

Terms of Reference

General Information	
Service/Work Description:	International Consultant for Regional Coordination Specialist to Support the Implementation of the UNDP AfCFTA
Project/Program Title:	Engagement & Initiation, Activity AfCFTA
Type of Contract:	Individual Contract
Post Title:	International Consultant
Language Required:	English
Duty Station:	Addis Ababa, Ethiopia
Duration of the Contract:	120 days distributed over 6 Months
Expected Start Date:	Immediately after concluding contract agreement

Background

The UNDP renewed strategic offer in Africa identifies structural economic transformation as one of the key pillars for accelerated action, with trade at its centre. As acknowledged in SDG 17, trade is a means of implementation for sustainable development. Boosting intra-African trade is intrinsically linked to success of UNDP's renewed strategic offer in Africa.

The African Union Members adopted the African Continental Free Trade Area and trade in goods is expected to commence on 1 July 2020. Negotiations to conclude the protocols on trade in services, as well as the Phase II issues of Investment, Intellectual Property and Competition Policy will be concluded in 2020. Through the progressive elimination of tariffs and removal of non-tariff barriers, the single African market will unleash opportunities for economic empowerment and catalyse attainment of the aspirations of all the other impact areas such as natural resource governance, youth and women employment and empowerment, sustainable energy, climate change, peace and security.

UNDP's Africa Regional Programme (2018-2021) provides dedicated support to the African Union and regional institutions to ensure, *inter alia*, that regional growth and structural transformation is inclusive, transformational and sustainable with reduced economic inequalities. The programme is anchored using a 'regional lens' that promotes a coordinated approach and coherence between regional and national level interventions that align to regional frameworks and policies across Africa. The AfCFTA being a continental initiative needs to be brought closer to RECs and to African countries.

In order to accompany AU Members to realise the promise of trade for development, UNDP needs to strengthen its capacity to support attainment of the development promise of the AfCFTA.

It is against this background that 1 consultant is being sought to coordinate at regional level and monitor developments in UNDP’s support programme on the AfCFTA. The consultants will be expected to carry out the following tasks:

- Programmatic Implementation Documents:
 - a. Prepare technical action plans for support of the AfCFTA negotiations and implementation of their outcomes – in consultation with all key stakeholders including the AU DTI and the AfCFTA Secretariat.
- Knowledge products:
 - a. Coordinate inputs, together with Headquarters, RSCA and Country Offices for the inaugural AfCFTA Futures Report with a focus on opportunities for women and youth.
 - b. Prepare quarterly policy briefs on progress in implementation of the AfCFTA.
 - c. Prepare blogs, media articles on the AfCFTA.
- Coordination:
 - a. Liaise with the UNDP RSCA and Country Offices on finalization of regional and country – specific programming support for the AfCFTA.
 - b. Act as technical focal point and liaison for UNDP with the AfCFTA Secretariat.
- AfCFTA advocacy roundtables:
 - a. Facilitate preparations, in collaboration with UNDP Country Offices, for the YouthConnekt Africa Summit 2020 under the theme of the AfCFTA.
 - b. Organize two RoundTable Private Sector Dialogues on the promise of the AfCFTA in East and West Africa.
- AfCFTA Lab:
 - a. Prepare concept and implementation plan for the establishment of the Regional AfCFTA Lab.

Timelines

The consultant will work for 120 working days distributed over 6 months.

Duties and Responsibilities

The consultant will report to the RBA Directorate (New York) through the Coordinator of the RBA Regional Programme at the RSCA (Addis Ababa). The consultant will work closely with Country Offices and Partnerships Teams and will be available to support the development of technical products related to the AfCFTA.

Deliverables

Tasks	Timeline
1. Inception and Stocktaking on State of Play in AfCFTA and submission of first technical action plan (1) on support of the negotiations and support for implementation (1).	10 March
2. Submit plan for establishment of Regional AfCFTA Lab (including calendar of recruitment – with focus on having teams deployed in Accra by 30 April) in consultation with AfCFTA Secretariat, Ghana Country Office and other key stakeholders.	20 March

