

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICE – INDIVIDUAL CONSULTANT)**

*Republic of Kenya
African Exchanges Linkage Project (AELP)*

Capital Markets

Financing Agreement reference: GRANT No: 100000018

Project ID No. P-Z1-HB0-060

Ref. No: ASEA/AELP/PA/001

1. Background

The African Securities Exchanges Association (ASEA) has received financing from the Korea-Africa Economic Co-Operation (KOAPEC) Trust Fund, managed by the African Development Bank, towards the cost of the African Exchanges Linkage Project (AELP), and intends to apply part of the agreed amount for this Grant to payments under the contract for Project Management Services.

2. Purpose of the Consultancy

The African Securities Exchanges Association now invites eligible individual consultants to indicate their interest in providing the service “**Project Assistant for the African Exchanges Linkage Project**”. Interested consultants must provide information indicating that they are qualified to perform the services i) updated Curriculum Vitae and ii) response to the Terms of Reference (ToR) for the proposed assignment indicating their suitability for the role, for example description of experience in similar assignments including research and communications, project administration and procurement, experience working in the African capital markets environment, etc.. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “Procurement Framework for Bank Group Funded Operations,” dated October 2015, which is available on the Bank’s website at <http://www.afdb.org>.

The African Exchanges Linkage Project (AELP) is a co-initiative of the African Securities Exchanges Association (ASEA) and the African Development Bank (AfDB) aimed at enabling cross-border trading and settlement of securities across participating exchanges in Africa. The goal is to boost Pan-African investment flows, promote innovations that support diversification needs of investors in Africa, and help address the lack of depth and liquidity in Africa’s financial markets

The AELP will, in its initial phase, create linkages between seven African capital markets that represent about 85% of Africa’s market capitalization. The participating Exchanges are: i) Nigerian Stock Exchange (NiSE); ii) Nairobi Securities Exchange (NbSE); iii) Johannesburg Stock Exchange (JSE); iv) Casablanca Stock Exchange (CSE); v) Bourse Régionale des Valeurs Mobilières SA (BRVM); vi) Stock Exchange of Mauritius (SEM); and vii) The Egyptian Exchange (EGX).

3. Tasks and deliverables

The Project Assistant (PA) will provide essential support to the AELP Project Management Office towards the development and implementation of the AELP project management plan including timelines and costing, and in the execution, monitoring, controlling and closure of the AELP. He/she will be responsible for assisting in research, analysis and project communications and for administrative duties including

preparing project documentation, monitoring project schedule, coordinating project meetings, supporting recruitment of consultants, complying with funding requirements, supporting selection of and liaison with technology providers and other professionals, organizing workshops, managing communications with relevant stakeholders and other tasks to be determined in the project plan.

The PA will report to the Project Manager of the AELP and work closely with the ASEA Secretariat and AELP Technical, Legal, Commercial committees and any other entity recommended by the AELP Steering Committee.

The PA will be responsible for the following:

- Support the Project Manager in the administrative operations of the AELP.
- Assist in research into opportunities and constraints for AELP in the participating markets
- Design and administration of market-wide surveys.
- Support the Project Manager in the development and implementation of the AELP Communication Strategy.
- Assist in the monitoring and evaluation of the AELP project execution
- Assist in developing, implementing and monitoring risk matrix for the AELP
- Closely watch the project schedule, monitoring deadlines for each project task and reporting any potential delays.
- Identify potential issues or risks that could affect the progression of the AELP. Communicate findings with the Project Manager, and work to identify potential solutions
- Compile information repository of the Project
- Manage the contact centre for the AELP Project Management Office.
- Coordinate meetings of the AELP Steering Committee, working committees and technical teams, including taking minutes of the meetings.
- Support individual markets / Securities Exchanges in organizing capacity-building workshops across the AELP participating markets.

4. Consultant duration and place of work:

The duration of assignment is **12 months**, effective from the date of resumption and terminating not later than 28 February 2021. The Project Assistant will be based at the Project Management Office in Nairobi, Kenya.

The candidate will be asked to show proof of citizenship, residency or work authorization in the proposed country of employment, Kenya.

5. Consultant experience, qualifications and attributes

The PA is expected to have a strong working knowledge of project administration/governance, capital market experience, administrative and communication skills, and proficiency in the use of MS Office suite. Required competency and skills include:

- A minimum of three (3) years' work experience in the capital and financial markets with good knowledge of African markets.
- Demonstrated excellent skills and experience in management including administration and project management with ability to assist in project book-keeping and procurement compliance.

- Demonstrated excellent skills and experience in communications both writing and orally, in English; fluency in French is an added advantage. Demonstrated expertise in online communications an advantage.
- Demonstrated excellent skills and experience in research.
- Sound knowledge and experience of the operations of the financial services industry, the relevant laws and regulations guiding the industry.

Qualifications

- A Master's degree in Finance, Economics, Business or any related discipline.
- Project Management/Business Analysis qualifications and/or experience will be an added advantage.

Attributes

- An inquisitive, analytical and independent mind that drives him/her to ask the right questions, make impartial judgments and offer intelligent advice.
- Proficiency in the use of MS Office. Skills in websites, social media and email communications also desirable.

6. Interested consultants may obtain further information at the address below during office hours, between 8.30am and 5pm (East Africa Time).

