

**Terms of reference (ToRs) for the procurement of services below the EU threshold**

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<b>Hiring of an individual long-term Senior Advisor for (CAWEE)</b>	<b>Project number/ cost centre:</b>
	<b>20.2208.5-010.00</b>

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## **0. List of abbreviations**

AfCFTA	African Continental Free Trade Area
AG	Commissioning party
AN	Contractor
AUC	African Union Commission
AVB	General Terms and Conditions of Contract for supplying services and work
BDS	Business Development Services (BDS)
BoQ	bill of quantities
CAWEE	Centre for Accelerated Women's Economic Empowerment
ECCSA	Ethiopian Chamber of Commerce and Sectoral Association
FK	Expert
FKT	Expert days
FTA	Free Trade Area
GDP	Gross domestic product
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
IATF	Intra-African Trade Fair
IPRs	Intellectual Property Rights
KZFK	Short-term expert
MoTRI	Ministry of Trade and Regional Integration
TiG	Trade in Goods
TiS	Trade in Service
ToRs	Terms of reference
VAT	Value Add Tax
WTO	World Trade Organization

## 1. Context

The [Deutsche Gesellschaft für Internationale Zusammenarbeit \(GIZ\) GmbH](#) is a global service provider in the field of international cooperation for sustainable development dedicated to shaping a future worth living around the world. As a public-benefit federal enterprise, GIZ supports the German Government – in particular the Federal Ministry for Economic Cooperation and Development (BMZ) – and many public and private sector clients in achieving their objectives in international cooperation in around 120 countries.

Since 2004, GIZ has been a reliable and trusted partner of the African Union (AU) to enhance inclusive growth and sustainable development on the African continent in line with the AU's [Agenda 2063: The Africa We Want](#). With more than 200 staff, [GIZ African Union](#) cooperates with the AU Commission, as well as the AU's specialised institutions and agencies, such as the Development Agency AUDA-NEPAD, at continental, regional and national level in more than 35 member states. Key areas of engagement include Peacebuilding and Conflict Prevention, Governance and Migration, Sustainable Economic Growth and Employment, as well as Health and Social Development

### a. Introduction

The African Continental Free Trade Area (AfCFTA) is one of the flagship projects identified under the agenda 2063 of the African Union (AU). The AfCFTA is an initiative to establish a system for the free movement of goods and services in the continent through gradual elimination of tariff and non-tariff barriers to trade in goods and successive liberalization of trade in services, and progressive harmonization of policies in a host of other trade-related policy areas including investment, competition law, intellectual property, and digital trade.

By establishing a free trade that intends to embrace all African countries, the AfCFTA aims to create a single market that brings together over 1.4 billion people and a combined GDP of well over USD 2.5 trillion. A continental market of this magnitude is believed to usher in the economy of scale necessary for large-scale investment in manufacturing and regional value chains that leads to sustainable and inclusive development.

With this in view, the African Union Heads of State and Government adopted the Agreement Establishing the African Continental Free Trade Area (the AfCFTA Agreement) in March 2018 in Kigali, Rwanda. The AfCFTA Agreement, together with its three Protocols – on Trade in

Goods (TiG), Trade in Services (TiS), and dispute settlement – entered into force in May 2019 after securing the minimum 22 ratifications at record speed.

As of March 2023, 46 countries have ratified the Agreement, while the AfCFTA Secretariat has been in operation since August 2020, in Accra, Ghana. However, owing to the Covid-19 crisis, actual trading under the AfCFTA Agreement started only from 1 January 2021. The AfCFTA project is highly ambitious and remains work in progress as there are several issues under negotiations as part of the phase I agenda. Currently the Phase II negotiations, which cover the protocols on investment, competition policy, and intellectual property rights (IPRs), are close to completion. On the other hand, the protocols on Digital Trade and on Women and Youth in Trade are still at the design stage.