3. Submit concept, aide memoire and programme for first AfCFTA Round Table Private Sector Dialogue on the promise of the AfCFTA (First in West Africa – Accra Ghana ¹)	30 March
4. Submit, after consultation with UNDP Rwanda and UNDP Ghana, the concept note for the YouthConnekt Africa Summit 2020 with a thematic focus on AfCFTA.	10 April
5. Submission of annotated outline of the annual AfCFTA Futures Report with a focus on opportunities for women and youth.	20 April
6. Submit first quarterly brief on progress in implementation (overall in Member States and status of UNDP programmes in support of the AfCFTA) of the AfCFTA (1) and Provide first AfCFTA blog (1) and media story (1) for influential media houses.	30 April
7. Submit programme of UNDP engagement for Extra Ordinary AU Summit (South Africa) including official launch of Regional AfCFTA Lab.	10 May
8. Deliver first AfCFTA Round Table Private Sector Dialogue on the promise of the AfCFTA.	20 May
9. Provide concept (including potential drafters), aide memoire and draft programme for the Experts Group Meeting on the Annual AfCFTA Futures Report with a focus on opportunities for women and youth and coordinate drafters' chapters with calendar of submission of chapters (in collaboration with Headquarters).	10 June
10. Report of Expert Group Meeting finalized.	15 June
11. Submit concept, aide memoire and programme for second AfCFTA Round Table Private Sector Dialogue on the promise of the AfCFTA (Second in East Africa).	30 June
12. Submit second quarterly brief on progress in implementation (overall in Member States) of the AfCFTA (1) and Provide inputs for second AfCFTA blog (1) and media story (1) for influential media houses. – Focussed on run up to Summit.	10 July
13. Deliver Second Regional Private Sector Round Table Dialogue on AfCFTA.	30 July
14. Submit draft for Inaugural AfCFTA Futures Report with a focus on opportunities for women and youth.	30 August

¹ To allow for engagement with leadership of the AfCFTA Secretariat.

Competencies:

Corporate Competencies

- Demonstrated commitment to UNDP's mission, vision and values including working in a culturally diverse environment;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates ability to function in a team environment and shares knowledge and experience.

Functional Competencies

- Excellent verbal and writing skills with strong academic and policy experience;
- Cognate experience in research and analysis related to UNDP programme areas including on trade, inclusive growth, private sector and sustainable development;
- Ability to present coherent and convincing positions both in writing and orally. There must be evidence of similar work done in the past on international trade for development;
- Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking). And,
- Demonstrable networking capability, interpersonal skills and strong ability to promote team work.

Required Skills and Experience:

Education:

- Master's degree in International trade law and economics, Development Studies, or other relevant field. A PhD would be an added advantage.

Experience:

- Minimum of 5 years of relevant experience in the field of international trade and development.
- Experience in providing regional policy advice and/or regional technical assistance with the African Union Commission, Regional Economic Communities and African Union Member States.
- Experience supporting AfCFTA negotiations and formulation of national AfCFTA strategies in Africa
- Experience supporting AfCFTA negotiations and formulation of national AfCFTA strategies in Africa
- Proven experience in collaborating with pan African institutions, regional economic communities and other stakeholders.
- Experience in writing technical and analytical policy papers on international trade and development within the African context.

Language and IT Skills:

- Excellent written and oral English communications skills, working knowledge of French is desired.
- Fully literate in terms of software and e-networking.

PAYMENT MILESTONES AND AUTHORITY

The Consultant will indicate the cost of services for each deliverable (an all-inclusive lump-sum contract amount) when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	upon submission of an Inception report	UNDP	15%
2 nd Installment	upon satisfactory submission of First draft of the Regional AfCFTA Lab	UNDP	10%
3 rd Installment	upon submission of Drafts for the Round Table Private Sector Regional Dialogues	UNDP	15%
4 th Installment	upon submission of YouthConnekt Africa concept note with thematic focus on the AfCFTA	UNDP	15%
5 th Installment	upon submission of Annotated outline of the AfCFTA Futures Report with a focus on opportunities for Women and Youth	UNDP	15%
6 th Installment	upon submission of Report of Expert Group Meeting on preparations for the AfCFTA Futures Report focused on opportunities for women and youth	UNDP	15%
7 th Installment	upon submission of First Draft of the AfCFTA Futures Report focused on women and youth	UNDP	15%

CRITERIA FOR SELECTING THE BEST OFFER

Individual consultants will be evaluated based on cumulative analysis of technical and financial criteria using the following methodology:

* Technical Criteria weight: 70%

* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
<ul style="list-style-type: none"> ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50 pts*
<ul style="list-style-type: none"> • Criteria b. <ul style="list-style-type: none"> ○ Relevant academic background and work experience ○ Depth of knowledge and previous experience related to UNDP programmatic areas. ○ Technical knowledge on international trade and economic law, policy and capacity building. ○ Knowledge of trade capacity building in the AU environment. ○ Excellent research skills. 		20 pts**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

General Terms and Conditions for Individual Contracts:

https://procurement-notices.undp.org/view_file.cfm?doc_id=7879.

RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service 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.