



Terms of Reference (ToR)

National Level Consultant to Assist State Parties in Establishing and Operationalizing National Implementation Committees

General Information

Project Name:	African Union Commission for Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063
Project ID:	180117
Consultancy Name:	Consulting Services for Programme Specialist for the National Implementation Committees
Procurement Reference:	ET-AFCFTA-485038-CS-INDV
Type of Contract:	Individual Consultant Selection
Reporting to:	Director, Institutional Matters
Duration of Assignment:	One Hundred and Eighty (120) Calendar Days

1. Introduction

- 1.1. The AfCFTA Secretariat has received financing from the World Bank toward the cost of the Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 project for the effective implementation of the African Continental Free Trade Area (AfCFTA) Agreement. The Secretariat intends to apply part of the proceeds for consulting services.
- 1.2. This request for the expression of interest is prepared to engage an Individual Consultant for a consultancy as Programme Specialist to support the work of the AfCFTA National Implementation National Offices (on needs basis).

2. Background

- 2.1. The AfCFTA Secretariat has received a Grant to finance the Institutional Support Project for the effective implementation of the AfCFTA. The AfCFTA Secretariat is a pan-African organisation legally established and mandated to implement the AfCFTA Agreement, whose main objective is to create a single continental market for goods and services so to deepen the economic integration of the African continent, in accordance with the Pan African Vision of “An integrated, prosperous and peaceful Africa” enshrined in Agenda 2063.

- 2.2. The AfCFTA Secretariat serves as the central institution responsible for the implementation of the AfCFTA Agreement and its related protocols. Its core functions encompass the facilitation of seamless, predictable, and liberalized trade among State Parties across the African continent through the implementation of dedicated support programmes.

3. Context

- 3.1. Adopted by the Heads of State and Government of the African Union during their Extraordinary Summit that was held in Kigali, Rwanda in March 2018, the AfCFTA Agreement came into force on the 30 May 2019 and was launched during the Extraordinary Summit that was held in Niamey, Niger on the 7 July 2019. Trading under the AfCFTA regime started on 1 January 2021. The Republic of Ghana won the bid to host the AfCFTA Permanent Secretariat in her Capital City, Accra. The 33rd Ordinary Summit of the African Union held on 9 and 10 February 2020, elected the first Secretary General.

4. Objectives of the project

- 4.1. The key objective of the BIASHARA is to support the effective implementation of the AfCFTA and to facilitate the rollout of the preliminary implementation programmes, all of which will further support to the creation of a single continental Free Trade Area and contribute to Africa's socioeconomic transformation.

5. The Assignment

- 5.1. The main objective of this assignment is to provide support to the AfCFTA Secretariat in ensuring national level preparedness for implementation of the Agreement and support the operationalization of AfCFTA National Implementation Committees.

6. Scope of Work

- 6.1. Support State Parties in setting up AfCFTA National Implementation Committees on needs basis.
- 6.2. The consultant is expected to:
- a. Conduct capacity assessment workshops to enhance knowledge of key stakeholders on the AfCFTA implementation processes at national level.
 - b. Conduct research and monitor the setup of AfCFTA national implementation offices.
 - c. carefully review the various Protocols and provisions under the AfCFTA Agreement to identify all the information/data required to be able to monitor and assess progress towards their implementation.

- d. Build a well-organized repository of information/data relative to the various Protocols and provisions under the AfCFTA Agreement as well as any commitments made by member States in relation to AfCFTA implementation,
- e. Such other related activities.

7. Reporting

The consultants will report to the Director, Institutional Matters of the AfCFTA Secretariat.

8. Duration

8.1. The Consultancy service shall work for 120 days.

9. Qualifications

9.1. Applicants shall have the following qualifications:

- a. University Bachelor's degree in Economics, Statistics, Social Sciences, Project Management, Business Administration, or other relevant fields.
- b. Five years of experience in the field of socio-economic development, in Governments or International Organizations.
- c. Experience in conducting capacity assessment workshops to enhance knowledge of key stakeholder's implementation processes at national level.
- d. Experience in conducting research and monitor the setup of national implementation offices.
- e. Experience in careful review of the various Protocols and provisions under the AfCFTA Agreement to identify all the information/data required to be able to monitor and assess progress towards their implementation
- f. Working knowledge of English and French. Knowledge of any of the other languages is desirable.
- g. The candidate must be a citizen of any of the African Union members.

10. Technical approach and methodology

The applicant is required to prepare and submit a clear, but detailed, technical proposal describing the approach and methodology to be followed for the delivery of the assignment, demonstrating its full understanding, and outlining a work plan, with objectives, activities, deliverables and outputs relevant to the assignment.

11. Evaluation and Qualification Criteria

11.1. Interested individuals must provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV and testimonials in form

of contracts or reference letters or completion of service certificates as proof of similar assignments).

- 11.2. Shortlisted consultants will be evaluated on the following criteria based on the information provided in their CV, copies of certificates, testimonials and technical proposal.

#	Qualifying Criteria	Points
1	General Education, Qualification and Relevant Training. Consultant to indicate the name and type of degree obtained, the year of the degree and must attach copies of certificates to support qualification. <ul style="list-style-type: none"> • Relevance, including certification – 15% • Attached certificates – 5% 	20
2.	Relevant Experience <ul style="list-style-type: none"> • Professional Experience for at least five (5) years – 15% • Experience in conducting capacity assessment workshops to enhance knowledge of key stakeholder's implementation processes at national level – 15%. • Experience in conducting research and monitor the setup of national implementation offices – 10%. • Experience in careful review of the various Protocols and provisions under the AfCFTA Agreement to identify all the information/data required to be able to monitor and assess progress towards their implementation – 10%. 	50
3.	Technical Approach and Methodology: <ul style="list-style-type: none"> • Demonstrated understanding of the assigning (6%) • Work plan (6%) • Objectives (6%) • Activities (6%) • Deliverables (6%) 	30
TOTAL		100

- 11.3. The minimum technical qualification is 80%. The consultants meeting the minimum technical qualification will be ranked and the first on the list will be invited for negotiation and subsequently be selected for the assignment if his/her fee rate is within the budget.