## **b. Brief information on the programme**

The Federal Government of Germany has been supporting the AfCFTA since the launch of the initiative and the negotiations back in 2015. Germany does this through the GIZ support programme to the AfCFTA. The project's main objective is creating and strengthening framework conditions for the implementation of the AfCFTA. The project covers five thematic areas:

1. Strengthening institutional structures for negotiation and implementation (AU Commission, AfCFTA Secretariat, and selected Member States)
2. Support of negotiations and implementation on TiS
3. Support in implementing TiG commitments and pending negotiations
4. Support negotiations and implementation on investment, competition, IPR and digital trade
5. Sustainability approaches: socially, ecologically, and economically sustainable implementation of the AfCFTA

To this end, the project pursues a multi-level approach and addresses existing capacity bottlenecks in the AfCFTA negotiations and the preparations for implementation on three levels: continental, regional (REC), and national level. At the national level, the project cooperates with relevant ministries of selected member states to establish and implement the obligations of the member states resulting from the AfCFTA.

Furthermore, the project supports private sector associations, civil society organisations, entrepreneurs, and youth representatives in defining their role on the AfCFTA and in

contributing to policy-making processes. GIZ's Programme Support to the AfCFTA started operation in August 2020 with a total budget of EUR 54.9M for technical assistance. The programme will be implemented until December 2024 with the aim of strengthening the framework conditions to realize the African Continental Free Trade Area at continental, regional and national level. Ethiopia is among the 10 countries getting support at country level.

### **c. GIZ Support Relating to the AfCFTA**

Ethiopia is one of the first 44 countries that signed the AfCFTA Agreement on the day of its adoption on 21 March 2018 and ratified the Agreement on 21 March 2019. Ethiopia was also one of the first 22 countries to ratify the Agreement, leading to its entry into force in May 2019.

Ethiopia has also made commendable progress on outstanding work and negotiations under the Protocols on TiS and TiG and the phase II negotiations towards protocols on investment, competition policy and Intellectual property rights. As the AfCFTA is the first regional or multilateral FTA that Ethiopia signed, the government has expressed interest for GIZ support at all levels of the negotiations and national implementation of the agreement.

GIZ aims to provide the necessary support to Ethiopia through the Ministry of Trade and Regional Integration (MoTRI), Ethiopian Chamber of Commerce and Sectoral Associations (ECCSA), Centre for Accelerated Women's Economic Empowerment (CAWEE), and other partners.

The Centre for Accelerated Women's Economic Empowerment (CAWEE) was established in 2004. Being one of the pioneers, non-profit, trade promotion, membership organizations operating in Ethiopia, it provides promotional and capacity building support service targeting women exporters (existing and potential/emerging women exporters) involved in Small and Medium Enterprises (SMEs) through the provision of different support services.

To this end, GIZ wishes to hire an individual long-term Senior advisor to support CAWEE on AfCFTA issues based on the provisions contained in this ToR.

## **2. Tasks to be performed by the contractor**

GIZ has been supporting Ethiopia in the negotiations and implementation of the AfCFTA through designing and implementing of technical assistance activities since 2020.

Accordingly, GIZ intends to hire an individual long-term Senior advisor for a period of one year (with possible extension for six months) to prepare the advocacy strategy, provide technical advice, and capacity building support to the CAWEE.

The contractor is responsible for providing the following services:

## **2.1 General responsibilities**

The Advisor shall, working closely with the Centre for Accelerated Women's Economic Empowerment (CAWEE), advise the Executive Director of CAWEE, and its member companies for a duration of one year. The advisor develops advocacy strategy, provides promotional and capacity building support services by targeting women exporters involved in Small and Medium Enterprises (SMEs). The advisor will work under the direct supervision of the Executive Director of CAWEE.

The advisor shall develop advocacy strategy for CAWEE, give assistance to senior CAWEE staffs on the implementation of foreign trade-related policies, strategies and programs, short and long-term planning and implementing reforms within the sector. The Advisor will also provide hands-on support, technical advice and will prepare comprehensive research based analytical reports and key decision notes to the Executive Director of CAWEE.

## **2.2 Specific responsibilities include:**

Under the general guidance of the Executive Director of CAWEE, the advisor will carry out the following specific functions:

- Map out the officials and experts to be supported including relevant external stakeholders that will be consulted (involved) in the process.
- Provides promotional and capacity building support service to CAWEE.
- Provides trainings on basic business skills & life skills, trainings in international trade.
- Provides Business Development Services (BDS) to CAWEE members.
- Facilitates and conducts action-oriented research, facilitate policy dialogue forums
- Collects and analyzes data to identify trends or patterns and provides insights through graphs, charts, tables, and reports using data visualization methods to enable data-driven planning, decision-making, presentation, and reporting.
- Conducts technical studies and prepares technical and policy papers on Ethiopian Women Exporters and AfCFTA as required.

