



AFRICAN LEGAL SUPPORT FACILITY - FACILITE AFRICAINE DE SOUTIEN JURIDIQUE

PROCUREMENT NOTICE INTERNATIONAL SENIOR LEGAL CONSULTANT

Ref:

Date: /02/2022

ANNEX 1

TERMS OF REFERENCE FOR THE RECRUITMENT OF A SENIOR LEGAL CONSULTANT

The African Legal Support Facility ("ALSF" or the "Facility") will require the services of a legal consultant (the Consultant) to assist in the Corporate Secretariat Services division.

1. General information about ALSF

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 extractive resources, infrastructure, PPPs, debt, and related commercial agreements;
- (iii) capacity building for lawyers related to the above; and
- (iv) development of knowledge products.

The institutional structure of the Facility consists of

- (i) the Governing Council,
- (ii) the Management Board, and
- (iii) a Director.

The Corporate secretary and Legal Manager of the Corporate affairs Division serves as the institutional memory of the ALSF and shall provide the Director, the members of the Governing Council and Management Board with legal advice, key information and documentation on a timely basis to enable them to make informed decisions. The Corporate affairs division shall ensure quality control and compliance with the Facility's policies, as well as with rules and procedures and best international practices.

2- Duties & Responsibilities

The duties and responsibilities of the Assignment include:

- Preparation of Board and Council documentation, including advisory notes, background notes, briefs and presentations to contribute to discussions.
- Assist organizing the ALSF's Management Board and the other forthcoming meetings of the statutory organs of the Facility. The consultant will draft and prepare correspondence relevant to the meetings including letters, reports, minutes, resolutions, decisions, directives;
- Conducting due diligence and governance reviews of project documents and agreements in compliance with ALSF rules and procedures, so as to facilitate decision-making.
- Assist in the negotiation of donor agreements and partnerships agreements.
- Advice on policies and processes performing extensive research and analysis on a wide range of ALSF and AfDB policies.
- Managing and conducting the review of the ALSF sources of law;
- Ensure that all the final institutional documents are accurately translated and shared with all the team and (when relevant) with the Management Board and Governing Council.
- Assist in membership issues, advise on membership and ratification procedures of each State or organization applying for ALSF Treaty accession as well as in managing correspondence with Member States of the Facility and Participating Institutions as well in responding to any queries from senior government official representatives of such Member States/Participating Institutions as they relate to the Facility;
- Perform such other assignments as may be required from time to time by Management. The consultant will report to the Legal Manager of the Corporate affairs Division who will adequately brief and guide the consultant.

3- Selection Criteria

The Qualifications and Experience required include:

- A Minimum of a Master's degree or its university equivalent in Law plus admission to the Bar of a member of the AfDB;
- Citizenship of a member country of the ALSF;
- A minimum of Seven (7) years of relevant professional experience including in international law;
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines;
- Excellent written and oral skills in English and/or in French (fluency in both languages will be an advantage);
- High level of integrity, moral values, discretion and confidentiality;
- Competence in the use of standard IT software (Word, Excel, PowerPoint).

4- Duration and duty station

- The estimated duration of services is twelve (12) months, starting in March 2022 with possibility of renewal or extension based on performance. The consultant will be based in Abidjan, Côte d'Ivoire.

5- The eligibility criteria

- The establishment of a short list and the selection procedure shall be in conformity with the ALSF's Rules and Procedures for the Use of Consultants. Please, note that interest expressed by a Consultant does not imply any obligation on the part of the ALSF to include him/her in the shortlist.

6- Interested Individual Consultants may obtain further information at the address below during the ALSF's working hours: 08:00 to 17:00 hours.

7- Expressions of interest must be received at the address below no later than 27th February 2022 at 18h00 local time and specifically mentioning Senior Legal Consultant

**For the attention of: The Legal Manager of the Corporate affairs
Division**

**Mrs. Carmen FREIRE DA COSTA
African Legal Support Facility (ALSF)
CCIA Plateau, 01 B.P. 1387
Abidjan 01, Côte d'Ivoire
E-mail: alsf@afdb.org
Telephone: +225 27 20 26 42 34**

ESTABLISHMENT OF THE SHORT LIST

5. A shortlist of three to six individual consultants will be established at the end the request of expressions of interest. The consultants on the shortlist will be judged on the following criteria on the basis of their updated resume.

Level of education in general	20%
Educational level compared to the field of mission	20%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%

**ANNEX 2 :
MINIMUM INFORMATION REQUIRED**

Title of the Assignment: **Senior Legal Consultant**

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 that you exercised. Utilize 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 that 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 Legal Support Facility might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Facility. The African Legal Support Facility may verify any statements, which I made in this application.

Date: _____

Signature: -----