



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### GENERAL INFORMATION

**Services/Work Description:** Recruitment of Consultant to support the organization of the AUC's 11<sup>th</sup> African Private Sector Forum

**Project/Program Title:** African Union Commission's 11<sup>th</sup> African Private Sector Forum

**Duty Station:** Addis Ababa

**Type of the Contract:** International Consultancy

**Duration:** 6 months

**Expected Start Date:** 22<sup>nd</sup> July 2019

### I. BACKGROUND / RATIONALE

The African Member States, through the African Union, adopted a strategic framework – known as Agenda 2063 – that outlines their socio-economic vision and aspirations over the next several decades, and has been designed in alignment with the Sustainable Development Goals (SDGs) and its Agenda 2030 adopted internationally.

Chief among its priorities is the need to structurally and productively transform African economies, develop and industrialize them accordingly. Under the leadership of the African Union Commission, the productivity agenda is being pushed, particularly through development of natural resources and promotion of pan-African enterprises. The advancement of this agenda, would, among others, strengthen the competitiveness of the continent's economy in the global economy and address a number of challenges, including decent employment creation and the fight against poverty, which are closely linked.

It is against this background that the African Union Commission, in partnership with the United Nations Office for South-South Cooperation - Africa (UNOSSC-Africa ) and the Organisation Internationale de la Francophonie (OIF), plans to organize the 11th edition of the "African Private Sector Forum" from November 6 to 8, 2019 in Antananarivo, Madagascar, under the theme of "Transforming African economies through the mobilization of African private sector and the capitalization of experiences from other parts of the world".

To lay the groundwork of the eleventh African Private Sector Forum, the AUC, with the support of the UNOSSC-Africa, is therefore, looking for a suitable individual **international consultant**.

#### I. Objective of the Assignment

The objective of the Assignment is to coordinate and facilitate the organisation of a successful Forum, in line with the background documents that have been developed by the Secretariat of the Forum (concept note, agenda, etc.).

### II. SCOPE OF THE WORK

The Consultant is expected to undertake this assignment through desktop study, telephone interviews, conference calls, and where possible face to face meetings. Specific tasks include:

1. Liaise between the AUC, the AUC partners and the international stakeholders for the preparation and running of the 11<sup>th</sup> African Private Sector Forum;
2. Participate actively in mobilizing international participants and support;



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

3. Initiate and manage international sponsorship requests, including developing several package offers suiting different budgets and visibility, and discussing with potential Forum partners;
4. In collaboration with the AUC and partners, develop background and organisational documents;
5. In collaboration with the national consultant, AUC, UN and OIF's partnership and communication divisions, develop sponsorship and communication materials ;
6. Ensure the realization of the different activities outlined in the Forum roadmap, in coordination and validation with the AUC ;
7. Coordinate activities and tasks between the AUC and the AUC partners;
8. Coordinate activities and tasks with a South-South and triangular cooperation component ;
9. Coordinate with the national consultant on any matter related to the preparation of the Forum and dealing with the AUC and its partners ;
10. Coordinate and support the secretariat's work in general and with Portuguese- and Spanish-speaking African countries;
11. Engage with African Portuguese and Spanish participants and ensure the translation of documents in Portuguese and Spanish.

### III. EXPECTED OUTPUTS / DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(Indicate designation of person/Unit who will review output and confirm acceptance)</i>
1	Weekly progress report on the preparation of the Forum;		AUC Department of Economic Affairs
2	Documents and other reports requested by the AUC and AUC partners (this includes financial and substantive reporting);		AUC Department of Economic Affairs
3	Final report with SSC elements to be submitted to the UNOSSC		AUC Department of Economic Affairs
4	Final report of the Forum to be submitted to the AUC.		



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UN will be the contracting agency. The assignment will be carried out under the oversight of the UN Office for South-South Cooperation and the African Union Commission.

- a. The consultant will be directly responsible to, report to, seek approval of output from the AUC Department of Economic Affairs and the UNOSSC-Africa Regional Chief
- b. The frequency of reporting will be based on the deliverables-
  - 1) Weekly progress reports
  - 2) Preparation of reports and documents on request from the AUC and other partners
  - 3) Final report of whole exercise
- c. The Consultant will be expected to liaise with the AUC Department of Economic Affairs and UNOSSC-Africa team while performing the work
- d. The AUC Department of Economic Affairs and the UNOSSC-Africa team will work closely with the Consultant in ensuring that there is coherence in the tasks being carried out. This will involve one-on-one meetings as well as online (email, Skype) discussions. The office of the AUC Commissioner for Economic Affairs will be the approving authority for the deliverables as well as the evaluation of the consultant's general performance.
- e. The project will provide working space for the consultant when they are in Addis Ababa.

### V. LOGISTICAL SUPPORT

- The consultant will attend all the preparatory meetings to be held in the host country for the preparation of the Forum. AUC and AUC partners will provide support and facilitation for the consultant's visit as much as possible.
- The AUC will also ensure the consultant has access to the AU premises and stakeholders in the duration of the consultancy
- There will be no administrative support offered to the consultant.

### VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be Addis Ababa and will begin immediately after signing of contract (22<sup>nd</sup> July 2019) and is expected to finish the assignment in six (6) months.

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

- a. **Education:**  
Master's degree in Economics or related courses
- b. **Experience:**
  - Comprehensive knowledge and understanding of the UN system;
  - Knowledge and understanding of South-South and triangular cooperation issues and approaches;
  - Coordination and facilitation of international meetings;
- c. **Language:**
  - Fluent in English, Portuguese and Spanish
- d. **Functional Competencies**
  - Communication



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

- Planning and coordination
- Teamwork

### e. Core Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### f. Additional Requirements

Interested candidates are requested to submit the following documents for AUC / UNOSSC's consideration:

- Proposed roadmap of the Forum preparation
- Curriculum Vitae of the Consultant
- Letter of motivation

### Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

## VIII. CRITERIA FOR SELECTING THE BEST OFFER

<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
Experience related to the assignment		25 points
Technical skills (languages, communication and writing skills)		20 points
South-South cooperation knowledge and understanding on UN working arrangements		20 pts **
General Education and Qualification		20 points
Roadmap		15 points
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

Prospective Consultant will indicate the cost of services for each deliverable in US dollars (**an all-inclusive<sup>1</sup> lump-sum contract amount**) when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

<sup>1</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment/ end of month 1	1 <sup>st</sup> month progress report and approved roadmap of Forum preparation	Yes	20%
2 <sup>nd</sup> Installment / end of month 4	Weekly reports, documents and reports requested. Satisfactory review on contribution to the success of the Forum (Before and during the Forum)	Yes	40%
3 <sup>rd</sup> Installment / end of month 6	Final report of Forum and general post-Forum reporting and follow-up	Yes	40%

### **X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

Proposed table of contents for the Consultant (prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto).

### **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.