



VACANCY ANNOUNCEMENT

Position Title: Regional Representative (Business Origination) Consultant

Location: Southern, Central and North Africa

Contract Type: Individual Consultant

Languages Required: English; French is an added advantage

Expected Start Date: Immediate

Contract Duration: 36 months (Renewable)

A. PROJECT BACKGROUND AND OBJECTIVES

Shelter Afrique Development Bank (ShafDB) is the only pan-African development finance institution exclusively mandated to support affordable housing delivery and sustainable urban development across Africa. Owned by 44 African Governments, the African Development Bank (AfDB), and Africa Reinsurance Corporation, ShafDB provides financing, technical assistance, and advisory services aimed at strengthening housing ecosystems and addressing the housing needs of Africa's rapidly growing urban population.

As part of its 2023–2027 Corporate Strategy, ShafDB is undertaking regional expansion to deepen partnerships, strengthen operational presence, and enhance Business origination across Africa. To support this initiative, ShafDB seeks to engage highly experienced Short-Term Consultants (STC) to serve as Regional Representatives with strong expertise in housing, business origination, partnership building, resource mobilization, and institutional representation.

B. SCOPE OF WORK

The Individual consultant will be responsible for the following tasks:

1. Business Development

- Attend and participate at key regional Real Estate/Housing conferences.
- Expand and originate bankable affordable housing and urban infrastructure projects.
- Nurture relationships with customers.
- Conduct periodic market research

2. Partnerships & Resource Mobilization

- Strengthening partnerships with the Bank's identified in-country co-financiers

- Mobilize co-financing with DFIs, governments, private developers, and financiers.

3. Stakeholder Mapping & Engagement

- Identify and engage ministries, financial institutions, development partners, and private sector actors.
- Facilitate consultations and initiate partnerships that support in-country presence and pipeline development.
- Engage in member countries to identify opportunities, drive demand, and pitch ShafDB's value proposition.

4. Documentation & Reporting

- Prepare mission reports, policy briefs, concept notes, project summaries, and business development progress updates.

5. Monitoring & Evaluation

- Develop a comprehensive Monitoring & Evaluation (M&E) framework to track business development, partnerships, pipeline outcomes and portfolio management.

C. REPORTING & TIMEFRAME

The contract will be for a period of three (3) years, renewable based on performance and business needs.

The consultant will directly report to the Chief Business Officer, with flexibility for adjustments depending on operational needs.

D. DELIVERABLES

1. Business Origination

- Pipeline of bankable housing and urban infrastructure projects.
- Country-specific concept notes and/or term sheets.
- Project origination tracker (status, partners, timelines, financing needs).
- Quarterly market reports for countries within the region.

2. Partnerships & Resource Mobilization

- Partnership mapping matrix.
- Draft or signed MoUs, partnership frameworks, co-financing agreements, or expressions of interest.
- Resource mobilization proposals for blended finance or co-investment.

3. Stakeholder Mapping & Engagement

- Comprehensive stakeholder database per country.
- Engagement plans and consultation reports.

- Country opportunity briefs (policy, opportunities, investment gaps).
- Pipeline development roadmap linking stakeholders to potential projects.

4. Documentation & Reporting

- Mission reports and back-to-office reports.
- Policy briefs and technical advisories.
- Concept notes for projects or advisory initiatives.
- Monthly/quarterly business development progress reports.

5. Monitoring & Evaluation Framework

- Full M&E framework (indicators, baselines, targets).
- Performance dashboard.
- Reporting and data-collection tools.

E . QUALIFICATIONS & EXPERIENCE

- Master's degree in Economics, Finance, Business Administration, Urban Development, Public Policy, Development Studies, or related field.
- 10–15 years' progressive experience in business development, project origination, investment, or DFI-related roles.
- Demonstrated experience with DFIs, multilateral institutions, government agencies, and private sector partners.
- Proven ability to conduct market intelligence, sector diagnostics, and stakeholder mapping.
- Strong analytical and communication skills, including preparation of mission reports, policy briefs, and concept notes.
- Experience designing Monitoring & Evaluation (M&E) frameworks with indicators and log frames.
- Excellent interpersonal, negotiation, and coordination skills.
- Fluency in English required, (East and Southern Africa) French(North West, Central Africa) working knowledge Portuguese is an added advantage
- Willingness to travel frequently and on short notice.

F. SPECIAL TERMS AND CONDITIONS

- All consultant travel will be covered by ShafDB.
- All information obtained during the assignment is confidential and shall not be disclosed without prior written consent.
- All intellectual property arising from the assignment belongs to ShafDB.

G. DATES FOR RECEIPT OF APPLICATIONS / BIDS

Applications must be submitted no later than: January 7th 2026

CVs and application letters should be addressed to:

Human Capital
Shelter Afrique
Shelter Afrique Centre, 5th Floor, Longonot Road
Upper Hill, Nairobi
P.O. Box 41479-00100, Nairobi, Kenya
Email: hr@shelterafrique.org