

Short-Term Consultant (STC): Regional Expansion Consultant at Shelter Afrique Development Bank (ShafDB)

Duration: 24 months

Duty Station: Nairobi, Kenya

Expected Start Date: 15 September 2025

Reporting to: Chief Business Officer

A. PROJECT BACKGROUND AND OBJECTIVES

Shelter Afrique Development Bank (ShafDB) is the only pan-African finance institution that exclusively supports affordable housing delivery and urban development in Africa.

A partnership of 44 African Governments, the African Development Bank (AfDB), and the Africa Reinsurance Corporation (Africa-Re), Shelter Afrique build strategic partnerships and offers a host of products and related services to support the efficient delivery of affordable housing and commercial real estate. As the Company for Housing and Habitat in Africa, our work has a direct and positive impact on the lives of many by meeting the needs of the continent's rapidly growing urban population.

In line with its 2023–2027 Corporate Strategy, ShafDB is undertaking on a regional expansion thrust to enhance its operational footprint, strategic partnerships, and effective project finance delivery across Africa.

To facilitate this process, the institution seeks to engage a Short-Term Consultant (STC) with strong expertise in regional development, market entry strategies, institutional representation, and stakeholder engagement to support the execution of this initiative.

B. SCOPE OF WORK

The consultant will be responsible for the following tasks:

1. Strategic Advisory Support

- Review and refine the regional expansion roadmap, including market entry strategies, implementation timelines, and risk mitigation frameworks.
- Advise on legal, institutional, and operational considerations for establishing regional offices or representation points.

2. Stakeholder Mapping & Engagement

- Identify and engage with key stakeholders (ministries, financial institutions, development partners, private sector) in target countries.
- Facilitate consultations and preliminary partnerships to support in-country presence and project pipeline development.

3. Institutional Setup Support

- Provide guidance on structuring country/regional offices, including staffing models, governance frameworks, and host country agreements.
- Develop briefing notes and terms for potential Memoranda of Understanding (MoUs) with host governments or regional partners.

4. Market & Country Analysis

- Conduct rapid assessments of housing and infrastructure investment climates at the selected target countries.

- Identify entry points for ShafDB interventions and recommend high-impact strategic partnerships.
- 5. Documentation & Reporting**
 - Prepare mission reports, policy briefs, concept notes, and progress updates on expansion-related activities.
- 6. Monitoring and Evaluation Framework**
 - Develop a comprehensive monitoring and evaluation (M&E) framework

C. REPORTING & TIMEFRAME

The assignment will commence in September 2025 and will last for a maximum of 24 months. The consultant will be reporting to the Chief Business Officer.

D. DELIVERABLES

1. Inception report and workplan.
2. Stakeholder mapping report and country engagement matrix.
3. Concept notes and MoU drafts for regional office establishment.
4. Rapid diagnostic reports for selected priority countries.
5. Monitoring and Evaluation Framework with KPIs for tracking project success
6. Final report summarizing outcomes, risks, and recommendations.

E. QUALIFICATIONS & EXPERIENCE

The consultant should have demonstrable experience in related activities as follows:

1. Advanced degree in public policy, development finance, urban planning, international relations, or a related field.
2. A minimum of 10 years of experience in regional development, institutional expansion, or multilateral operations
3. Strong understanding of Africa's housing and infrastructure financing landscape
4. Proven experience in stakeholder engagement, government negotiations, and project development.
5. Excellent analytical, communication, and report-writing skills.
6. Fluency in English required; working knowledge of French is a strong asset.
7. Willingness and ability to travel frequently and at short notice.

A detailed scope of work and deliverables on each of these areas will be agreed at the time of contracting.

F. SPECIAL TERMS AND CONDITIONS

All travel costs of the consultant will be restricted to economy class and will be covered by ShafDB.

All data and information received from ShafDB for the purposes of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference.

All intellectual property rights arising from the execution of these Terms of Reference are assigned to ShafDB. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of ShafDB.

G. DATES FOR RECEIPT OF APPLICATIONS/BIDS FOR CONSULTANCY

Completed proposals, respectively clearly marked and enclosed in separate emails, should be addressed to:

Procurement & Disposal Committee

SHELTER AFRIQUE

Shelter Afrique Centre – 5th Floor, Longonot Road,

Upper Hill, Nairobi

P.O. Box 41479-00100, GPO Nairobi, Kenya

E-mail; hr@shelterafrique.org