7. Expressions of interest must be delivered to the address below (including soft copies by email) by **11 October, 2019** at 5.00pm (EAT) and mention "Project Assistant for the AELP".

Attn: ASEA Secretariat
 The Exchange, 55 Westlands Road,
 P O Box 43633, Nairobi 00100,
 Kenya
 Tel: +254 20 2831000
 Facsimile (fax): +254 20 2224200
 E-mail: jobs@african-exchanges.org

APPENDIX

**Terms of Reference:
CONSULTING SERVICE – INDIVIDUAL CONSULTANT
Project Assistant for African Exchanges Linkage Project**

Reference Information:	
Business Area: Securities Exchanges	Location: Nairobi, Kenya
Role: Project Assistant	

Start Date: As Soon As Possible
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African Exchanges Linkage Project Background
<p>The African Exchanges Linkage Project (AELP) is a co-initiative by the African Securities Exchanges Association (ASEA) and the African Development Bank (AfDB) aimed at enabling and facilitating trading and settlement of securities across participating exchanges in Africa. The goal is to boost Pan-African investment flows, promote innovations that support diversification needs of investors in Africa, and help address the lack of depth and liquidity in Africa's financial markets.</p> <p>The AELP will, in its initial phase create linkages between seven African capital markets that represent about 85% of Africa's market capitalization. The participating Exchanges are: i) Nigerian Stock Exchange (NSE); ii) Nairobi Securities Exchange (NSE); iii) Johannesburg Stock Exchange (JSE); iv) Casablanca Stock Exchange (CSE); v) Bourse Régionale des Valeurs Mobilières SA (BRVM); vi) Stock Exchange of Mauritius (SEM); and vii) The Egyptian Exchange (EGX).</p>

Job Description
JOB SUMMARY
<p>The Project Assistant (PA) will provide essential support to the AELP Project Management Office towards the development and implementation of the AELP project management plan including timelines and costing, and in the execution, monitoring, controlling and closure of the AELP. He/she will be responsible for assisting in research, analysis and project communications and for administrative duties including preparing project documentation, monitoring project schedule, coordinating project meetings, supporting recruitment of consultants, complying with funding requirements, supporting selection of and liaison with technology providers and other professionals, organizing workshops, managing communications with relevant stakeholders and other tasks to be determined in the project plan.</p> <p>The PA is expected to have working knowledge of project management/governance, excellent administrative and communication skills, proficiency in the use of MS Office suite, and capital market (or financial services) experience. The PA will report to the Project Manager of the AELP and work closely with the ASEA Secretariat and AELP Technical, Legal and Commercial committees.</p> <p>The duration of the contract is 12 months, terminating not later than 28 February 2021.</p> <p>The PA will work at the AELP Project Management Office which is in Nairobi, Kenya.</p>
RESPONSIBILITIES:

- Support the Project Manager in the administrative operations of the AELP.
- Assist in research into opportunities and constraints for AELP in the participating markets.
- Design and administration of market-wide surveys.
- Support the Project Manager in the development and implementation of the AELP Communication Strategy.
- Assist in the monitoring and evaluation of the AELP project execution.
- Assist in developing, implementing and monitoring risk matrix for the AELP.
- Closely watch the project schedule, monitoring deadlines for each project task and reporting any potential delays.
- Identify potential issues or risks that could affect the progression of the AELP. Communicate findings with the Project Manager, and work to identify potential solutions.
- Compile information repository of the Project.
- Manage the contact centre for the AELP Project Management Office.
- Coordinate meetings of AELP Steering Committee, working committees and technical teams including taking minutes of the meetings.
- Support individual markets / Securities Exchanges in organizing capacity-building workshops across the AELP participating markets.
- Any other business requested by the Project Manager or ASEA Secretariat.

Required Experience, Qualifications and Attributes

Experience

- A minimum of three (3) years' work experience in the capital and financial markets with good knowledge of African markets.
- Demonstrated excellent skills and experience in management including administration and project management with ability to assist in project book-keeping and procurement compliance.
- Demonstrated excellent skills and experience in communications both writing and orally, in English; fluency in French is an added advantage. Demonstrated expertise in online communications an advantage.
- Demonstrated excellent skills and experience in research.
- Sound knowledge and experience of the operations of the financial services industry, the relevant laws and regulations guiding the industry.

Qualifications

- A Master's degree in Finance, Economics, Business or any related discipline.
- Project Management/Business Analysis qualifications and/or experience will be an added advantage.

Attributes

- An inquisitive, analytical and independent mind that drives him/her to ask the right questions, make impartial judgments and offer intelligent advice.
- Proficiency in the use of MS Office. Skills in websites, social media and email communications also desirable.

Candidates will need to be authorized to work in Kenya, the proposed country of employment. ASEA will not provide support, including expenses, for candidates to relocate to Kenya.

Application process

The prospective Consultant should submit:

- (i) Curriculum Vitae
- (ii) Response to the Job Description indicating their suitability for the role

Interested consultants may obtain further information at the address below during office hours, between 8.30am and 5pm (East Africa Time).

Expressions of interest must be delivered to the address below (including soft copies by email) by **11 October 2019** at 5.00pm (EAT) and mention "Project Assistant for the AELP".

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