



Terms of Reference (TOR)

General Information:

Project Name:	African Union Commission for Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063
Project ID:	180117
Description of Assignment:	Intellectual Property Rights (IPR) Expert
Procurement Reference :	ET-AFCFTA-485015-CS-INDV
Type of Contract:	Individual Consultant Selection
Reporting to:	Head of Division – Intellectual Property Rights
Duration of Assignment:	12 Months

1. Introduction

- 1.1. The African Continental Free Trade Area (AfCFTA) Secretariat has received funding from the World Bank (WB) for the Building Institutions and Systems to realise Agenda 2063 Project (BIASHARA). This project aims to support the effective implementation of the AfCFTA Agreement, and the Secretariat intends to use a portion of these funds for consulting services.
- 1.2. This request for the expression of interest seeks to engage an Individual Consultant as an Intellectual Property Rights (IPR) Expert under the auspices of the World Bank technical assistance Grant for the AfCFTA Secretariat. The IPR Expert will support the effective implementation of the AfCFTA Agreement and the rollout of related implementation programmes.

2. Background

- 2.1. The AfCFTA Secretariat is established as a unique Pan-African body in charge of administering, facilitating, and monitoring the implementation of the AfCFTA Agreement. The core of its mandate lies in the implementation of the *Agreement establishing the AfCFTA*, which has been negotiated, signed and ratified by the State Parties. The goal is to ensure that trade is conducted smoothly, predictably and, as free as possible across the continent.

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. It 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 was selected as the host nation for the AfCFTA Permanent Secretariat, located in her Capital City, Accra. The 33rd Ordinary Summit of the African Union held on 9 and 10 February 2020, marked the election of the first Secretary General.

4. Goal and Specific Objective of the Project

- 4.1. The primary goal of the BIASHARA project is to support the effective implementation of the AfCFTA Agreement. The AfCFTA Secretariat has the responsibility to coordinate this implementation as well as monitoring and evaluate its progress. The BISHARA project aims to support the effective implementation of the AfCFTA and to facilitate the rollout of the initial implementation programmes. Ultimately, these efforts will contribute to establishing a unified continental Free Trade Area and fostering Africa's socioeconomic transformation.

5. The Objective of Assignment

- 5.1. The Intellectual property rights (IPR) play a crucial role in the context of the AfCFTA. By protecting intellectual assets, IPRs enable businesses to commercialize their innovations and expand their operations within the AfCFTA's single market. This protection allows companies to reach a wider customer base within the continent. The AfCFTA Secretariat would like to engage the services of an IPR Expert to support the day-to-day work and activities of the IPR Division at the Secretariat.

6. Scope of Work

- 6.1. The principal scope of work is to facilitate and provide support the day-to-day activities of the IPR Division of the AfCFTA Secretariat. The specific purpose of the consultant's work is to: support the smooth execution of the Division's activities, provide appropriate support to delegations from State Parties, Non-State Parties, partners and other stakeholders; develop concept notes for IPR activities and ensure the provision of supporting documentation and the required logistics for the AfCFTA meetings and conferences/seminars/fora/webinars.
- 6.2. The consultant is expected to:
- Support the day-to-day technical and administrative activities of the Division, adhering to the adopted workplan and as instructed by the Head of the Division.

- Support and organise AfCFTA IPR technical meetings and other activities as outlined in the agreed workplan for the Division.
- Prepare presentations, speeches and speaking notes on various issues relating to IPR;
- Contribute to research work on IPR, ensuring the timely and appropriate dissemination of research findings.
- Participate in the Division's technical assistance and capacity building activities.
- Prepare meeting reports and quarterly reports on IPR, strictly adhering to established deadlines for these submissions.
- Provide relevant and required documentation for AfCFTA State representatives participating in technical meetings on IPR.
- Undertake any other tasks as directed by the Head of Division, IPR.

7. Reporting

This will be a full-time Consultancy position. Throughout this assignment, the consultant will report directly to the Head of Division, IPR.

8 Schedule of Payment

Payment shall be made monthly upon receipt of timesheet and progress report.

8. Duration

8.1. The Consultancy service shall run for 12 months, starting in August 2025.

9. Qualifications and Experience

9.1. The consultants shall have the following qualifications:

a. Minimum

- Master's degree in International Trade, Economics, International Relations, Policy and Development, International Law and any other relevant areas from an internationally recognised University,
- Eight (8) years of professional work experience with continental, regional, and/or national level, focusing on trade and/or IPR issues;

b. Specific Professional Experience

- Understanding of Africa's regional integration agenda and key AfCFTA issues.
- Knowledge of trade and/or IPR;
- Good interpersonal/teamwork skills;
- Computer literacy with a working knowledge of common computer applications and systems;
- Good drafting, reporting, communication and presentation skills;

- Ability to liaise with a diverse range of people and stakeholders; and
- Proficiency in one of the African Union working languages (Arabic, English, French, Portuguese, Spanish or Swahili). Knowledge of one or several other working languages would be an added advantage.

10. Assignment technical approach and methodology

The consultant is required to prepare and submit a clear and simple but detailed technical approach and methodology demonstrating his/her understanding of the assignment and outlining a work plan, objectives, activities, deliverables and output relevant to the assignment.

11. Evaluation and Qualification Criteria

- 11.1. The evaluation criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the World Bank Procurement Regulations for the Selection of Individual Consultants. Interest expressed by a consultant does not imply any obligation on the part of the AfCFTA secretariat to include him/her in the shortlist. Interested individuals should 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 and technical approach and methodology). The consultants on the shortlist will be evaluated on the following criteria, based on the information provided in their CV, attachments and technical proposal.

#	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. • Relevance – 20% • Attached certificates – 10%	30%
2.	Experience and Technical Expertise • Master's degree in International Trade, Economics, International Relations, Policy and Development, International Law and any other relevant areas from an internationally recognised University is required. (20%) • Eight (8) years of professional work experience with continental, regional, and/or national policymaking on relevant trade and/ or IPR issues. (20%) • Demonstrated working knowledge of common computer applications and systems. (10%) • Demonstrated experience working with a diverse range of people and stakeholders. (10%)	60%

3.	Language: (One AU language = 5; Two AU languages or more; = 10)	10%
	Total	100%

11.2. The minimum technical qualification is 80%. Consultants scoring above the threshold will be ranked and the highest-ranked candidate will be selected based on successful negotiation.

12. Important note: this opportunity is reserved and preferred for ONLY nationals of the Africa Union member states/state parties.