

REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONTRACT AGENT

Knowledge Hub Coordinator – Legal Contract Agent

The African Legal Support Facility (“ALSF” or the “Facility”) will require the services of an individual legal Contract Agent (“Knowledge Hub Coordinator” or “Contract Agent”) who will assist the Operations Division in compiling knowledge resources and precedents accrued in the framework of past transactions across all beneficiary countries and all areas of intervention of the Facility.

1. General information / Background

1.1 The African Legal Support Facility

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 natural resources & extractives, infrastructure/PPPs, energy sector and sovereign debt (“Key Sectors”); (iii) capacity building for lawyers and Government officials related to the above; and (iv) development of knowledge products.

The Operations team is responsible for coordinating legal advice to African governments (“Advisory Services Unit”) and capacity building activities in favour of local experts (“Capacity Building Unit”). The Operations Team identifies projects, provides legal assistance, and coordinates external legal counsel. Operations Team members also develop and organize capacity building programs, negotiate financing agreements, and provide other institutional support as required.

The suitable qualified Contract Agent shall be part of the Capacity Building Unit of the Operations Division and will coordinate the on-going compilation of a database (“The Knowledge Hub”) composed of legal toolkits, template documents, model/annotated agreements, reports, legal opinions, transaction facilitation tools, and other transaction-related documentation (“Transaction Documents”) that will be used for future reference and capacity building. The Knowledge Hub Coordinator will work in close collaboration with the Advisory Services Unit, external legal practitioners, and IT support consultants for the performance of this assignment and subsequent monitoring and evaluation duties.

1.2 ALSF's approach to Capacity Building and Knowledge Management

Under Medium-Term Strategy 2018-2022 and its Key Results Area (KRA) 2, the ALSF has adopted a specific approach to “*enhance legal capacity in Africa*”, through knowledge generation and capacity building. In all such activities, the ALSF intends to develop standards and model agreements from data leveraged from its operations, in order to improve decision making and reduce cost and delay in project development.

Based on its experience, the ALSF implements various capacity building initiatives in the Key Sectors at national and regional levels, with the objectives of avoiding duplication and increasing the participation of Africa's government officials, private sector lawyers, academics, and Key Sector professionals, in complex commercial transactions or related disputes. This approach enables the ALSF to develop knowledge products which facilitate the dissemination of capacity building content.

Through training partnerships and the development of training programmes such as the ALSF Academy Programme (www.alsf.academy), the Facility contributes to the improvement the negotiation skills of government officials and the quality of legal advice offered by African experts to both the public and private sectors. This includes a special attention to international commercial arbitration and other relevant fields relating to commercial law.

In all such capacity building and knowledge management activities, the ALSF considers cross-cutting issues, such as environment, gender, social equality, and sustainable development as priorities.

2. Objectives and Tasks of the Assignment

The Knowledge Hub Coordinator shall perform the following tasks:

- Identify and review Transaction Documents from completed and on-going ALSF projects;
- Ensure appropriate anonymization and storage of Transaction Documents under relevant categories (language, country, sector, type of document, etc.) on ALSF's internal cloud-based project management software and Management Information System (MIS);
- Contribute to the compilation of precedents in creditor litigation and case law related to international commercial arbitration involving African parties;
- Draft legal documents as required;
- Prepare pedagogical contents and knowledge resources to be published on e-learning platforms and/or any other online or physical support for capacity building purposes;

- Provide inputs to the Advisory Services Unit for the development of the capacity building and knowledge components of advisory services projects and initiatives;
- Assist the Advisory Services Unit with analytical work, market research, and sector analysis to establish the relevant sector's best practices and market standards;
- Coordinate and ensure the application of internal ALSF procedures: preparation of internal memos or memos addressed to AfDB departments, etc;
- Draft policy documents on operational matters relating to the Facility in relation with capacity building and knowledge management;
- Mentor and assist with the development of team members' technical skills, in particular through Knowledge Hub resources;
- Perform any other task relating to ALSF capacity building and knowledge management activities at the request of the Chief Legal Counsel (Capacity Building Unit), in consultation with ALSF Management (Director and Head of Operations) and relevant external partners.

3. Administration / reporting

The Contract Agent will work under the supervision of the Chief Legal Counsel (Capacity Building Unit).

4. Duration of the assignment

The Contract Agent shall be employed for a period of twelve (12) months (renewable).

5. Location of the assignment

The Contract Agent will be based in Abidjan, Côte d'Ivoire.

6. Qualifications and Experience Required

- A Master's degree or equivalent and at least five (5) years of relevant experience in the Key Sectors; or a Bachelor's degree and at least ten (10) years of relevant experience in Key Sectors of the assignment;
- Admission to the Bar of (or diploma to practice law in) a member of the African Development Bank;
- Relevant professional experience preferably with an established international law firm, and/or international financial institution, with proven technical competence and experience in international commercial law, project finance, sovereign debt, extractive and natural resources, public-private partnerships, international arbitration and/or commercial contracts;

- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language; full proficiency in both languages and/or fluency in Portuguese will be considered an advantage;
- Strong skills in preparation and negotiation of complex legal documents including briefs, legal opinions, commercial transaction agreements and related documentation;
- 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;
- Competence in Microsoft Office (Word, Excel, PowerPoint); knowledge of cloud-based project management software will be considered an advantage;
- Must be a citizen of a member country of the African Development Bank; and
- Willing to undertake travel (up to 20% of time).

7. Remuneration

The Contract Agent 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.

8. How to apply

The African Legal Support Facility invites individuals to indicate their interest in providing the above-described services. Interested individuals shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (reference to similar services, experience in similar assignments, etc.), as well as the reason why they are interested in this assignment and in joining the ALSF.

Expressions of interest must be sent electronically to t.olory-togbe@afdb.org with copy to alsf@afdb.org no later than 08 April 2022 at 5 PM GMT and specifically mentioning in the subject: "ALSF – Knowledge Hub Coordinator (Legal Contract Agent)".

Unsuccessful candidates will remain in the ALSF's database for twelve (12) months.

Any questions and requests for clarifications may be sent to: t.olory-togbe@afdb.org with copy to alsf@afdb.org.

Deadline = 08 April 2022. Only short-listed individuals will be contacted.

Mandatory documents: Please attach (i) a Curriculum Vitae using the template in Annex 1 and a (ii) cover letter expressing your interest in joining the ALSF. You may attach any other relevant materials but are not required to at this stage. Submission of additional materials will not constitute any advantage.

Applications that are submitted without a cover letter or that are not compliant with the Curriculum Vitae template will be rejected by the ALSF.

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

Title of the Assignment: **Knowledge Hub Coordinator (Legal Contract Agent)**

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 which you exercised. Utilise 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 :