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TA-6881 REG: Preparing Nonsovereign Operations in the Pacific - Transaction Preparation and Processing Consultant (E-055322-001)

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Date Published: **15-Oct-2026** Deadline of Submitting EOI: **28-Oct-2026 11:59 PM Manila local time**

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Terms of Reference (Individual Consultant)

Expertise	Transaction Preparation and Processing Consultant	Consultant Source	International
Expertise Group	Finance and Investment	TOR Keywords	Project Transaction Preparation and Processing

Objective and Purpose of the Assignment

TA6881-REG co-finances feasibility and market studies to support nonsovereign operations of ADB's Private Sector Operations Department (PSOD) in Pacific developing member countries (DMC). The TA co-finances alongside project sponsors on a reimbursable basis, project feasibility studies to assess and confirm they are viable opportunities for PSOD and prepare market studies to assess risks and opportunities in sectors that can potentially promote further private sector growth in the region.

One of the four priority target sectors of the TA, agriculture (including fisheries) and agricultural processing and related industries is a major industry sector across the Pacific. Encouraging the development of the agribusiness sector is an important aspect of ADB's private sector development work in the Pacific under ADB's Food Systems Transition Ambition.

PSOD's Agribusiness Investment Team (AIT) identifies, structures, and finances agribusiness projects supporting food security, food safety, local value addition, rural development, gender inclusion, reduced pollution, climate change mitigation, and climate change adaptation. It also works with agribusiness sponsors with strong technical and financial capabilities to ensure a successful implementation of the investment projects. AIT requires the services of a Transaction Preparation and Processing Consultant to support the preparation and processing of nonsovereign investments, including project documentation, financial and commercial analysis, due diligence coordination, and support to PSOD teams in taking investments through internal approval processes.

Scope of Work

The Transaction Preparation and Processing Consultant will work closely with PSOD-AIT staff in Manila and will undertake the following: (i) support clients in the development of bankable agribusiness projects, including preparing concept papers, feasibility and market studies' terms of reference, supplying documents for ADB due diligence, and supporting negotiations; (ii) engage external advisors (e. g., technical, legal, commercial, gender, environment and social safeguards) to structure an investment; and (iii) contribute in the identification of longer-term investment opportunities and in the development of PSOD strategies in the agribusiness sector in the region. The Transaction Preparation and Processing Consultant will contribute to PSOD-AIT's ambition of closing at least one Pacific investment a year.

The Transaction Preparation and Processing Consultant's place of assignment will either be in Sydney, Australia or in one of ADB's Pacific DMCs. The consultant will jointly report to PARD's Senior Private Sector Development Officer and AIT's focal for PARD region.

Detailed Tasks and/or Expected Output

Timesheet: The assignment will be intermittent for 200 working days for the first year and open to extension subject to availability of funds and requirement for the services for the second year. The role will be responsible for the following tasks:

A. Transaction Processing

1. Assist AIT team in preparing pre-concept/concept review memoranda, TA/RRP papers, FRM, FAST reports and other transaction documentation;
2. Lead and/or participate in meetings with clients for project due diligence together with AIT staff;
3. Manage necessary due diligence including short-term consultants' engagement, prepare valuation analysis and financial modelling, conduct risk analysis and propose mitigation strategies using de-risking products for the structuring of equity investments, loans, and other forms of ADB assistance to the agribusiness sector.
4. Support or lead internal approval processes including interface with safeguards, credit, integrity, legal and other teams, Investment Committee and ADB Board.
5. With the support of legal counsels, contribute to the conclusion of appropriate legal documentation in line with approvals.
6. Participate in negotiation of loan, guarantee, and equity documentation together with ADB staff, closing at least one Pacific investment project a year;

B. Knowledge Sharing

7. Contribute and actively participate in TA knowledge events, policy roundtable discussions, etc. required under AIT's joint workplan;
8. Work closely with resident missions, Sectors Group, PSOD, and OMDP on the agribusiness aspects of private sector assessment/diagnostics, and lead the development and implementation of clear and actionable PSD strategies in the agribusiness sector aligned with country partnership strategies; and
9. Develop knowledge case study products on lessons learned from supported transactions.

Minimum Qualification Requirements

The Transaction Preparation and Processing Consultant should have the following qualifications:

- University degree in Business Administration, Finance, Economics, or related fields, preferably at post-graduate level or equivalent;
- At least 7 years of relevant professional experience in corporate and project lending, investment banking, advisory, private equity, or development finance institutions, leading direct cross-border debt or equity transactions – exposure to the food and agribusiness sector and/or the Pacific region is considered an asset.
- Excellent financial analysis, equity valuation, corporate and project finance, and other core banking and investment skills.
- Excellent analytical, written and verbal communication skills in English and ability to communicate effectively to management.

Minimum General Experience 7 Years

Minimum Specific Experience (relevant to assignment) 7 Years

Regional/Country Experience ☐ Required ☒ Desired ☐ Not Required

Deliverables

Details	Name	Type	Estimated Submission Date
▶	Pre-Concept/Concept Review Memoranda drafted	Report	31-Mar-2027
▶	Due diligence report on AIT projects prepared with ADB staff	Report	30-Jun-2027
▶	Draft Final Review documents (FRM, Fast Report, RRP, TA reports, etc.)	Report	31-Dec-2027
▶	Case Study Report on summary of activities, lessons learned and recommendations for action	Final Report	31-Dec-2027

Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type ☐ Continuous ☒ Intermittent

Max. Working Days/Week Home Office 5 Field 6

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
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Home Office, Other	75	01-Jan-2027	31-May-2027	
Regional, Other	35	01-Jun-2027	15-Jul-2027	Pacific DMCs to be identified
Home Office, Other	90	16-Jul-2027	31-Dec-2027	
Total	200			

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