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**Term of Reference**  
**Call for proposal – Individual Consultant**

**Senior Consultant for the Institutional Support for African Trade  
Observatory (ATO) Project.**

**APP Reference; AUC/ETIM/C/012**

**ORGANIZATION**

The African Union, established as a unique Pan African continental 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. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

**BACKGROUND**

The **Assembly/AU/Dec.394 (XVIII)** of 18th May 2012 on Boosting Intra-Africa Trade and fast tracking the establishment of the Continental Free Trade Area (AfCFTA) adopted the architecture of the AfCFTA, includes an African Trade Observatory to be in the Department of Economic Development Trade Industry and Mining of the African Union Commission. The ATO is being established with the technical assistance of the International Trade Centre and the financial support of the European Union Commission. It is a useful instrument being designed to assist businesses identify and compare emerging opportunities across the continent. By providing real-time and reliable data, the ATO equips African businesses with trade intelligence on trends, opportunities, and market access conditions. The ATO will also help Member States, Government Agencies and Policymakers in monitoring the AfCFTA implementation process, deepening of economic integration in Africa, and evaluating its impact on their economies.

The ATO will serve as the main repository of qualitative and quantitative African trade data and information and will perform the following functions:

- a) Collect trade and trade-related qualitative and quantitative data and information from Member States and other sources.
- b) Analyse trade and trade-related data and information, focusing on emerging issues such as regional value chains.
- c) Establish a data base for African trade that is used to publish and disseminate information on intra-African trade.

- d) Monitor and evaluate the implementation process and impact of the AfCFTA and the BIAT.
- e) Provide relevant and detailed trade and trade-related information for the private sector.

## **ASSIGNMENT MANAGEMENT AND ADMINISTRATION**

Supervisor: Director Economic Development, Integration and Trade  
 Post title: Senior Consultant African Trade Observatory  
 Duty Station: Addis Ababa, Ethiopia, 100% onsite

The Trade Observatory Unit is located within the Department of Economic Development Trade Industry and Mining of the African Union Commission. It is an autonomous Unit under the Directorate of Economic Development, Integration and Trade.

The overall supervision of the assignment shall be done by the Director of Trade and industry.

## **OBJECTIVE OF THE ASSIGNMENT**

Under the supervision of the Director Economic Development, Integration and Trade, the Senior Consultant will coordinate the work of the ATO in the Department of Economic Development Trade, Tourism, Industry and Minerals of the African Union Commission, in collaboration with the International Trade Centre.

## **SCOPE OF WORK AND KEY TASK**

**This Consultancy falls generally under the African Union Commission Program on Boosting Intra African trade. As such, the Consultant is expected to support the programing and projects under the 7 clusters of the African Union Action Plan on Boosting Intra-African Trade. However, the consultancy will specifically focus on the Trade Information Cluster of the Action Plan. With this background, the Consultant will have the following tasks: -**

1. Coordinate the establishment of the ATO Unit within the Department of Economic Development Trade Industry and Mining;
2. Facilitate meetings on Trade Information Cluster of BIAT, and generate Reports
3. Facilitate sensitization, training and promotion of the Department's activities on the Trade Information cluster, especially on the ATO and the Intra-African Trade Fair to all relevant Stakeholders
4. In Liaison with ITC, develop a training programme in market analysis for delivery through on-site training programmes and through e-learning courses.
5. Coordinate the meetings of Member States, Policy Organs, including Workshops, and Conferences related to the Trade Information Cluster of the BIAT Action Plan

6. Support the process of reviewing the AU BIAT Action Plan. Leads the development of proposals and the interface with Member States and RECs and agencies in resolving implementation issues on BIAT Action Plan on Trade Information;
7. Support resource mobilization for the implementation of programs and projects on the BIAT Action Plan and specifically the Trade Information Cluster
8. Support the work of junior staff.
9. Undertake any other duties that may be assigned from time to time by the Director of Economic Development, Integration and Trade.

