

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**AFRICAN LEGAL SUPPORT FACILITY (ALSF)**

**Individual Contract Agents (Long Term)**

The African Legal Support Facility (“ALSF” or the “Facility”) hereby invites individuals to indicate their interest in the following Assignment: Contract Agents – Legal Counsel.

The ALSF is currently recruiting a Contracts Agents to assist in the operations of the Facility.

**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, power 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 suitable qualified Contract Agent shall be part of the Operations Team and assist the Director and the Head of Operations in i) legal analysis and advisory work and ii) project supervision and management. The Operations team is responsible for coordinating legal advice to African Governments. The Operations Team identifies projects, provides legal advice to governments, 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.

**1. Objectives and Tasks of the Assignment**

- Conducting legal due diligence on proposed transactions such as the review of project documents and agreements in the Key Sectors of the ALSF (e.g., power purchase agreements, concession agreements, joint venture agreements, management agreements, government support agreements, etc.);
- Analysis of country requests for legal assistance and preparation of project proposals and reports to the Director and Management Board of the Facility;
- Assist in recruiting and managing external legal counsel, including negotiating fee arrangements;
- Draft and negotiate financing agreements and prepare other legal documents as required;
- Regularly liaise and interact with senior government officials to discuss legal interventions;
- Contribute to compilation of precedents in creditor litigation and best practices in negotiating complex commercial transactions;

- Liaise with partners, co-financiers and facilitate cooperation with other development partners;
- Draft policy documents on operational matters relating to the Facility;
- Mentoring and assisting with the development of more junior team members;
- Ensuring that, if required, documents presented to the Management Board and Governing Council are accurately translated into the official languages of the Facility in a timely fashion;
- Perform such other assignments as may be required from time to time by the Supervisor, Head of Operations, and Director of the Facility.

## **2. Administration/reporting**

The contract agent will report to the Head of Operations who will adequately brief and guide the contract agent.

## **3. Duration of the assignment**

The assignment will last for twelve (12) months, starting as soon as the process is completed. The Contract Agent will be based in Abidjan, Côte d'Ivoire or Johannesburg, South Africa.

## **4. Qualifications and Experience Required**

- A Master's degree or equivalent and at least five (5) years of relevant experience in the area of expertise of the assignment; or a Bachelor's degree and at least ten (10) years of relevant experience in the area of expertise 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 private law, project finance, extractive resources, international arbitration and/or commercial contracts;
- Strong skills in preparation and negotiation of complex legal documents including briefs, legal opinions, commercial transaction agreements and related transactions;
- 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; knowledge of cloud-based project management software and SAP a plus;
- Ability to communicate and write effectively in English and/or French with good working knowledge of the other language;

- Must be a citizen of a member country of the African Development Bank; and
- Willingness to undertake extensive travel (up to 30% of time).

## **5. 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.

## **6. 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 (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 November 12, 2021 at 5 PM local time (Abidjan –Ivory Coast) and specifically mentioning ALSF-Legal Counsel (Long Term).

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

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

**Deadline November 12, 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: **Legal Counsel**

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	Organisation 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 :*