



REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICE – INDIVIDUAL CONSULTANTS)

CONSULTANCY SERVICES FOR ADMINISTRATIVE ASSISTANT – INSTITUTIONAL SUPPORT PROJECT (ISP) TO THE AfCFTA SECRETARIAT FOR AN EFFECTIVE AfCFTA IMPLEMENTATION (PHASE II)

SECTOR	REGIONAL
PROJECT ID	P-Z1-KF0-073
GRANT NO.	2100155041679

1. The AfCFTA Secretariat has received a grant of UA8.2 million from the African Development Bank (AfDB) toward the cost of the Institutional Support Project (ISP) to the AfCFTA Secretariat and intends to apply part of the proceeds for recruitment of an administrative assistant (individual consultant) to the ISP of the AfCFTA Secretariat.
2. The objective of the assignment is to provide administrative support in the coordination of Project-related activities. The Administrative Assistant will work with others in the AfCFTA Secretariat; and the PIU in expediting the on-going administrative activities in an effective and efficient manner and completing the activities within the agreed due dates. The scope of work includes: handling incoming and outgoing telephone-calls, establishing and updating the agenda and electronic mail address book, drafting mails and documents in conformity with administrative instructions, filing and archiving of documentation in various hard copy and electronic systems, arranging travel, itineraries, visas and process travel expenses in compliance with AfCFTA Secretariat and the Bank's policies and procedures, among others.
3. The main objective of the ISP – Phase II is to enhance sustainable intra-Africa trade and State Parties' share of intra-Africa trade by scaling up the effective implementation of the AfCFTA. The Project will enable the AfCFTA Secretariat, the



State Parties and the Regional Economic Communities (RECs), to streamline and embed national and regional trade policy-related initiatives and move the African trade integration agenda forward, through the effective implementation of the AfCFTA.

4. The Project, which is for a 3-year period (2022 – 2025), builds on the ISP – Phase I that focused on the establishment of the AfCFTA Secretariat and rolling out of AfCFTA implementation programmes/tools and enhancing stakeholder awareness about the AfCFTA. The ISP – Phase II is structured around three components:

- a. Institutional Strengthening of the AfCFTA Secretariat;
- b. Support for Private Sector in the implementation of the AfCFTA; and
- c. Support development of regional and continental value chains to boost intra-Africa trade.

5. The corresponding performance indicators are:

- a. enhanced institutional capacity of AfCFTA Secretariat to manage the AfCFTA implementation;
- b. increased trade by the private sector under the AfCFTA trade preferences; and
- c. increased contribution of industrial manufacturing in intra-Africa trade under the AfCFTA.

6. The AfCFTA Secretariat, established as a unique Pan African body, is charged with administering, facilitating and monitoring the implementation of the AfCFTA Agreement. At the core is the implementation of the *Agreement Establishing the AfCFTA*, negotiated, signed and ratified by the State Parties. The goal is to ensure that trade is conducted smoothly, predictably and as freely as possible across the continent. Trading under the AfCFTA regime kicked off on 1 January 2021. The Republic of Ghana won the bid to host the AfCFTA Permanent Secretariat in her Capital City, Accra while the 33rd Ordinary Summit of the African Union held on 9 and 10 February 2020, elected the first Secretary General.

7. The Secretariat has established a Project Implementation Unit (PIU) to manage the day-to-day tasks related to the ISP – Phase II Project. The Project implementation has a number of tasks that require administrative functions and



support for the successful implementation of the AfCFTA. It is against this background that the AfCFTA Secretariat would like to engage the services of an **Administrative Assistant** to support the implementation of the Project.

8. The AfCFTA Secretariat now invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).
9. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "**Rules and Procedures for the use of Consultants**" dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.
10. Interested consultants may obtain further information at the address below during office hours (0900 – 1700 HRS GMT).
11. Expressions of interest must be delivered to the address below by 1700 HRS GMT on October 4, 2022 and mention "**Administrative Assistant**".

The Project Coordinator
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AfCFTA Secretariat
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