Call for Proposal – Individual Consultant

**Consultancy Services For Technical Support For The** **African Minerals Development Center Transition To Guinea As A Specialised Agency Of The African Union**

 Reference No.: **AUC/DTI/C/002**

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| Addis Ababa, ETHIOPIA P. O. Box 3243 Telephone: +251 11 551 7700 Fax: +251 115 517844Website: [www.au.int](http://www.au.int) |

1. **Background**

In February 2009, the African Union Assembly of Heads of State and Government adopted the Africa Mining Vision (AMV) as the key continental framework to underpin broad-based sustainable growth and socio-economic development. The Vision consists of securing optimal gains from the African continent’s minerals resources through better governance of the sector, establishment of minerals-based industries, structural transformation, and sustainable development. The African Minerals Development Centre (AMDC) was established in 2013 to provide African Union Member States with strategic technical support capacity for implementing the Africa Mining Vision and Action Plan.

The African Minerals Development Centre was established by the Assembly of Heads of States in Africa to be the instrument to support member states implement policies and programmes for the realization of the African Mining Vision. The Centre was first located within the ECA as a project for five years at the end of which it has to be transferred to the Republic of Guinea as a full-fledged Specialized Agency of the African Union.

In January 2016, the Assembly of Heads of State and Government adopted the Statutes establishing the AMDC as a Specialised Agency of the African Union. In July 2018, the Assembly of Heads of State that met in Nouakchott, Mauritania adopted a Decision No: Assembly/AUDec.697 (XXXI) with the following provisions

* That the AMDC shall be hosted by the Republic of Guinea
* That the AMDC Secretariat move to the Commission by the end of September 2018 for the interim period of not more than one (1) year to allow the Commission to finalise the Hosting Arrangements, setting up the Governance Structure as well as facilitate the ratification process
* Urged Member States to expedite the ratification of the AMDC Statutes; and
* Directed the Commission to present a comprehensive report to the February 2019 Summit on the progress made in the transfer of the AMDC to the Commission, operationalisation of the AMDC Governance Structures as well as the status of ratification of the AMDC Statutes.

On February 15th, 2019, the AMDC was officially handed over to AUC as part of fulfilling the Nouakchott Summit Decision and temporarily relocated to the AU Headquarters in transition to the final location in Conakry Guinea. During this transition period the earlier structure, institutional arrangements, staffing and activities of the project phase are no longer in place. The Centre is to be relocated to Guinea and, and set up this time as a fully operational Specialized Agency of the African Union.

**A Specialized Agency of the AU**. (SA) The AMDC has been designated a SA. The definition of a SA now recommended[[1]](#footnote-1) for adoption by the Assembly is

*“An autonomous legal personality established or endorsed by the Assembly to perform specific tasks of technical and/or scientific nature in support of, and accountable to the Union for its contribution to the attainment of continental developmental goals and aspirations; that subscribes to good corporate governance principles and financial management practices, consistent with the values of the Union.”*

Hence, while the AMDC is autonomous, it will follow and subscribe to the recommendations as adopted by the Assembly. These relate to the nature of engagement with the AUC, division and sharing of labour, and reporting system to the Assembly. Otherwise the autonomy of the Centre is sacrosanct. The BP is therefore designed within this framework.

The AMDC Statutes specify three organs for the Centre;

1. **The Conference of State Parties** – the supreme Governance body:
2. **The Minerals Advisory Board (MAB)** – Supervises the DG and the Centre while also ensuring implementation of the Centre’s work programme. The MAB also recommends the budget submitted by the DG for approval by the Conference of State Parties.
3. **The Secretariat** – implements the programmes of the Centre.

The successful institutionalization of the AMDC as a Specialized Agency of the African Union calls for the development of robust corporate strategy. The present assignment is focused on the Preliminary phase towards coming up with a functional AMDC institutional set-up anchored on a clear corporate approach.

This assignment is first step of the ‘’Establishment of AMDC as a Specialized Agency’’ before moving the institution formally to the Republic of Guinea. The expert will work under the responsibility and the supervision of AUC Department of Trade and Industry.

