



REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN DEVELOPMENT BANK GROUP

Rue Joseph Anoma, 01 BP 1387

Abidjan 01, Cote d'Ivoire

Syndication, Co-financing and Client Solutions Department

Email: FISTconsultant@afdb.org

JUNIOR CONSULTANT

FINANCE & CONTRACTUAL COMPLIANCE CONSULTANT

FOR EU CO-FINANCED PROJECTS

Expressions of interest are invited for a long-term Individual Consultant position

Tentative Date of commencement: 2 September 2025

Deadline for applications: 8 August 2025

1. The African Development Bank (the “Bank”) hereby invites Individual Consultants to indicate their interest in the following Assignment: Junior Consultant **Finance & Contractual Compliance Consultant for EU Co-financed Projects with the African Development Bank**.
2. The Assignment will entail working with the Syndication & Co-Financing Division of the Syndication, Co-Financing, and Client Solutions Department (“FIST.1” or the “Division”), and other Departments concerned across the Bank to support the Bank’s operational teams in the implementation of projects and programmes co-financed by the European Commission within the context of the EU External Investment Plan (EIP) and, to support in ensuring that the contractual and financial management of the programmes in the beneficiary regional member countries of the Bank are carried out in line with sound financial and contractual management in line with the respective legal framework arrangements.
3. The Syndication and Co-Financing Division invites individual Consultants to indicate their interest in providing the above-described services. Interested Junior Consultants shall provide information on their qualifications and experience demonstrating their ability to undertake this Assignment (CV, documents, reference to similar services, experience in similar assignments, etc.).
4. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s **Rules and Procedure for the Use of Consultants**. Please note that interest expressed by a Consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist.

5. The estimated duration of services is **one (1) year** with the possibility of renewal and the estimated starting date is **2nd September 2025**. The Junior Consultant will be based at the Bank's headquarters in Abidjan, Cote d'Ivoire.
6. Interested Individual Junior Consultants may obtain further information at the address below during the Bank's working hours: **08:00 to 17:00 hours GMT**.
7. Expressions of interest and proposals must be received by e-mail to the address below no later than **18 July 2025** at 17:00 GMT and specifically mentioning "**Junior Consultant - EU Finance & Contractual Compliance Consultant**".

e-mail: FISTconsultant@afdb.org with a copy to Mrs. Rim Bekri, e-mail: r.bekri@afdb.org

AFRICAN DEVELOPMENT BANK GROUP
SYNDICATION, CO-FINANCING AND CLIENT SOLUTIONS DEPARTMENT

CONSULTANCY SERVICES

**Finance & Contractual Compliance Consultant
for EU Co-financed Projects**

TERMS OF REFERENCE

1. Background

The Syndication, Co-Financing, and Client Solutions Department of the African Development Bank Group (the “Bank”) has the overall mandate of designing and introducing new financial products as well as the provision of structured finance solutions to the Bank’s clients. Additionally, the Department is responsible for the syndication and co-financing of all the Bank’s transactions including but not limited to balance sheet management through secondary market sales and securitization of the Bank’s asset portfolio. To this end, FIST.1, the Syndication & Co-Financing Division, has the prerogative of providing the Bank with a coordinated and strategic overview of the existing and new co-financing arrangements and facilities. Existing facilities/ co-financing agreements presently include the Nigerian Trust Fund, the Accelerated Co-Financing Facility for Africa (Japan), the Africa Growing Together Fund (China), Agence Française de Développement (France), Korea-Africa Economic Cooperation Co-Financing Facility (Korea), EU-Africa Investment Facility (EU AIP, the Islamic Development Bank (Saudi Arabia) and other ad hoc arrangements based on general cooperation agreements (MOUs).

In September 2017, the African Development Bank and the European Commission (EC) signed the PAGODA Framework Arrangement that has enabled the scaling up of blending operations under the EU External Investment Plan (EIP) in Africa. In 2019, the Bank also signed an addendum – the PAGODA Financial Instruments to facilitate the funding of non-sovereign transactions (NSO). To effectively manage the EU External Investment Plan, the Division is seeking to hire a mid-term **Finance & Contractual Compliance Consultant for EU co-financed Projects (“The Junior Consultant”)** to support the Bank’s operational teams in the implementation of projects and programmes co-financed by the European Commission within the context of the EU External Investment Plan.

The Consultant will work under the supervision of the EU Co-financing Coordinator.

