



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

**Country:** Ethiopia

**Name of Project:** The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project

**Grant No:** P180117

**Assignment Title:** Consulting Service to Conduct Baseline Assessment of the AfCFTA Strategic Plan 2024-2033 Results Framework

**Reference No.** ET-AUC-424740-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project*, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Consulting Service to Conduct Baseline Assessment of the AfCFTA Strategic Plan 2024-2033 Results Framework. Specific tasks include:

- a. **Conduct a Comprehensive Review:** Conduct an in-depth review of the existing AfCFTA Strategic Plan 2024-2033 Results Framework, including all its components such as objectives, outcomes, outputs, indicators, targets, and activities.
- b. **Stakeholder Engagement:** Engage with key stakeholders including governmental bodies, non-governmental organizations, and industry representatives to obtain data and feedback.
- c. **Data Collection and Analysis:** Collect both qualitative and quantitative data, employing methods like surveys, interviews, focus group discussions, and archival research. Analyse the collected data in the context of the strategic plan’s objectives.
- d. **Baseline Measurements:** Establish baseline measurements for all key performance indicators (KPIs) in the Results Framework.
- e. **Gap Analysis:** Identify any gaps or inconsistencies within the existing framework and propose actionable recommendations for improvement.
- f. **Best Practice Analysis:** Compare the AfCFTA Strategic Plan with similar strategic plans and frameworks at both regional and international levels.

- g. Risk Assessment: Conduct a risk analysis to identify potential threats to the successful implementation of the plan and suggest mitigative measures.
- h. Reporting: Provide interim and final reports detailing findings, conclusions, and recommendations.
- i. Presentation: Present findings to the steering committee or appropriate body for review and approval.

The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expression of Interest.

The African Union Commission now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a. Educational Qualification: Master’s degree in Economics, Public Policy, International Relations, Business Management, or a related field.
- b. Experience: At least 5 years of professional experience in conducting assessments or evaluations, particularly in the context of strategic plans or frameworks.
- c. Technical Expertise: Demonstrable expertise in quantitative and qualitative research methods.
- d. Regional Knowledge: Familiarity with the African Continental Free Trade Area (AfCFTA) and an understanding of the socioeconomic and political landscape of the region.
- e. Communication Skills: Strong written and verbal communication skills, with proficiency in English. Knowledge of other regional languages is an added advantage.
- f. Computer Literacy: Proficiency in data analysis software such as SPSS, R, or Python, as well as standard Microsoft Office tools like Word, Excel, and PowerPoint.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **21 June 2024**

African Union Commission,  
Attn: Head of Supply Chain Management Division  
Building C, 3<sup>rd</sup> Floor,



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## TERMS OF REFERENCE

### CONSULTANCY SERVICE TO CONDUCT BASELINE ASSESSMENT OF THE AFCFTA STRATEGIC PLAN 2024-2033 RESULTS FRAMEWORK

ET-AUC-424740-CS-INDV

#### 1. Introduction/Background

- 1.1. The AfCFTA Secretariat is established as a unique Pan-African body in charge of administering, facilitating, and monitoring the implementation of the AfCFTA Agreement. At the core is the implementation of the *Agreement Establishing the AfCFTA*, negotiated, signed and ratified by the State Parties. The goal is to ensure that trade is conducted smoothly, predictably and, as freely as possible across the continent.
- 1.2. The AfCFTA Secretariat has received financing from the World Bank Group (WBG) toward the cost of the Building Institutions and Systems to Harness and Realise Agenda 2063 Project for the effective implementation of the African Continental Free Trade Area (AfCFTA) Agreement and intends to apply part of the proceeds for consulting services.
- 1.3. The principal objective of this project is to support the effective implementation of the AfCFTA Agreement. 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 BIASHARA 2063 project is to support the effective implementation of the AfCFTA and to facilitate the rollout 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 programme has many aspects and requirements, which are key for the successful implementation of the AfCFTA. It is against this background that the AfCFTA Secretariat would like to engage the services of a Consultancy to conduct baseline assessment of the AfCFTA Strategic Plan 2024-2033 Results Framework to support AfCFTA implementation

#### 2. Objectives of the Assignment

- 2.1. To conduct baseline assessment of the AfCFTA Strategic Plan 2024-2033 Results Framework to support AfCFTA implementation

#### 3. Scope of Work

- 3.1. The consultant is expected to:

