

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	International Consultant for Interim Coordinator to Lead the Effective Transfer of the African Minerals Development Centre (AMDC) to the Republic of Guinea
Project/Program Title:	African Mining Governance Project
Executing office:	UNDP Regional Service Centre for Africa
Post Title:	AMDC Interim Coordinator (International Individual
Duty Station:	Addis Ababa, Ethiopia
Expected Places of Travel:	No travel, if needed, it's based on pre-approved amount
Duration:	60 working days
Expected Start Date:	Immediately after Signing the Contract

Introduction

The African Minerals Development Centre (AMDC) was established as the coordinating arm for the African Union Commission in the implementation of the African Mining Vision (AMV) at the continental level. The AMDC's role is in line with the directive of the African Union Conference of Ministers Responsible for Mineral Resources Development. The Center is mandated to work with African Member States, the African Union Commission (AUC), the NEPAD Planning and Coordinating Agency (NPCA) and the Regional Economic Communities (RECs) and mechanism (RMs). Its aim is to make minerals play a greater transformative role in the development of the continent. The AMDC has so far accumulated considerable experience in managing AMV interventions. It has built significant partnerships and transformed itself into a more efficient and effective institution to support member states. The AMDC has been able to harness knowledge from AMV strategic pillars to inform a wide range of stakeholders so that they can improve their mineral policies and regulatory frameworks.

In an effort to institutionalize and ensure sustainability of the AMDC as the custodian of the AMV, the African Union Heads of State and Government adopted Statutes to expedite the transition of the AMDC into a semi-autonomous Specialized Agency of the African Union, during the 2016 January Summit held in Addis Ababa, Ethiopia. The aim is to ensure effective implementation of the services of the AMDC through a coordinated approach under a professional and semi-independent structure. This approach allows the AMDC to respond to AU members' needs with the flexibility and swiftness needed to address the current challenges in the mineral sector. The transition of the AMDC to the Republic of Guinea is one of the important decisions made by the Statutes.

The AUC and the UNDP have been partnering for the past few years to support the AMDC, resulting in several key achievement including a five-year Business Plan as well as the First Edition of Africa Forum on Mining. To speed up the transfer of AMDC to the Republic of Guinea, UNDP's Regional Service Centre for Africa is seeking to recruit a seasoned consultant who will be working as the Interim Coordinator to oversee the Centre's move to Guinea by the end of 2020.

Scope and Objective of the Assignment

Under the direct responsibility of the AUC and in collaboration with UNDP's Regional Service Center for Africa the consultant will be responsible for overseeing and ensuring the smooth transition process of the AMDC Secretariat to the Republic of Guinea. Specifically, he/she shall:

- Oversee and manage effective relocation of the AMDC to the Republic of Guinea and facilitate the ratification of the AMDC Statute by Member States.
- Coordinate and manage administrative and programmatic activities involving consultants such as financial management system, communication strategy and AMV action plan review.
- Facilitate the hosting of the Second edition of the Africa Forum on Mining
- Prepare the AMDC's transitional plan (business plan) and ensure its official adoption by AU Policy Organs
- Facilitate the signing and enactment of the AMDC Host Agreement.
- Represent AMDC under the guidance and approval of the AUC's Director of Trade and Industry Division.
- Submit monthly reports to UNDP on the activities of the AMDC

Outputs deliverables and payment shedule

The assignment is expected to yield the outputs and deliverables stated in the table below including payment schedule of lumpsum apportionment to the consultant based on his financial proposal.

Outputs	Deliverables	Target timeline	Payment schedule
The ongoing review of the AMV action plan if finalized and included as part of the inception report.	An inception report detailing the effective start of the AMDC transition process and challenges to overcome for a successful implementation A revised AMV Action Plan is available.	2 weeks into the contract (April)	1 st installment 30%
The AMDC Host Agreement is signed and enacted: All facilities, logistical, administrative and legal instruments are in place	Activity report including supporting documentation	May 2021	2 nd installment 40%
Six (6) virtual AMDC Statutes Ratification lobbying session with Member States	Activity report including supporting documentation		
The AMDC's transitional plan (business plan) is officially adopted by AU Policy Organs	Final AMDC's transitional plan as approved by Policy Organs		
Preparations for the Second edition of the Africa Forum on Mining are finalized	Activity report for the preparations of the Second edition of the Africa Forum on Mining.	June 2021	3 rd Installment 30%
AMDC Rules, regulations, financial systems and other administrative procedures for the AMDC Secretariat are in place	Consultancy report including rules, regulations, financial systems and other administrative procedures		
A Communication Strategy including visibility platform are available	Consultancy report including communication Strategy including visibility platform.		

