



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16th July 2021

Country: South Africa

Type of Contract: Individual Consultant / Reimbursement Load Agreement

Description of the assignment Support to the operationalization of the African Inclusive Markets Excellence Centre (AIMEC)

Period of assignment/services (if applicable): 50 working days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than

Thursday 13th August 2021 @ 12h00 midday South African time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

United Nations Development Programme (UNDP) has been supporting the African Union Commission on the process of establishing the African Inclusive Markets Excellence Centre (AIMEC) <https://www.africa.undp.org/content/rba/en/home/about-us/AFIM/overview/AIMEC.html>, as part of its effort to contribute to achieving SDGs and Agenda 2063. UNDP in collaboration with the AUC provided technical support in the conceptualization and design of AIMEC, including through a feasibility study and business plan <https://www.tralac.org/images/docs/11444/business-plan-for-an-african-inclusive-markets-excellence-centre-december-2016.pdf> that has been approved by the African Union Commission (AUC) Specialized Technical Committee (STC) on Finance, Monetary Affairs, Economic Planning and Integration Experts Meeting in 2017. The Executive Committee adopted AIMEC at the January 2018 AU Heads of States Summit. Subsequent to the identification of the host country, the African Union Specialized Technical Committee on Finance, Monetary Affairs, Economic Planning and Integration, Ministerial Declaration, held in May 2021 requested the African Union Commission (AUC) to finalise the structure of the AIMEC and its budget working with the Permanent Representatives Committee. Following the request and subsequent decisions, AUC through its private sector division reached out to the UNDP Africa Finance Hub to provide technical support to the operationalization of the Centre by way of updating the business plan, preparation of detailed TORs for the AIMEC Secretariat Structure, its Core Teams and communication materials, among others.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNDP on behalf of AUC seeks the services of a senior international consultant to assist the operationalization of the AIMEC.

The specific objective of this assignment includes:

- Reviewing and updating its business and financial plan including a detailed work plan for the first 3 years of activities
- Preparing detailed ToRs for AIMEC's final structure and its core professional team as indicated in the feasibility study and in consultation with AUC focal person. (The structure should take into account both short terms and long-term staffing needs. For the later it should specify 4 Heads of Divisions with different roles and responsibilities, and under each Head there will be P4 Positions (1), P3 Positions (2), P1 position (1). All positions starting from P5 should all the way to P1 should have clear TORs.
- Ensure that there is no duplication with other activities of the AUC Departments. This requires reviewing AUC departments recent structuring and consultation with relevant AUC teams as needed. The focal person from the Commission will facilitate the required discussions.
- Identify activities and related description of actions on how to create an online platform (portal) to deliver the envisaged services by the Centre considering the COVID-19 situation.
- Prepare communication and promotional materials for AIMEC including a brochure and presentation materials.
- Identify a fund-raising strategy and possible partners to scale the initiative.

(For detailed information be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Master's degree in Economics, Development Studies, Finance, and related field.
- At least 7 years of relevant work experience in institutional capacity development in general and clear understanding of African regional development objectives and landscape especially the interplay between the AUC, Member States, RECs and private sector in particular.
- Hands on practical experience in developing strategic and business plans and related operational and financial projections.
- In-depth understanding and expertise on private sector engagement and partnerships building for inclusive business and related public private collaboration solutions.
- Experience of researching, establishment, and management of similar centres and/or relevant think tanks and their funding models is an asset.
- Knowledge of and good understanding of online delivery platforms/portal models
- Excellent report writing and presentation skills.
- English and French Languages capabilities is an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be "most direct, most economical" and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

Evaluation Criteria:

Technical Evaluation	Points
-Academic background	10
-Experience in undertaking similar assignment	30
-Clarity of proposed methodology and approach to undertake the assignment	10
-Understanding and expertise on private sector engagement and partnerships building inclusive business and public and private partnerships	15
-Knowledge of region and experience working with AU and its agencies	25
-Language qualification	10

ATTACHEMENTS:

- TERMS OF REFERENCES (TOR)
- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY
- P11 – PERSONAL HISTORY FORM