



## REQUEST FOR EXPRESSIONS OF INTEREST

### (CONSULTING SERVICE – INDIVIDUAL CONSULTANTS)

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

<b>SECTOR</b>	<b>REGIONAL</b>
<b>PROJECT ID</b>	<b>P-Z1-KF0-073</b>
<b>GRANT NO.</b>	<b>2100155041679</b>

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 the recruitment of a Senior Records Assistant (individual consultant) to the ISP of the AfCFTA Secretariat.
2. The objective of the assignment is to coordinate records keeping of Project-related activities and other activities at the AfCFTA Secretariat. The Consultant will work with others in the AfCFTA Secretariat; and the PIU in expediting the on-going record-keeping activities in an effective and efficient manner and completing the activities within the agreed due dates.
3. Scope of work to include receiving, registering, processing and forwarding incoming and out-going mail/correspondence to relevant addressee, scan and digitize in-coming mail and records, sort, organize, maintain, store and retrieve office records accurately, creating and ensuring appropriate records electronically classification, ensuring records categorization according to the File Plan, filing all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody, amongst others.



4. 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.
5. 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.
6. 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.
7. 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 33<sup>rd</sup> Ordinary Summit of the African Union held on 9 and 10 February 2020, elected the first Secretary General.



8. The Secretariat has established a Project Implementation Unit (PIU) to manage the day-to-day tasks related to the ISP-Phase II Project. Proper documentation (electronic and physical formats) of Project-related activities, correspondences, outputs and Project records are essential in accounting for grant use and communicating with the Project stakeholders. As such, the AfCFTA Secretariat seeks to engage the services of a **Senior Records Assistant** to support the operations of the PIU on the Project implementation.
9. The AfCFTA Secretariat now invites eligible 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.).
10. 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>.
11. Interested consultants may obtain further information at the address below during office hours (0900 – 1700 HRS GMT).
12. Expressions of interest must be delivered to the address below by 1700 HRS GMT on October 4, 2022 and mention "**Senior Record Assistant**".

**The Project Coordinator**  
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**AfCFTA Secretariat**  
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