

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

## **Human Resources and Protocol Expert (Generalist)**

The African Legal Support Facility (“ALSF” or the “Facility”) will require the services of a Consultant (Human Resources and Protocol Expert) who will assist the Corporate Secretary in institutional and corporate secretarial services, in particular Human Resources and Protocol matters.

### **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, sovereign debt, and related commercial agreements; (iii) capacity building for lawyers and Government officials related to the above; and (iv) development of knowledge products.

The suitable qualified consultant shall assist the Corporate Secretary in institutional and corporate secretarial services, in particular Human Resources and Protocol matters.

### **1. Scope of Work and Duties of the Consultant:**

#### ***(i) Assist in Human Resources matters***

The Consultant will also assist in supporting procurement and recruitment processes of consultants and Staff including supporting screening, interviewing, and placing staff and by liaising with the relevant departments at the AfDB. In this context, the consultant will contact references and perform background checks, process paper work including archiving academic and professional qualifications and employee identification, inform candidates about job details such as benefits and conditions.

The Consultant will handle employee relations, payroll, benefits. The successful candidate will coordinate the administrative functions of the organization and will consult with management on strategic planning, to identify needs and preferred qualifications.

#### ***(ii) Assist the Corporate Division in institutional capacity building***

Assessing human and institutional capacity development needs of ALSF and designing institutional capacity building approaches based on the findings; following up on all activities of the institutional capacity building ensuring that the projects are formulated in coherence

with the ALSF MTS and Mandate. The consultant will prepare annual training plans for the ALSF Staff and consultants, ensuring the planning, organization, management and oversight of the trainings.

The Consultant will ensure that the activities are soundly implemented; as needed, managing in-house training programs, workshops, public awareness seminars, and roundtables aimed at building the capacity of ALSF staff; liaising with institutions that are offering capacity development support.

***(iii) Assist in Protocol matters***

The Consultant will assist ALSF Staff and consultants by liaising with the Protocol Department of the Bank for all matters related to Protocol and administrative compliances as well as privileges, immunities and benefits matters

***(iv) Carrying out any other activities as may be assigned by the Supervisor or Director.***

**2. Administration/reporting**

The consultant will report to the Corporate Secretary who will adequately brief and guide the consultant.

**3. Duration of the assignment**

The assignment will last for six (6) months (renewable) starting as soon as the process is completed. The consultant will be based in Abidjan, Côte d'Ivoire.

**4. Qualifications and Experience Required**

- A Minimum LLB or its university equivalent in Human Resources Management or in Law and a Master's degree in one of the mentioned areas
- Professional experience (between two (2) and five (5) years) in Human resources management, or international law and in matters pertaining to protocol questions from an international organization perspective. . Previous experience with an international organisation will be an advantage.
- Demonstrated effective coordination skills and an ability to work under pressure in a multicultural environment to complete multiple tasks and meet deadlines.
- High-level skills in communication, team building, inter-personal relationships, writing, and analytical skills;
- High level of integrity, moral values and discretion.;

- Competence in the use of standard IT software (Word, Excel, PowerPoint);
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language; and
- Must be a citizen of a member country of the African Development Bank. Preference will be given to candidates from Regional Member Countries of the African Development Bank.

## **5. Remuneration**

The consultant shall be paid a total monthly lump sum, comprising fee, subsistence or other incidentals, for the duration of the assignment, which is commensurate with the number of years of work experience. The ALSF will cover travel and field mission costs (if any) as per African Development Bank rules in this regard.

## **6. How to apply**

The African Legal Support Facility invites Individual Consultants to indicate their interest in providing the above-described services. Interested Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).

Expressions of interest must be sent electronically to [alsf@afdb.org](mailto:alsf@afdb.org) no later than 14 June 2021 at 5 PM local time (Abidjan –Ivory Coast) and specifically mentioning ALSF Individual Consultant– HR and Protocol Officer.

The unsuccessful candidates will remain in the ALSF’s database for twelve (12) months.

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

**Deadline: 14 June 2021. Only short-listed individuals will be contacted.**

- 7. Please attach a Curriculum Vitae on the basis of the template in Annex 1, a letter expressing your interest in joining the ALSF and any other relevant materials.**

**ANNEX 1:**  
**MODEL CURRICULUM VITAE (CV)**

Title of the Assignment: **Human Resource and Protocol Expert (Consultant)**

Department: **ALSF**

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.<sup>o</sup> 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	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 which 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 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: \_\_\_\_\_