general; to prepare for organizing above seminar and other events; and to provide any assistance to the Bank's staff on-site at KOAFEC venue during the event. For these purposes, ASRO will employ a short-term consultant for one month from the beginning of October.

2. Major Tasks of the Consultant

The consultant will work under the overall guidance of the Head of the Office, and immediate supervision of the Senior External Relations Officer. The tasks are of the following nature:

- Assist the Office in ASRO's general supporting tasks to the Headquarters of the Bank for its overall preparation of the KOAFEC including translation/ proof reading/ drafting of necessary documentation/ updating the Bank's Korean website (www.afdb-org.kr), etc.;
- Assist the Office in organizing the seminar that will be held during the KOAFEC mainly planning and preparation of the seminar including following up of the seminar such as analyzing participants and questionnaire;
- Any other tasks as per the Office's work program.

3. Qualifications

The consultant shall have the following minimum qualifications and experience:

- Master's degree in political science, economics, international relations or any other relevant subject;
- Extensive professional experience in Korean Business and Businesses in Africa, with minimum three (3) years of relevant experience in preferably international financial institutions;
- Excellent inter-personal and communication skills;
- Proficiency in Microsoft products including Word, Excel, and Powerpoint;
- Be a national of one of the member countries of the Bank;
- Be under 32 years of age;
- Fluency in written and verbal English or French, and at least working knowledge of the other language;
- Fluency in Korean is a strong asset;

- Only shortlisted candidates will be contacted in view of an interview.

4. Duration and Location of the Assignment

The duration of the contract will be from 3 October to 2 November 2016 (one month). The location of the assignment will be at the AfDB's External Representation Office for Asia in Tokyo, Japan.

5. Remuneration for the Assignment

Remuneration of the consultant will be depending on the consultant's experience in accordance with the Bank's procurement guidelines. If the consultant is living outside of Japan, the consultant will be paid an international round trip ticket from the point of recruitment to Tokyo. The consultant will also be eligible for travel expenses (return ticket, hotel accommodation and per diem) while assigned on a Bank Mission during the duration of the contract. No other travel expenses will be incurred on the consultant.

6. Office provision

The 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 y.choi@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 <http://dacon.afdb.org/dacon/>) and registered applicants are requested to provide their DACON number with their expression of interest.

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

8. Other

While working at the ASRO in Tokyo, there is a possibility that the consultant will be instructed to travel from Tokyo to Seoul, South Korea, during the KOAFEC Conference (24-27/October/2016) under direct supervision by the Senior External Relations Officer. The Bank will cover travel and mission costs as per its rules.