

**AFRICAN LEGAL SUPPORT FACILITY - FACILITE AFRICAINE DE SOUTIEN JURIDIQUE**

**PROCUREMENT NOTICE**

**CONTRACT AGENT**

**SENIOR LEGAL COUNSEL**

Ref:

Date: 29/08/2023

**ANNEX 1**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF A**

**CONTRACT AGENT**

**SENIOR LEGAL COUNSEL - CORPORATE AFFAIRS DIVISION**

The African Legal Support Facility ("ALSF" or the "Facility") requires the services of a Senior legal counsel (the Contract Agent) to assist in the Corporate Affairs 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:

1. assisting African Governments in defending against litigation brought against them by vulture funds (and other such entities);
2. 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;
3. capacity building for lawyers related to the above; and
4. development of knowledge products.

The institutional structure of the Facility consists of

1. the Governing Council,
2. the Management Board, and
3. a Director.

The Manager of the Corporate affairs Division also serves as Corporate Secretary and institutional memory of the ALSF and provides 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 ensures quality control and compliance with the Facility’s policies, as well as with rules and procedures and best international practices.

The contract agent shall be a senior member of the Corporate Affairs Division.

**2- Duties & Responsibilities**

The duties and responsibilities of the Assignment include:

1. Corporate Secretariat
	* Preparation of Board and Council documentation, including advisory notes, background notes, briefs and presentations to contribute to discussions.
	* Assist in the organization of meetings of the statutory organs of the Facility.
	* Supervise the preparation of correspondence relevant to the meetings including letters, reports, minutes, resolutions, decisions, directives;
	* Ensure that all the final institutional documents are accurately translated and shared with with the Management Board and Governing Council.
2. Policy and legal compliance
	* Conducting due diligence and governance reviews of project-related documents and agreements in compliance with ALSF rules and procedures, so as to facilitate decision-making.
	* Assist in the review 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.
	* Assist in the review of the ALSF sources of law.
3. Membership matters
	* Assist with membership issues, spearhead membership and ALSF Treaty ratification missions, timely and accurately respond to queries from senior Government official representatives of such Member States/Participating Institutions as they relate to the Facility.
4. Other matters
	* Address human resources-related queries, in consultation with the Director
	* Draft and review employment contracts
	* Perform such other assignments as may be required from time to time by Management.

The Contract Agent will report to the Division Manager of the Corporate affairs Division who will adequately brief and guide the Contract Agent.

**3- Selection Criteria**

The Qualifications and Experience required include:

* A Minimum of a Master's degree or its university equivalent in Law. Admission to the Bar of a member country of the ALSF is a plus;
* Citizenship of a member country of the ALSF;
* A minimum of Nine (9) years of proven relevant professional experience, part of which should ideally be with a prominent local or 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 organization, integrity, rigor 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, with possibility of renewal or extension based on performance. The Contract Agent 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 Contract Agents. 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 **22nd September 2023 at 18h00** local time and specifically mentioning **Senior Legal counsel - Corporate affairs Division**

**For the attention of:**

**Mr CHARLES AFEKU**

**Acting Division Manager of the Corporate affairs Division**

African Legal Support Facility (ALSF)

CCIA Plateau, 01 B.P. 1387

Abidjan 01, Côte d’Ivoire

E-mail:**c.afeku@afdb.org**

Telephone: +225 27 20 26 42 34

**With copy to:**

**Youssef EL QABLI**

**Senior Human Resources and Protocol Expert**

E-mail:**y.elqabli@afdb.org**

 **ESTABLISHMENT OF THE SHORT LIST**

A shortlist of three (3) to six (6) 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 Counsel**

Department: **ALSF**

Surname: First Name:

Birth Date: Nationality:

Address: Country:

Telephone: E-mail:

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| **Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc. employed in the African Development Bank?**  | Yes [ ]  No [ ]  If « Yes », the following data must be provided |
| Name | Relationship | Organization Unit | Place of Assignment |
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| --- | --- | --- | --- |
| **Language Level** | **Read** | **Written** | **Spoken** |
| English | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent |
| French | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent |
| Other (specify)  | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  Excellent | [ ]  Fair[ ]  Good[ ]  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 |  |  |  |  |  |  |  |
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**Professional Training:**

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| --- | --- | --- | --- |
| **Name of Training Institution- City - Country**  | **Type of Training** | **Period**  | **Certificates or Diploma Obtained** |
|  |  | **From** | **From** |  |
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**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: ----------------*