1. **Objective of the assignment**

The **objective** of the assignment is to provide technical support to the Department of Trade and Industry in institutionalizing the transitional AMDC grounded on the principle of “Form follows Function” in line with Decision No: Assembly/AUDec.697 (XXXI).

The specific objectives are:

1. Institutionalize a clear vision, mission and strategy of the AMDC
2. Elaborate a corporate model describing how AMDC will transition from AUC to the Republic of Guinea and ensure that it delivers on its mandate in collaboration with technical implementing partners.
3. Elaborate and lead the implementation of an AMDC results based action plan
4. Develop a phased up human resource requirements with grades and financial implications
5. Establish a resource mobilization strategy that includes a scale of assessment model to determine contributions from Member States and support the ratification process of the AMDC Statutes.
6. **Scope of Work**

For ownership purpose, the expert will engage and work directly with AUC at each of the steps of the assignment. The consultant is expected to undertake the following tasks:

1. follow up and ensure the implementation of the resolutions, directives and decisions of the Summit in accordance with the rules and regulations of AMDC;
2. Prepare the AMDC transitional plan (business plan) and ensure its official adoption by AU Policy Organs
3. Liaise with the Government of Republic of Guinea and ensure that all facilities, logistical, administrative and legal instruments are in place.
4. Facilitate the drafting and signing of the Host Agreement.
5. represent AMDC and defend its interest under the guidance and approval of the Director of Trade and Industry.
6. promote the development of programmes, projects and initiatives of AMDC;
7. Prepare and submit proposals relating to the work programmes, business plans, strategic objectives, projects, activities and budgets of AMDC and ensure their implementation.
8. oversee the administrative and institutional development of AMDC by appropriately managing the all organizational transitional aspects as approved by the Commission.
9. submit monthly reports on the activities of AMDC to the Department of Trade and Industry;
10. prepare and service meetings of the AMDC with other stakeholder.
11. organize meetings and undertake studies as necessary and maintain relevant records in relation thereto;
12. submit to the Department of Board annual reports on the operations of AMDC;
13. make recommendations to improve AMDC’s operational efficiency.
14. **Expected Outputs**
15. Methodology and the work plan for the assignment. This should be produced maximum two weeks after the signing of the contract;
16. An interim report describing the progress and eventual challenges of the mission not more than 5 pages;
17. A report detailing a clear vision (as part of AMDC organizational strategy), which takes care of human aspect of the AMDC (knowledge and motivation), realistic and actionable programmatic activities, financial projections and modeling, framework for mobilizing financial resources for sustainable implementation of the AMDC activities developed.
18. Report on AMDC Host Agreement negotiations, facilities and all protocol, legal and administrative issues in place.
19. A compendium of at least 15 ratifications required to have the AMDC Officially Operational signed, ratified and deposited with the AUC.
20. Rules, Regulations, financial systems and other administrative procedures of the AMDC adopted.
21. A clear communications strategy targeting both internal and external audiences to ensure Consistency of message which is key to sustainability of AMDC.

The outputs for expert are defined as follows:

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| **S/no** | **Activity** | **Anticipated Duration(Days)** | **Deliverable/Output** |
| 1 | Draft the inception report outlining understanding of the assignment and work plan | 5 | An inception report accepted by AUC |
| 2 | An interim report describing the progress and eventual challenges of the mission not more than 5 pages; | 12 days | Progress report presented and accepted by AUC.  |
| 3 | A report detailing a clear vision (as part of AMDC organizational strategy), which takes care of human aspect of the AMDC (knowledge and motivation), realistic and actionable programmatic activities, financial projections and modeling, framework for mobilizing financial resources for sustainable implementation of the AMDC activities developed.  | 30 days  | AMDC Business Plan (corporate strategy presented and accepted by AUC  |
| 4 | Report on AMDC Host Agreement negotiations, facilities and all protocol, legal and administrative issues in place | 45 days | Report on the host Agreement signed, facilities and all protocol arrangements for hosting AMDC presented and accepted by AUC  |
|  | A compendium of at least 15 ratifications required to have the AMDC Officially Operational signed, ratified and deposited with the AUC | 60 days  | Ratification deposited with AUC |
|  | Rules, Regulations, financial systems and other administrative procedures of the AMDC  | 90 days  | Report on Rules, Regulations, financial systems and other administrative procedures of the AMDC presented and accepted by AUC |
|  | A clear communications strategy targeting both internal and external audiences to ensure Consistency of message which is key to sustainability of AMDC | 115 days | A communication strategy prepared, presented and accepted by AUC |
| 5 | Final Report  | 5 days | Final report incorporating comments |
|  | **Total** | **120 days**  |  |

