



**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

**Project Name: INSTITUTIONAL SUPPORT PROJECT FOR THE IMPLEMENTATION OF
THE AFRICAN CONTINENTAL FREE TRADE AREA**

**Project ID: P-ZI – KF0-059
Grant Number: 2100155039316**

**ASSIGNMENT TITLE: PROCUREMENT MANAGEMENT CONSULTANT
Date: October 02, 2020**

Reference No.: **AUC/AfCFTA/CS/06**

The African Union Commission has received financing from the African Development Bank toward the cost of the "Institutional Support Project for the Implementation of the African Continental Free Trade Area", and intends to apply part of the proceeds for consulting services.

This EOI is prepared to engage an Individual Consultant for a consultancy for the Services of a Procurement Management under the auspices of the African Development Fund (ADF) technical assistance Grant for an Institutional Support Project for the African Union, to support the establishment of the African continental Free Trade Area (AfCFTA) Secretariat and roll out of related implementation programmes, which is currently being undertaken by the African Union Commission.

Background

Reference is made to the General Procurement Notice published by both the AfDB and the African Union. The African Union Commission has received a Grant from the African Development Fund to finance the Institutional Support Project for the African Union: African Continental Free Trade Area (AfCFTA) Implementation. The African Union, established as a unique Pan African body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide.

Context

Having been adopted by the Heads of State and Government of the African Union during their Extra Ordinary Summit that was held in Kigali, Rwanda in March 2018, the African Continental Free Trade Area (AfCFTA) Agreement came into force on the 30th of May 2019 and was launched during the Extra-Ordinary Summit that was held in Niamey, Niger on the 7th of July 2019. Trading under AfCFTA regime is scheduled to kick-off on 1 July 2020. The Republic of Ghana won the bid to host the AfCFTA Permanent Secretariat in her Capital City, Accra. The process for setting up the Secretariat is ongoing and will be completed soon, while the 33rd Ordinary Summit of the African Union held on 9 and 10 February 2020, appointed the first Secretary General, who will head of the AfCFTA Secretariat.

Objectives of the project

The principal objective of this project is to: support the establishment of solid Institutional Structure (AfCFTA Secretariat) for the effective and efficient implementation of the AfCFTA. The AfCFTA Secretariat has the responsibility to coordinate the implementation of the AfCFTA Agreement and to undertake monitoring and evaluation of implementation progress. The key objective of the Institutional support project is to support the set-up of the Secretariat and to facilitate the roll out of the preliminary implementation programmes, all of which will further support to the creation of a single continental Free Trade area and contribute to Africa's socioeconomic transformation.

The Assignment

The aforementioned program has many procurement activities which are key for the successful implementation of the AfCFTA. It is against this background that the AU would like to engage the services of an experienced procurement consultant to support the implementation of the program. The objective of the assignment is to manage the procurement activities of the Institutional Support Project in compliance with the AfDB and AU procurement policies, standards and procedures. The Consultant will be expected to facilitate timely acquisition of quality goods and services in accordance with aforementioned procedures.

Scope of Work

The Consultant will execute all procurements under this project and all procurements of the AfCTFA. In addition, the head of the AU Procurement, Travel and Stores Division (PTSD) may assign additional responsibilities. The Consultant will work with the head PTSD; experts of the AfCFTA Secretariat; the projects coordination units and relevant procurement staff of the AUC in expediting the on-going procurement activities in an effective and efficient manner and completing the activities within the agreed due dates. The work shall be completed in compliance with the applicable rules of the Bank and the AU.

Below are the scope of work under this assignment

- Prepare a detailed procurement plan/schedule in consultation with the Project Coordinator.
- Execute planned procurement activities as per the agreed schedule.
- Prepare bid documents for procurement of goods and services in accordance with AU Procurement rules and regulations and those of the AfDB.
- Arrange for Specific Procurement Notices to be sent to suppliers who responded to the General Procurement Notice.
- Follow up the bidding and submission process and attend the opening of bids at stipulated time and place
- Coordinate evaluation of bids and compile the evaluation report in accordance with the African Union guide lines.
- Prepare award letters and contracts in conformity with the requirements of the applicable rules.
- Participate in the contract management process including but not limited to facilitation of payments to contractors / consultants, preparing draft letters, preparing reports, developing monitoring formats; supplier evaluation post contract completion and following up communications with contractors, consultants and suppliers
- Maintain procurement documents in proper filing system
- Prepare annual, periodic and adhoc procurement reports

Duration: The assignment shall be for a period of 12 months from the date of contract signature.

Deliverables

1. Monthly project procurement implementation report
2. Quarterly updated Procurement Plan showing status of all procurement activities
3. Evaluation reports for each procurement process
4. Contract register for all procurement activities under the project

Qualifications and Competencies

1. Must hold at least a Master's degree or equivalent in Public/Business Administration, Law, Engineering, Procurement, Economics.
2. A minimum of ten (10) years of relevant professional experience in providing procurement support and advice to the preparation and implementation of programs and projects financed by the Bank or any other similar institution in developing countries.
3. Proven experience in procurement practice in acquisition of goods and works and the recruitment of consultants under donor funded projects. Knowledge of AfDB Procurement Policy would be an added advantage

4. Experience in supervising and effectively managing implementation of developments projects and programs
5. Demonstrate good networking skills and judgment and ability to work in multi - cultural and multi - disciplinary project team
6. Ability to communicate effectively (written and oral) at high level. Knowledge of at least 2 AU languages will be an added advantage.
7. Advanced skills in use of MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience of SAP operations

Timing and Duration

The project has a two-year life span. The duration of the assignment will be for twelve (12) months from the time of recruitment and may be renewable beyond the initial six (6) months, subject to availability of resources and satisfactory performance.

Duty Station

The consultant will be based in Accra, Ghana at the AfCFTA Secretariat

Remuneration

Remuneration is payable on a monthly basis. It is negotiable but based on qualifications and experience and the applicable AU rates for the level of the consultancy. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. These costs will be met by the AU

Governance and Support by AfCFTA Secretariat

The Consultant will work under the guidance and supervision of Project Coordinator. The consultant will work with Project Manager

The following shall be made available by the AfCFTA Secretariat:

- Office accommodation;
- Computer, Photocopying, stationery;
- Facilitation of Visa; and
- Internet Access.

Evaluation and Qualification criteria

1. General Education, Qualification and Relevant Training - 20 Points
2. Experience, technical expertise – 50 Points
3. Technical Approach and Methodology – 30 Points

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as per the evaluation and qualification criteria. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

A Consultant will be selected in accordance with the African Development Bank’s “Rules and Procedures for the use of Consultants” September 2010, revised July 2012, which is available on the Bank’s website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours, Addis Ababa Time.

CVs must be delivered in a written form following **the above criteria** to the emails below before 15:00 Hours Local Time on 16th October 2020.

African Union Commission,
Attn: Head of Procurement Travel and Store Division
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