2. Objective

The Junior Consultant's role encompasses assisting in project coordination and reporting under EU frameworks, and other co-financing facilities as required, ensuring compliance with financial and contractual standards, aiding in the development and management of project proposals for EU funding, and maintaining organized logs and archives for portfolio projects, requests, documentation, and compliance purposes.

3. Key Responsibilities

a) Support in contractual compliance, reporting and portfolio oversight:

- Ensure timely preparation of reports. Review their adherence to templates, assess quality, and verify report consistency with financial data and supervision mission reports,
- Track the co-financing portfolio, ensuring alignment with the EU Co-financing Framework.
- Prepare and monitor co-financing performance KPIs of co-financed projects and check the data with financial and supervision reports for consistency.
- Support operations with advance payment requests and financial forecasting.
- Help in preparing progress and annual reports for EU-funded projects.
- Maintain and systematically archive report documentation for future reference and compliance
- Any other responsibility that may arise in order to ensure the effective and efficient implementation of the EC co-financed projects.

b) Assistance in financial oversight and compliance:

- Collaborate with financial control and reporting divisions to ensure adherence to co-financing agreements.
- Assist in monitoring financial KPIs and budget forecasts.
- Provide support to operations and finance teams regarding EU compliance for co-funded projects, and other compliance related matters.
- In collaboration with operations and financial control, maintain project financial documents for verification and audits.
- Assist in validating financial statements and promoting sound financial management.

c) Support in business development:

- Assist operations teams in developing a pipeline of potential projects for cofinancing.
- Assist operations in accessing the appropriate proposal templates and their guidance, and support operations in using those templates
- Support the alignment of project proposals with Bank and cofinancing partner priorities.

d) Support in handling EU requests.

- Monitor EU requests and maintain a log under the guidance of EU Co-financing Coordinator.
- Support the resolution of issues and record outcomes.
- Keep detailed records of each request and its resolution.
- Post-resolution, gather feedback from EU entities and identify improvement areas.

e) Support in training and capacity building:

- Support in preparing trainings sessions on EU co-financing requirements and compliance.
- Support in developing and updating the operational guidelines of EU co-financed projects
- Help organize internal sessions on executing EU co-financed projects.
- Support in developing training materials, including online training tools to enhance understanding and implementation.
- Develop, create and maintain templates and quality checklists, incorporate these into training materials.

f) Scope of support for EC and other co-financing facilities

- While the primary focus of the Junior Consultant will be to support EC co-financing operations ensuring compliance with EC procedures, reporting cycles and funding requirements, the Consultant will also provide coordination, compliance and reporting support for other co-financing facilities as needed, adapting to each partner's specific frameworks and timelines.

4. Deliverables

The key deliverables of this role are:

- Assisting in ensuring compliance with EU co-financing standards.
- Supporting the identification and preparation of potential co-financing projects.
- Contributing to the preparation and compliance of progress and annual reports.
- Assisting in the effective management of advance payments and disbursements.
- Archiving project-related documents properly.
- Supporting the update of guidelines, templates, and manuals.
- Supporting in developing regularly refreshed guidelines, templates, and user manuals that assist stakeholders in the process.
- Maintaining updated EU Request Logs that capture and record all EU requests.
- Provide regular Status Reports on the portfolio and report as well as an overview of requests and their status

5. Selection Criteria

- At least a master's degree in business administration, Finance, Project Management, international relations, Law or related fields;
- A minimum of [3] years of experience in Program coordination and operations;
- Experience in project co-financing through multilateral and bilateral development assistance agencies will be an added advantage;
- Prior experience in working with international organizations, banks, or financial institutions could be a plus.
- The candidate should be less than 32 years age.
- Having the nationality of a Bank Member Country.
- If had been previously contracted by AfDB as short-term staff, a one-year cooling-off period has to be observed.
- Proven ability in report writing, analytical skills and capacity to deliver outputs in a timely manner;
- Problem-solving Abilities.
- Ability to address and overcome challenges that arise in the implementation of funded projects.
- Excellent computer skills: Microsoft Word, Excel, PowerPoint, etc.
- Fluency in English or French as a working languages and ability to work effectively in the other.

6. Duration and Location

The estimated duration of services is one (1) year, and the estimated starting date will be in **September 2025**. The Junior Consultant will be based at the Bank's headquarters in Abidjan, Cote d'Ivoire.

7. Remuneration

The Junior Consultant will receive a monthly lump sum commensurate with his/her experience with no additional benefits or per diem will be paid. The Junior Consultant is responsible for his/her own

health insurance and accommodation costs. The Bank will cover full costs of any required missions and provide per-diem in accordance with rules governing consultant mission travel.