- a. **Conduct a Comprehensive Review:** Conduct an in-depth review of the existing AfCFTA Strategic Plan 2024-2033 Results Framework, including all its components such as objectives, outcomes, outputs, indicators, targets, and activities.
- b. **Stakeholder Engagement:** Engage with key stakeholders including governmental bodies, non-governmental organizations, and industry representatives to obtain data and feedback.
- c. **Data Collection and Analysis:** Collect both qualitative and quantitative data, employing methods like surveys, interviews, focus group discussions, and archival research. Analyse the collected data in the context of the strategic plan's objectives.
- d. **Baseline Measurements:** Establish baseline measurements for all key performance indicators (KPIs) in the Results Framework.
- e. **Gap Analysis:** Identify any gaps or inconsistencies within the existing framework and propose actionable recommendations for improvement.
- f. **Best Practice Analysis:** Compare the AfCFTA Strategic Plan with similar strategic plans and frameworks at both regional and international levels.
- g. **Risk Assessment:** Conduct a risk analysis to identify potential threats to the successful implementation of the plan and suggest mitigative measures.
- h. **Reporting:** Provide interim and final reports detailing findings, conclusions, and recommendations.
- i. **Presentation:** Present findings to the steering committee or appropriate body for review and approval.

## **4. Qualifications and Experience**

### **4.1. The consultant shall have the following minimum qualifications**

- g. **Educational Qualification:** Master's degree in Economics, Public Policy, International Relations, Business Management, or a related field.
- h. **Experience:** At least 5 years of professional experience in conducting assessments or evaluations, particularly in the context of strategic plans or frameworks.
- i. **Technical Expertise:** Demonstrable expertise in quantitative and qualitative research methods.
- j. **Regional Knowledge:** Familiarity with the African Continental Free Trade Area (AfCFTA) and an understanding of the socioeconomic and political landscape of the region.

- k. **Communication Skills:** Strong written and verbal communication skills, with proficiency in English. Knowledge of other regional languages is an added advantage.
- l. **Computer Literacy:** Proficiency in data analysis software such as SPSS, R, or Python, as well as standard Microsoft Office tools like Word, Excel, and PowerPoint.

## 5. Deliverables for the Assignment

	<b>Deliverable</b>	<b>Duration after contract signature</b>
1.	<b>Interim Report:</b> An interim report shall be submitted halfway through the project timeline, detailing the preliminary findings and any challenges faced.	2 Months
2.	<b>Final Report:</b> A comprehensive final report is to be submitted upon completion of the consultancy. The report should contain, but not be limited to, the executive summary, methodology, findings, analysis, recommendations, and annexes such as data sheets	3 Months
3.	<b>Presentation:</b> A final presentation summarizing the findings and recommendations will be made to the steering committee or equivalent authority.	4 Months

## 6. Reporting

The consultancy service shall report to the Head of Division, Strategic Planning Resource Mobilization & Partnerships, AfCFTA Secretariat Offices in Accra, Ghana

## 7. Duration

The Consultancy service shall be for a period of 4 months.

## 8. Evaluation Criteria

- 8.1. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the WBG's Rules and Procedure for the Selection of Consultants. Interested individuals should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV, reference to similar services, experience in similar assignments, etc.). The consultants shall be evaluated based on the following criteria.

General Education, Qualification and Relevant Training	40%
Experience and Technical Expertise	50%
Proficiency in Language	10%
<b>Total</b>	<b>100%</b>

## 9. Fees and Payments

- 9.1. The consultant shall be paid on a lump sum basis based on the deliverables for the assignment.

## **10. Working Arrangement**

- 10.1. Consultant will be responsible for (and shall include in its financial proposal) its office accommodation, office equipment and furniture and all operational expenses, i.e. supplies (stationery, fuels and oils, general services and consumables, etc.) and travel required for purposes of carrying out the assignment. Any computers and peripherals, instruments/meters, office equipment, vehicles, and furniture brought on site for purpose of this assignment will be the Consultant's property, even after the expiration of the assignment. However, all records and files will be handed over to the AU.
- 10.2. The consultant shall meet the cost of any insurance and medical examination, or treatment required by him/her in the course of performing the Services. The consultant shall seek and obtain any visas or resident permits that he/she may be required to carry out the Services and perform his/her obligations under the Contract. The AfCFTA Secretariat shall, as necessary, assist the consultant(s) in obtaining such visas and/or permits.

## **11. Services /Facilities to be provided by the client**

The AfCFTA Secretariat shall provide the following to the consultant:

- Existing policy documents, rules and regulations.
- Access to staff for interview process (if required)
- Any other materials required to conduct the assignment