Requested experts

The consultancy will comprise one individual consultant with the level of an expert with experience in operations that are in line with the functions envisaged for the AMDC.

Institutional Arrangement

The assignment will be carried out in collaboration with the AUC'S Department of Trade and Industry, and under the direct supervision of United Nations Development Programme (UNDP) Regional Service Centre in Addis Ababa. The consultant will work closely with the AUC Focal Point for the African Minerals Development Center and UNDP's Senior Advisor on Extractive Industries, who will ensure the day to day coordination of the assignment and quality control of the outputs. No payment shall be made to the consultant without prior deliverable approval by the UNDP.

Duration of the Work

60 working days over the period from (1 April-30 June 2021)

Duty Station

The consultant will be based in Addis Ababa, Ethiopia, with possible travels to the Republic of Guinea for stakeholders' engagement and facilitation purposes. The consultant will be responsible for arranging a roundtrip from his home base to Addis Ababa and back. He/She shall therefore include an economy class ticket costs based on current rates.

In the contract, along with the professional fees, UNDP will pay to the consultant the quoted round trip economy class TKT fare.

Expected Travel

All meetings are to be held virtually between the consultant, AUC and UNDP. If travel is necessary, there shall be prior agreement on the purpose and duration of each travel if the need arises.

Criteria for Selection of the Best Offer

The offer will be evaluated by using the best value for money approach (combined scoring method).

The combined education qualification, competences and experience of the candidate will be evaluated on 70% whereas the financial one will be evaluated on 30%

Criteria	Weight	Max. Point
Technical Competence based on CV, (if required))	70%	100
▪ Master's degree in a relevant field such as International Development, Organizational development or related fields	30%	30

➤ Working experience and knowledge of African Union Specialized Agencies	30%	30
➤ Knowledge of African Union Administrative, legal and operational procedures		
➤ Deeper understanding of the Africa Mining Vision and its implementation instruments such as:		
• The Africa Minerals Governance Framework (AMGF)		
• AMV-Private Sector Compact		
• Country Mining Vision (CMV)		
• Africa Minerals and Energy Classification Framework (AMREC)	30%	30
• African Union Commodity Strategy		
▪ Minimum five years of overall professional experience working in Mineral Sector Governance with a focus on policy legal and institutional projects in Africa	30%	30
▪ Understanding of the ToR	10%	10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

Competencies

Functional competencies:

- Working experience and knowledge of African Union Specialized Agencies
- Knowledge of African Union Administrative, legal and operational procedures
- Deeper understanding of the Africa Mining Vision and its implementation instruments such as:
 - The Africa Minerals Governance Framework (AMGF)
 - AMV-Private Sector Compact
 - Country Mining Vision (CMV)
 - Africa Minerals and Energy Classification Framework (AMREC)
 - African Union Commodity Strategy
- Demonstrated knowledge of the programmatic and operational functions of the African Union Commission (AUC)
- Experience in organizational systems and development
- Knowledge and experience of the mining sector in Africa
- Demonstrated track record in preparation of documents, evaluation reports and preferably also, publications within the theme of mining
- Plan and prioritizes work activities to meet organizational goals;
- Builds and sustains relationships with key stakeholder groups, programme managers, and other UNDP staff;
- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate;
- Demonstrates excellent and effective written and oral communication skills;
- Clear networking capability, interpersonal skills, and strong ability to promote teamwork.

Required Skills and Experience

The individual consultant should have:

Academic Qualification

- Master's degree in economics, international Development, organizational development or related fields

Years of Experience

- At least 5 years of overall professional experience working in Mineral Sector Governance with a focus on policy legal and institutional projects

Language:

- Full working knowledge of English working knowledge and knowing additional AUC language is an added advantage.
- Excellent report writing and communication skills.

Compliance of the UN Core Values:

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

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

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) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

Recommended Presentation of Offer

The following documents will be requested:

- a) Explanation on why you consider yourself the most suitable for this assignment; and
- b) Providing a brief methodology, on how you will approach and complete the assignment. The consultant will provide a detailed work schedule including field missions that will be approved by the AUC and UNDP.
- c) Financial Proposal that indicates the all-inclusive professional fee and its expected travel quote in his financial proposal in a total fixed contract amount.

For the travel quote, consider this:

- Round trip economy class TKT fare from home base-Addis Ababa-home base once he/she completes the assignment.

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.

HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:**

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2341**