

Terms of Reference (ToRs)

Support the Operationalization of the Specialized Technical Centre of the Union African Inclusive Markets Excellence Centre (AIMEC)

GENERAL INFORMATION

Service Description:	Support to the operationalization of the African Inclusive Markets Excellence Centre (AIMEC)
Project Title:	Private Sector and Sustainable Investment Unit, Africa Finance Sector Hub
Duty Station:	Home based with travel to Addis Ababa
Type of the Contract:	International Consultant
Estimated Duration of Assignment:	Approximately 50 working days
Duration of Initial Contract:	Not exceeding five weeks
Expected Start Date:	September 2021

I. 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.

UNDP has continued its support to the operationalisation of the Centre including preparation for the host country selection through country briefs, multi-year business plan and legal statute. After a rigorous selection process, Tunisia has been identified as the host country during the February 2020 AU Heads of States Summit in Addis Ababa.

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.

II. OBJECTIVES OF THE SERVICE / 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.

III. EXPECTED OUTPUTS / DELIVERABLES

The following deliverables are expected of the consultancy firm as part of this assignment:

1. Inception report

The inception report will include a conceptual framework for undertaking the assignment and a detailed implementation plan, also informed by an inception call to be conducted between the consultancy firm, UNDP the AUC and host country representatives.

2. Draft reports

The draft report should encompass the following elements:

- a) Draft updated business plan including revised annual work plans and budgets for short term (first 3 years) and long term (beyond 3 to 10 years)
- b) Updated staff structure and detailed ToRs for AIMEC core team for short and long term to be reviewed by AUC, UNDP
- c) Description of the proposed online platform, its inner works and draft ToRs
- d) The creation of the AIMEC Official brochure and related communication materials
- e) Resource mobilization and partnership strategy

3. Final reports

The final reports should encompass the same elements as the draft reports, as outlined above, considering the feedback provided by UNDP, AUC, relevant experts, and host country representatives.

IV. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The consultant will be responsible to develop and propose its own methodology to carry out the tasks described above, including, but not limited to:

- Using a combination of reviews of existing documents, similar Centres, and direct consultations with major stakeholders. These stakeholders include the Africa Union Division of Entrepreneurship and Investment in the Department of Economic Development, Trade, Industry and Mining well as other departments as necessary), UNDP, designated host country counterparts and other relevant stakeholders.
- Review the short term and long-term projections needs for staff and budgets needs and relevant financial spreadsheets for updating the business plan.
- Provide regular updates on the findings of the assignment and undertake the relevant required actions.

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

No.	Deliverables / Outputs	Location and Action to be Undertaken	Estimated Duration to Complete	Review and Approvals Required
1	Inception report (as defined above) <i>To be submitted one week after start of assignment</i>	Home based	3 working days	UNDP and AUC
2	Draft reports (as defined above) <i>To be submitted three weeks after the acceptance of the inception report</i>	Home based with travel to Tunisia or Addis Ababa, Ethiopia	40 working days	UNDP and AUC
3	Final reports All final deliverables should be both in English and French Version) (as defined above) <i>To be submitted one week after review of draft reports</i>	Home based	7 working days	UNDP and AUC

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

AIMEC is an AUC initiative currently being supported technically and financially by UNDP. As such, the AUC and UNDP will be jointly responsible for providing guidance to the consulting firm contracted and for ensuring quality assurance over the deliverables produced by the firm.

The focal department within the AUC will be the Department of Economic Affairs through its Entrepreneurship and Investment Division. The focal team within UNDP is the Private Sector and Sustainable Investment Unit of the Africa Finance Sector Hub of the Regional Service Centre for Africa (RSCA).

The consulting firm will be under the supervision of the Regional Private Sector Special Advisor of the UNDP RSCA, AFSH, Private Sector Unit.

VII. PAYMENT MILESTONES AND AUTHORITY

Prospective Service Provider will indicate the cost of services for each deliverable in **US dollars** when applying for this consultancy. The Proposer will be paid **based on the effective UN exchange rate (in case of other currency denomination)**, and only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the **professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs**.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Instalment	Inception report (as defined above)	UNDP FSH Private Sector Special Advisor	20%
2 nd Instalment	Draft report (as defined above)	UNDP FSH Private Sector Special Advisor	40%
3 rd Instalment	Final report (as defined above)	UNDP FSH Private Sector Special Advisor	40%

VIII. Academic Qualifications and Experience

The required qualifications and experience of Consultant Team and its Leader should include the following :

- 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.

IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified international consultant is expected to submit both the Technical and Financial Proposals. Accordingly, the consultant will be evaluated based on Cumulative Analysis as per the following conditions:

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:

- Technical Criteria weight is 70%
- Financial Criteria weight is 30%

PROPOSED TECHNICAL 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