

**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 TICAD VI follow up assistance

Brief description of the Assignment: Assist with preparation of TICAD VI follow up seminar and related communication

Place of assignment: Tokyo, Japan

Duration of the assignment: 2 months

Tentative Date of commencement: beginning of October 2016

Deadline for applications: 23rd September 2016

EOI and CV to be submitted to: [m.endo@afdb.org](mailto:m.endo@afdb.org)

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

## **Terms of Reference**

### **1. Background**

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. While the Tokyo International Conference for African Development (TICAD) VI in Nairobi, Kenya, was successfully held in late August this year, ASRO is in a position in contributing to follow up a good outcome of public private partnership of TICAD VI in Nairobi. Promotion of private businesses between Japan and Africa which ASRO has also been putting its effort since its opening was well highlighted in the last TICAD. In order to capitalize good outcome of TICAD VI in Nairobi and promote businesses between Japan and Africa, ASRO is planning to organize a business seminar later this year in Tokyo as a follow up event of TICAD VI. During the seminar, many participants from various entities will provide presentations to report outcome and review of each participation in TICAD VI in focus of business promotion between Japan and Africa. Other than the seminar, there are several related activities of following ups TICAD VI outcome within ASRO.

Under such context, ASRO needs to employ a short-term consultant for two to three months depending on the volume of the work. The major tasks of the consultant will include the following.

## **2. Major Tasks of the Consultant**

Under the overall guidance by the Head of ASRO and direct instructions by staff of ASRO in charge of TICAD process, the consultant shall;

- Assist the Office in organizing the TICAD follow up seminar mainly planning and preparation of the seminar including following up of the seminar such as analyzing participants and questionnaire;
- Assist the Office in supporting all TICAD related tasks under supervision by staff of ASRO in charge of TICAD process including communication with external partners such as JICA, JETRO, JBIC, other public institutions, African embassies in Japan, private sector actors, and the Bank's relevant departments at its headquarters ;
- Assist the Office in other related tasks that the Head may deem necessary from time to time.

## **3. Qualifications**

- Minimum Master Degrees in Political Science, Economics, International Relations or any other relevant subject.
- Extensive experience in Japanese Business and Businesses in Africa, with minimum four years of relevant experience in preferably international financial institutions.
- Working experience with Japanese public institutions such as JICA, JETRO, JBIC, MOFA etc. is a strong asset.
- Excellent inter-personal and communication skills.
- Fluency in English or French, with working knowledge of other language.
- Practical skill of handling Japanese language is a strong asset.

## **4. Duration of the Assignment**

Two months between October 2016 and January 2017.

## **5. Consultancy fees**

Remuneration of the consultant will be depending on the consultant's experience in accordance with the Bank's procurement guidelines. If an international travel is required for reporting duty to ASRO in Tokyo, a round trip travel cost in economy class 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](mailto:m.endo@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 the consultant will be expected to perform his/her tasks mostly in Tokyo, domestic travel may be required depending on actual assignment.