- Provides technical assistance and advisory services to CAWEE, and CAWEE's members.
- Provide packaged support to CAWEE members & staff that will take part at the IATF, which includes pre-IATF support and post IATF follow-up on results achieved, areas of support to the companies and documenting success stories
- Facilitating linkages with the GIZ AU AfCFTA Support Office in facilitating technical & financial support.
- Supporting and facilitating CAWEE'S launching initiative of e-commerce platform in facilitating trade between Ethiopia, Kenya & Rwanda.
- Review the AfCFTA protocols and the overall Phase II negotiation and brief CAWEE and its members regularly.
- Support in facilitating the participation of CAWEE members in developing the National AfCFTA implementation strategy and provided support on the women's protocol.
- Assist and advice on the formulation and implementation of advocacy strategies that would ensure sustained development of export trade, market access and for CAWEE members.
- Provide advice and undertake other tasks given to her/him by the Executive Director of CAWEE.

### **3. Deliverables**

In addition to the reports required by GIZ in accordance with the AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Brief quarterly or half-yearly reports on the implementation status of the project
- Submission of final report, including a policy brief, based on the comment from partners & GIZ.
- Presentation of the advocacy strategy document of CAWEE.
- Delivering a presentation of the prepared advocacy strategy to the event to be organized by GIZ.
- Submission of the final advocacy strategy to CAWEE.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

<b>Milestones/process steps/partial services</b>	<b>Deadline/place/person responsible</b>
Inception report	20 July 2023
Quarterly, six-monthly, nine month and Annual performance reports	20 October 2023, 20 January 2024, 20 April 2024, and 20 July 2024
Draft advocacy strategy	20 September 2023
Final advocacy strategy	20 January 2023

Period of assignment: **from 15, July 2023 until 15, July 2024**, with the possibility of extension for additional 6 months

<b>Milestones/partial works</b>	<b>Deadline/place/person responsible</b>	<b>Criteria for acceptance</b>
Inception report	20 July 2023	As per the TOR
Quarterly, six-monthly, nine month and Annual performance reports	20 October 2023, 20 January 2024, 20 April 2024, and 20 July 2024	As per the TOR
Draft advocacy strategy	20 September 2023	As per the TOR
Final advocacy strategy	20 January 2023	As per the TOR

Period of assignment: **from 15, July 2023 until 15, July 2024**, with the possibility of extension for additional 6 months

## **4. Concept**

### **4.1 Technical-methodological concept**

**Strategy (1.1):** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 2). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible.

**Cooperation (1.2):** The technical proposal should layout a clear strategy for establishing cooperation and interaction with all the relevant actors (stakeholders) to the AfCFTA implementation in Ethiopia. Additionally, the proposal must show the modality of cooperation with CAWEE and GIZ during the contract period.



**Steering Structure (1.3):** The proposal should show the approach and procedure that will be used for steering the task of delivering the advisory and advocacy strategy development services to CAWEE within the specified period and his / her contribution to results monitoring and associated changes.

**Processes (1.4):** This includes an explanation of the work steps and milestones to be achieved by the consultant together how and when the partner will be involved in the delivery of the advisory and advocacy strategy development services.

**Learning and innovation (1.5):** For the purposes of building the capacity CAWEE and its members, the bidder should express the modality by which it engages assigned experts of the CAWEE in the process of delivering the foreign trade advisory and advocacy strategy development services on AfCFTA. This should also include the contractor's contribution to knowledge management plan of CAWEE for further development.

**Project Management (1.6):** The bidder is required to describe the key processes for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors.

**Other specific requirements (1.7):** The contractor must make sure that cross-cutting issues like Women and Youth Traders, private sector participation, role of the diaspora, the impact of climate change, and similar issues are mainstreamed into his /her advisory and advocacy strategy development services.

#### **4.2 Personnel concept (CV): -**

An individual advisor who are suited to filling the position described, based on their CVs, the range of tasks involved and the required qualifications, shall submit his/her qualifications with the consultancy license (if applicable), TIN, and work experiences.

The advisor should have the following qualifications listed below.

##### ✓ **Education/training (2.1.1):**

- Masters or Ph.D. degree in international Economics, International trade, Economic, international trade economics, Development Economics, gender studies, Project

management, Communication, international relation, or related fields as the main area of specialization.