1. **Methodology**

The assignment will involve deskwork for literature review, direct engagement with stakeholders, consultaions and report drafting. The expert will be based in Addis Ababa for most of the time and will be required to make international travels for consultations and other meetings. Daily Subsistence Allowance (outside of the duty station) and ticket will be paid by AUC for pre-approved travels where such trips are deemed necessary for the fulfilment of the assignment,

1. **Reporting Arrangements**

The assignment will be under the responsibility, supervision and coordination of AUC Department of Trade and Industry. The expert will draft monthly reports to AUC (one-page maximum) summarizing the progress and challenges of the project. All activity outputs, including research data, reports, presentations and documentation will remain the property of the of AUC Department of Trade and Industry. The AUC Department of Trade and Industry will manage the project on a day to day basis. The Department will facilitate the contacts with the organizations to be met by the experts.

Reports should meet AUC quality standards and should be kept as brief and concise as possible. The reports will present the required outputs. All reports should be provided in electronic version (in word and) in English. Reports will be sent by email to the attention of the Department of Trade and Industry for comments. AUC is expected to react 2 weeks after the submission of the inception and interim report and 4 weeks for the final report.

1. **Expert profiles**

The level of expertise required for this assignment requires an expert with experience in operations of that are in line with the functions envisaged for the AMDC. The Expert will, therefore, be recruited for a total number of **120 working days** within six calendar months.

1. **Required Consultant Profile**

The Consultant would be selected based on the following minimum educational and experience criteria:

* Education Qualification
* Master’s degree in a relevant field such as International Development, Organizational development or related fields
* Work Experience
* At least 10 years of overall professional experience working in Mineral Sector Governance with a focus on policy legal and institutional projects.
* Experience in organizational systems and development
* Knowledge and experience of the mining sector in Africa
* Demonstrated track record in preparation of documents, evaluation reports and preferably also, publications within the theme of mining

* Language

Excellent mastery of written English and any of the AUC languages.

1. **Duration of the Assignment**

The assignment is expected to take 6 Months. The assignment is expected to be carried out between end of July and December 2020. The consultant shall be paid on equal installment upon submission of monthly reports towards achieving the following

1. **Submission of Application**

Interested Individual Consultant must submit the following when applying for this assignment:

* A technical proposal not exceeding 5 pages outlining how the Consultant understands the TORs; the methodology; and should also have Curriculum
1. **Consultancy Fees**

A fixed sum of **USD 42,000,** is envisaged as the total consultancy fees for this assignment. A fixed sum in equal instalments will be paid on submission of a monthly satisfactory report for duration of the consultancy and is inclusive of all assignment costs and profits as well as tax obligations that may be imposed on the Consultant.

**12. Invitation**

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

**13. Evaluation and qualification criteria**

For evaluation of the CV and proposal the following criteria will be applied:

1. General Education Qualification and Relevant Training of the Consultant (20

Points);

1. Experience in undertaking similar assignments (30 points);
2. Technical approach and methodology (40 points)
3. Work plan (10 points)

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 26th June 2020**.

**African Union Commission,**

**Attn: Carine Toure Yemitia (Mrs.)**

**Head of Procurement Travel and Store Division**

**Building C, Room 327**

**P.O.Box 3243,Roosevelt Street**

**Addis Ababa, Ethiopia**

Tel: +251 (0) 11 551 7700 – Ext 4305

Fax: +251 (0) 11 551 0442; +251 11-551-0430

E-mail: tender@africa-union.org

1. Recommended by a Workshop of SAs organized by the AUC in Harare, May 2019 to validate the recommendations of a Study it had commissioned on the Policy Coherence between the AUC and the SAs [↑](#footnote-ref-1)