**DELIVERABLES: -**

1. Inception Report detailing the understanding of the assignment as well as a detailed work program for the duration of the assignment.
2. Training and sensitization program of on the main tools of the Trade information Cluster i.e. the ATO and Intra African trade Fair, this will be accompanied by activity reports of the training and sensitization conducted and a data base of trained ATO Focal Points in all AU Member States
3. Monthly Reports on the progress made against the planned program of implementation.
4. Midterm/assignment progress Report against the planned work program
5. Final Report of the assignment including a Sustainability Plan for the ATO and the Intra African trade fair as well as recommendations both on the BIAT Action Plan In general and the Trade Information Cluster in Particular.
6. Carry out a Final Briefing with management and ITC and other stakeholders to brief them on the outcomes of the assignment

**Qualification and Experience of the consultant**

**EDUCATION:** Advanced university degree (M.Sc.) in economics and international trade or statistics or a closely related field.

A first level university degree in economics and international trade or statistics or closely related area, may be accepted in lieu of the advanced university degree in combination with an additional 10 years of qualifying experience.

**WORK EXPERIENCE:** A minimum of five years of relevant work experience with increasing level of substantive and management responsibility, in the area of trade and economic analysis including applied research on trade statistics, market access and regional economic integration particularly in the African continent.

**LANGUAGES:** Excellent written and spoken of English or French. Proficiency in additional one or two other African Union official language(s) would be an added value.

**REQUIRED KNOWLEDGE AND SKILLS:**

1. Leadership skills including strong ability to set clear goals, inspire and manage a team to deliver results
2. In-depth knowledge of trade, market access and economic integration issues in the African continent
3. Publications or studies in the area of trade analysis or market research
4. Proven people and project management capabilities
5. A successful track record in contributing to change in an organization
6. Proven success in developing and maintaining or participating in the development of institutional stakeholder relations
7. A successful track record in collaborating or participating in research projects between institutions
8. Excellent drafting and communications skills
9. Competency in statistical software management tools and data analysis tools (both offline as well as web based) including GTAP or any other programme.

### **TENURE OF APPOINTMENT**

- 6 months,
- Employment Fraction: Full-time

### **Consultancy fee and payment schedule**

The total contract is valued at a Lump sum figure of **USD 48, 000.00**. Payments to the Senior Consultant will be made in six (6) equal instalments, and will be structured as follows:

1. **First payment 10% of the total (USD4,800.00):** Acceptance/Signature of the contract and Inception Report as well as Inception report detailing the Consultants understanding of the assignment following consultations with the AUC Departments of Economic Development, Trade, Industry and Mining, ITC and other stakeholders, 10 days after the commencement of the assignment.
2. **Second payment ,15% of the total (USD 7,200):** Training and sensitization program of on the main tools of the Trade information Cluster i.e. the ATO and Intra African trade Fair, this will be accompanied by activity reports of the training and sensitization conducted and a data base of trained ATO Focal Points in all AU Member States
3. **Third Payment, 15% of the total (USD 7, 200):** Monthly Reports on the progress made against the planned program of implementation.
4. **Fourth Payment 20% of the total (USD 9,600):** Mid-term Satisfactory Progress Report, detailing all the activities undertaken, and progress

made to be made 3 months after the commencement of the assignment

5. **Fifth Payment 15% of the total (USD 7,200):** Satisfactory Progress Report 4, detailing all the activities undertaken, and progress made This is to be delivered 5 months after the commencement of the assignment.
6. **Sixth Payment, 25% of the total (USD12, 000):** Final Report and briefing meeting of the assignment including a Sustainability Plan for the ATO and the Intra African trade fair as well as recommendations both on the BIAT Action Plan In general and the Trade Information Cluster in Particular.

### **Evaluation and Qualification Criteria**

For evaluation of the submission the following criteria will be;

Technical Proposal Evaluation points		
1.	General Education, Qualification and Relevant Training	20
Experience Related to the Assignment		
1.	Experience relevant to the assignment	80
2.	Total	100

### **Invitation**

The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

Document required:

- Cover letter - Understanding of the assignment / TOR
- CVs

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

Proposal must be delivered in a written form to the address below not later than 15:00 hours local time, on **6th April 2022**

**African Union Commission,  
Attn: Mr. Rico Bien Aime  
Ag. Head of Procurement Travel and Store Division  
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Please submit to both emails**

