



AFRICAN DEVELOPMENT BANK GROUP



## SPECIFIC PROCUREMENT NOTICE (SPN)

### AFRICAN CONTINENTAL FREE TRADE AREA (AfCFTA) SECRETARIAT

#### REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

#### RECRUITMENT OF INDIVIDUAL CONSULTANTS FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT AND RECORDS ASSISTANT FOR THE INSTITUTIONAL SUPPORT PROJECT TO THE AfCFTA SECRETARIAT FOR AN EFFECTIVE AfCFTA IMPLEMENTATION (ISP-PHASE II)

**COUNTRIES** : Multinational - African Union Member Countries  
**NAME OF PROJECT:** Institutional Support Project to the AfCFTA Secretariat  
for an Effective AfCFTA Implementation (Phase II)  
**SECTOR** : Regional  
**PROJECT ID NO.** : P-Z1-KF0-073  
**GRANT NO.** : 2100155041679

The **African Continental Free Trade Area (AfCFTA) Secretariat** has received financing from the African Development Fund in the form of a “Grant” toward the cost of the **Institutional Support Project to the AfCFTA Secretariat for an Effective AfCFTA Implementation (ISP-Phase II)** and intends to apply part of the agreed amount of this grant to cover eligible long-term staff cost.

The consulting services (“the Services”) include:

Item	Description	Contract Number/IFB Nos.
1.	Consultancy Services for the Recruitment of an Administrative Assistant	GHA/AfDB/AfCFTA/SERV/ICS/06/2024
2.	Consultancy Services for the Recruitment of a Records Assistant	GHA/AfDB/AfCFTA/SERV/ICS/07/2024

- **Express interest only in area of expertise.**

The principal objectives of the **ISP-Phase II** are to enhance sustainable intra-Africa trade and African Union Member States’ share of intra-Africa trade by scaling up the effective implementation of the AfCFTA. The Project will enable the AfCFTA Secretariat and RMCs (with particular focus on transition countries), to streamline and embed national and regional trade policy-related initiatives and move forward the African trade integration agenda through the effective implementation of the AfCFTA.

The Project includes the following components: (a) Strengthening governance and institutional frameworks for effective AfCFTA implementation; (b) Enhancing inclusive participation of Micro, Small, and Medium-sized Enterprises (MSMEs) and informal cross border traders in AfCFTA implementation and (c) Enhancing private sector competitiveness through development of inclusive and pro-green growth regional and continental value chains to contribute to industrial development and boost intra-Africa trade.

The **AfCFTA Secretariat** now invites eligible Individual Consultants to indicate their interest in providing these services. Interested Individual consultants must provide information indicating that they are qualified to perform the required services (CV, description of similar assignments, experience in similar conditions, availability, etc.).

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**" October 2015, which is available on the Bank's website at [www.afdb.org](http://www.afdb.org).

Interested eligible individual consultants may obtain further information at the address below during office hours from 9:00 a.m. to 4:30 p.m. Monday through Friday (excluding public holidays) [afdbisp2@au-afcfta.org](mailto:afdbisp2@au-afcfta.org).

Expressions of interest must be delivered to the address below in person, or by e-mail and clearly marked AfCFTA ISP Phase II (*insert name of position applied for, with reference Number*) on or before **September 19, 2024**. **If you do not hear from us Three (3) weeks after the deadline, please consider your application as unsuccessful.**

**Attn:** The Project Coordinator  
ISP Phase II for an Effective AfCFTA Implementation  
AfCFTA Secretariat  
Africa Trade House  
Ambassadorial Enclave  
Liberia Road, Accra, Ghana  
**Digital Address:** GA 077 0585  
**Tel:** (+233) 596-921-130 **Ext:** 1552  
**Email:** [afdbisp2@au-afcfta.org](mailto:afdbisp2@au-afcfta.org).