

Title of the position: Short Term Consultant Advisory Services
Program: Advisory Services – Business Department
Recruiting Manager: Gibson Mapfidza, Chief Business Officer (Investment and Advisory Services)
Appointment Type: STC Consultant (Individual).
Location: Côte d’Ivoire – Abidjan

A. PROJECT BACKGROUND AND OBJECTIVES

Shelter Afrique Development Bank (ShafDB) is the only pan-African finance institution that exclusively supports the development of housing 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.

ShafDB delivers its value proposition in housing through four (4) business lines; Financial Institutions Group (FIG), Project Finance Group (PFG), Public and Private Partnership (PPP) & Sovereign Lending, and Fund Management Group (FMG). The role will support the advisory services where ShafDB will provide technical assistance to financial institutions, developers and public institutions by reviewing financial institutions strategy and business model, implementation as well as sector development and market creation in the housing value chain.

ShafDB would like to recruit a consultant to develop and deliver advisory services projects across its member countries and clients.

B. OBJECTIVE & KEY OUTPUTS

Under the supervision of the Head of Advisory Services within the Business Department, the STC will be responsible for developing, managing, and tracking advisory projects throughout the full project cycle from concept to completion ensuring timely implementation, quality, efficiency, and alignment with ShafDB’s strategic priorities.

1. BUSINESS DEVELOPMENT

- Identify and develop new advisory opportunities across member countries, engaging both public and private sector clients in the housing and urban development ecosystem.
- Conduct market intelligence and stakeholder mapping to identify emerging advisory opportunities and potential partnerships.
- Support pipeline development across the three advisory business lines (FIG, PFG, PPP) by identifying demand for institutional support, financial sector strengthening, and PPP structuring.
- Prepare concept notes, project documents, and business proposals in line with ShafDB advisory operational guidelines.
- Update and maintain project records in the Advisory Dashboard and one drive.

- Coordinate KYC/IDD processes, ensuring client due diligence and reviewed by the Enterprise Risk Management (ERM) team.
- Prepare and submit projects for approval and oversee the signing of legal agreements.
- Participate in country missions and client engagements to originate and structure new advisory assignments.
- Ensure alignment of proposed projects with ShafDB’s strategic objectives, country strategies, and corporate scorecard.

2. PORTFOLIO MANAGEMENT

- Manage the implementation of advisory projects throughout the project cycle from initiation, planning, execution, to closure.
- Establish project teams, define responsibilities, and oversee activity planning and budget management.
- Design targeted interventions to address gaps or challenges identified during client assessments.
- Ensure timely and high-quality delivery of project activities and outputs.
- Track project deliverables and update status in the Advisory Tracker.
- Prepare project progress reports, completion reports, and portfolio performance updates.
- Monitor risks, expenditures, and results frameworks, proposing corrective measures as needed.
- Support clients in implementing technical assistance related to housing finance, business model improvement, and market creation in the housing value chain.
- Ensure compliance with fiduciary, procurement, and environmental/social safeguards in project execution.

3. KNOWLEDGE MANAGEMENT

- Capture and document lessons learned, best practices, and case studies from advisory engagements.
- Develop knowledge products, presentations, and internal briefs to support learning and dissemination across teams.
- Maintain an up-to-date repository of advisory tools, templates, and methodologies.
- Contribute to ShafDB’s thought leadership through analytical inputs on housing market trends, policy innovations, and digital financial services.
- Coordinate knowledge-sharing events, training, and dissemination of advisory outputs to stakeholders.

4. OTHER SUPPORT TO THE BUSINESS DEPARTMENT

- Support the preparation of departmental work plans, portfolio reviews, and performance dashboards.
- Provide analytical and operational input for departmental reporting to management and the Board.
- Coordinate with cross-functional units (Legal, Finance, Procurement, and ERM) to ensure compliance with institutional standards.
- Contribute to the design of sector strategies, resource mobilization, and partnership development initiatives.
- Assist in the preparation of donor and stakeholder reports on advisory activities.

C. REPORTING & TIMEFRAME

The role is to be filled immediately. The consultant will report directly to the Head of Advisory Services, with a dotted reporting line to the Chief Business Officer. The contract will be for a period of three (3) years, renewable based on performance and business needs, and will cover multiple projects and countries.

D. QUALIFICATIONS & EXPERIENCE

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

- A. Graduate degree in Finance, Business Administration, Economics, International Development, or a related field, with at least five (5) years of relevant experience in the region, preferably working within the financial sector and in areas related to housing and urban development.
- B. Strong client relationship management skills, including the ability to develop and maintain mutually beneficial stakeholder relationships with senior management and key partners.
- C. Excellent interpersonal skills and a proven ability to work collaboratively in multidisciplinary teams; a proactive problem-solver with strong analytical capabilities and accountability.
- D. Strong numerical and analytical skills, including understanding of financial and portfolio indicators, budgeting, and financial projections.
- E. Exceptional organizational and communication skills, with the ability to represent ShafDB's work credibly at senior executive levels and across diverse stakeholder groups.
- F. Advanced proficiency in PowerPoint, Excel, Word, and OneDrive; strong report writing skills and the ability to analyze and synthesize large datasets into actionable insights. Familiarity with AI productivity and research tools (e.g., ChatGPT, Copilot, or equivalent) will be a distinct advantage.
- G. Ability to work effectively in a multi-disciplinary and multicultural environment, demonstrating independence, initiative, and strong delivery under tight deadlines.
- H. Fluency in English and French is required; knowledge of Portuguese and Spanish will be considered an asset.
- I. Proficiency in relevant research and data tools, such as Factiva, IBM, MIX, Bloomberg, EIU, World Bank Group databases, and advanced Google research techniques.
- J. Willingness and ability to travel frequently, including at short notice, across ShafDB member countries.

E. 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.

F. SUBMISSION OF PROPOSAL

The Consultants are encouraged to submit the Resume and Cover Letter for the position to the address below:

Shelter-Afrique Centre – 5th Floor
Longonot Road, Upper Hill, Nairobi
P.O. Box 41479-00100, GPO Nairobi, Kenya
Tel : +254 20 4978000
E-mail: hr@shelterafrique.org