



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 2063 project for the effective implementation of the African Continental Free Trade Area (AfCFTA) Agreement and 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 for the Services of 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. Having been 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 principal objective of this project is to: support the effective implementation of the AfCFTA Agreement. The AfCFTA Secretariat has the responsibility to coordinate the implementation of the AfCFTA Agreement and to undertake monitoring and evaluation of implementation progress. 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 programme has many aspects and requirements which are key for the successful implementation of the AfCFTA. 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 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.

8. Duration

8.1. The Consultancy service shall work for 120 calendar days.

9. Qualifications

9.1. The consultants 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. Working knowledge of English and French. Knowledge of any of the other languages is desirable.
- d. Candidate must be a citizen of any of the African Union members.

10. Evaluation and Qualification Criteria

- 10.1. 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).
- 10.2. Shortlisted consultants will be evaluated on the following criteria based on the information provided in their CV, copies of certificates and testimonials.

#	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. • Relevance, including certification – 5 points • Attached certificates – 5 points	10
2.	Relevant Experience • Professional Experience for at least five (5) years – 10 points • Experience in conducting capacity assessment workshops to enhance knowledge of key stakeholder's implementation processes at national level – 10 points • Experience in conducting research and monitor the setup of national implementation offices – 10 points • 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 points	40
3.	Oral Interviews The candidates will be required to demonstrate their approach, planning and understanding of the role - 50 points	50
TOTAL		100

10.3. The minimum pre-interview (shortlisting) score is 80%. Only candidates meeting the minimum shortlisting scores will be invited for the oral interviews. The first ranked candidate during the interview will be invited for negotiation and subsequently be selected for the assignment if his/her fee rate is within the budget.