✓ **Language (2.1.2):**

- Excellent business language skills in English and Amharic

✓ **General professional experience (2.1.3):**

- Ten (10) years of professional experience in trade policy analysis, development of advocacy strategy, international relation, public relation, communication, gender studies, planning and coordination and extensive knowledge of international trade agreements like WTO, AfCFTA, and other regional agreements, in a public or private sector position, higher education institutions, policy research institutions, international organizations or NGO's.

✓ **Specific professional experience (2.1.4):**

- At least 7 years of Proven experience in a position that is related to the required duties and responsibilities (in trade policy analysis, development of advocacy strategy, international relation, public relation, communication, gender studies, research, planning and coordination, practicing and/or implementing trade law and policy issues, and in delivering training)

✓ **Leadership/management experience (2.1.5):**

- At least seven years of management/leadership experience as project team leader or manager in an organization

✓ **Regional /Country experience (2.1.6):**

- At least Seven years of experience working in projects related to development of advocacy strategy, advisory services in Ethiopia, and work experience in other African countries is an added advantage.

✓ **Development Cooperation (DC) experience (2.1.7):**

- Five years of experience working in DC projects or experience working with international partners

✓ **Other (2.1.8):**

- experience in developing advocacy strategy, bilateral/regional/multilateral trade or economic negotiations is an advantage

## 5. Costing requirements

### Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence

All business travel must be agreed in advance by the officer responsible for the project.

### Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

### Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	NA	NA	NA	

Designation of TL/key expert/short-term expert pool	NA	NA	NA	
Designation an individual long-term advisor.	1	180	180	
<b>Travel expenses</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
Per-diem allowance in country of assignment	15	650.00	9750.00	
Overnight allowance in country of assignment	15	2000.00	30000.00	
<b>Transport</b>	<b>Quantity</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
International flights	NA	NA	NA	Travel to the place of service delivery
Domestic flights	8	4000.00	32000.00	Flights within the country of assignment during service delivery
CO <sub>2</sub> compensation for air travel	8	3600.00	28000.00	A budget is earmarked for settling carbon offsets against evidence.
Travel expenses (train, car)	8	300.00	2400.00	Travel within the country of assignment, transfer to/from airport etc.
Other travel expenses	NA	NA	NA	e.g. visa costs
Fixed travel budget	NA	NA	NA	A budget is earmarked for travel to the following countries:  You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual

				items. Settlement is possible only until the budget is depleted.
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Flexible remuneration</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	A budget of EUR is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.  Use of the flexible remuneration item requires prior written approval from GIZ.
<b>Workshops</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	The budget contains the following costs.  Please calculate a budget for workshops taking the following cost items into account
<b>Subcontracts</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	The budget contains the following costs.
<b>Procurement of materials and equipment</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	The budget contains the following costs.
<b>Local subsidies</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	The contractor administers the following local subsidies in accordance with Section 2.7 AVB.
<b>Other costs</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	The budget contains the following costs.

### Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price. Therefore, please divide the lump sum price into the milestones described below. The price per milestone must contain all relevant costs (fee, travel expenses etc.).

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

<b>Milestones/partial works</b>	<b>Estimated expert days for orientation</b>	<b>Deadline/place/person responsible</b>
Preparation	10	10 August 2023
Implementation	150	20 June 2024
Closing activities	20	20 July 2024

## **6. Inputs of GIZ or other actors**

GIZ and/or other actors are expected to make the following available:

- GIZ will cover the costs of the hired advisor
- GIZ shall cover the cost of workshops related to the development of advocacy strategy for CAWEE.
- The advisor shall work from within Ethiopia (Addis Ababa) having a frequent communication with the CAWEE, GIZ and other stakeholders.
- CAWEE shall assign a mix of selected experts to work with and learn from the consultant during the foreign trade advisory and advocacy strategy development services to CAWEE.
- CAWEE shall make available the necessary data, information, and personnel (officials) that are necessary inputs for data collection (interview, FGD, ...etc), analysis and interpretation, with due regard to the relevant laws.
- Workstations on CAWEE premises

## **7. Requirements on the format of the tender**

The structure of the tender must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 4) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English language.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g., links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person

held in the reference project and for how long. The CVs can also be submitted in English language.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops, or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.