



## Terms of Reference (ToR)

### Consultancy for Conducting the Study and to Formulate Recommendations Regarding the Impact of the Migration by AfCFTA State Parties to the Harmonized System 2022 (HS 2022) Nomenclature on the existing AfCFTA Tariff Offers

#### General Information

<b>Project Name:</b>	African Union Commission for Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063
<b>Project ID:</b>	180117
<b>Consultancy Name:</b>	Consulting Services for Trade Specialist for HS 2017 Tariff Migration
<b>Procurement Reference:</b>	ET-AFCFTA-484120-CS-INDV
<b>Type of Contract:</b>	Individual Consultant Selection
<b>Reporting to:</b>	Director of Trade in Goods and Competition
<b>Duration of Assignment:</b>	One Hundred and Twenty (120) Calendar Days

#### 1. Introduction

- 1.1. The AfCFTA Secretariat has received financing from the World Bank Group (WBG) toward the cost of the Institutional Support Project (ISP) for the effective implementation of the African Continental Free Trade Area (AfCFTA) Agreement and intends to apply part of the proceeds for consulting services.
- 1.2. This procurement invites applications from Individual Consultants for a Trade Expert aimed at supporting the AfCFTA Secretariat in conducting the study and to formulate recommendations regarding the Impact of the Migration by AfCFTA State Parties to the Harmonized System 2022 (HS 2022) Nomenclature on the existing AfCFTA Tariff Offers.

#### 2. Background

- 2.1. The AfCFTA Secretariat has received a Grant to finance the Institutional Support Project for the effective implementation of the AfCFTA. The AfCFTA Secretariat is a pan-



African organisation legally established and mandated to implement the AfCFTA Agreement, whose main objective is to create a single continental market for goods and services so to deepen the economic integration of the African continent, in accordance with the Pan African Vision of “An integrated, prosperous and peaceful Africa” enshrined in Agenda 2063.

- 2.2. The AfCFTA Secretariat serves as the central institution responsible for the implementation of the AfCFTA Agreement and its related protocols. Its core functions encompass the facilitation of seamless, predictable, and liberalized trade among State Parties across the African continent through the implementation of dedicated support programmes.

### **3. Context**

- 3.1. The AfCFTA Agreement was adopted by the Heads of State and Government of the African Union during their Extraordinary Summit held in Kigali, Rwanda in March 2018. It came into force on the 30<sup>th</sup> May 2019 and was launched during the Extraordinary Summit held in Niamey, Niger on the 7<sup>th</sup> July 2019. Trade under the AfCFTA preferential rules started on 1<sup>th</sup> January 2021. The Republic of Ghana was selected as the host nation for the AfCFTA Permanent Secretariat, located in its Capital City, Accra. The 33<sup>rd</sup> Ordinary Summit of the African Union held on 9 and 10 February 2020, marked the election of the first Secretary General.

### **4. Objectives of the project and assignment**

- 4.1. The objective of this project is to provide support for 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 ISP is to support the effective implementation of the AfCFTA and the rollout of preliminary implementation programmes, ultimately contributing to the creation of a single continental Free Trade Area and to the promotion of Africa’s socioeconomic transformation.
- 4.2. The objective of this assignment is to engage a Trade Expert to undertake a study and formulate recommendations regarding the impact of the migration by AfCFTA State Parties to the Harmonized System 2022 (HS 2022) nomenclature on the existing AfCFTA tariff offers.

### **5. The Assignment**

- 5.1. This consultancy will be predominantly executed remotely, leveraging virtual platforms in the majority of tasks and interactions. Nevertheless, in-person engagement with the AfCFTA Secretariat in Accra, Ghana and potentially with other key pertinent stakeholders across African Union countries, may be required to ensure the successful completion of the assignment.

## 6. Scope of Work

- 6.1. The technical expert will be responsible for the technical verification of the draft tariff offers submitted by State Parties that have not yet provided full tariff schedule, including Categories B and C, in accordance with the established tariff modalities. These modalities stipulate that State Parties are required to submit their tariff offers using the HS 2017 nomenclature. To date, forty-eight (48) State Parties have submitted their tariff offers to the Secretariat in this format. The expert will undertake an analysis to assess the implications of the migration to HS2022 on these submitted tariff offers.
- 6.2. Specifically, the expert is expected to carry out the following tasks in relation to the study:
- a) Undertake technical verification of tariff offers of State Parties that are still outstanding, encompassing Categories A, B and C.
  - b) Conduct an analysis on the implication of the HS2022 on the agreed tariff modalities and formulate recommendations for the progression of tariff liberalization schedules under Categories A, B and C.
  - c) Review and assess the AfCFTA Member States / State Parties tariff offers in HS2017 and subsequently map and develop correlation tables for conversion of these tariff offers to the HS2022 nomenclature.
  - d) Assess the prospective trade flows within the AfCFTA framework utilizing the HS2022 version as the basis for this analysis.
  - e) Perform any other tasks as may be assigned.

## 7. Reporting

In the execution of the assignment, the Consultant will report to the Director of Trade in Goods and Competition of the AfCFTA Secretariat in collaboration with the World Bank Project Coordinator.

## 8. Duration and deliverables

- 8.1. The services for this consultancy are scheduled to commence on 1<sup>st</sup> July 2025 and will have a duration of 120 working days. The expert is required to submit the following deliverables:
- i. Inception Report, due on the 7<sup>th</sup> working day following the start of the assignment
  - ii. A Draft Report, due on the 50<sup>th</sup> working day of the assignment
  - iii. Final study report that comprehensively addresses all the tasks delineated in these TORs, to be provided within 120<sup>th</sup> working days from the commencement of the assignment.

## 9. Qualifications and Experience

- 9.1. The consultant shall have the following minimum qualifications and experience:

9.1.1. Must hold a minimum of a University Master's degree from an internationally reorganized institution in one of the following fields: International Trade, Economics, Business Administration or International Economic Relations.

9.1.2. Additional qualifications or certifications in customs or international trade matters will be an advantage.

## **9.2. Professional experience:**

9.2.1. A minimum of Ten (10) years of relevant professional experience in trade policy and or customs administration.

9.2.2. Demonstrated experience in dealing with tariff data and HS transposition, as well as in managing projects with multiple institutions/teams.

9.2.3. Knowledge and demonstrated experience conducting trade policy research and international trade analysis, developing of regional value chains and analysis of value chains.

9.2.4. Demonstrated knowledge of African regional economic integration and recent developments in the area.

9.2.5. Demonstrate good networking skills, judgment and ability to work in multi-cultural and multi - disciplinary project team.

9.2.6. Proficiency in English and/or French. A working knowledge of the other language will be an added advantage.

## **10. Technical approach and methodology**

The consultant is required to prepare and submit with his/her Expression of Interest (EOI) a clear and simple, but detailed, technical approach and methodology demonstrating his/her understanding of the assigning while also outlining his/her work plan, objectives, activities, deliverables and output relevant to the assignment. If necessary, the consultant may also be required to indicate activities which will require physical engagement and those that will require virtual engagement.

## **11. Evaluation and Qualification Criteria**

11.1. The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the World Bank Procurement Regulations for the Selection of Individual Consultants. The interest expressed by a consultant does not imply any obligation on the part of the Secretariat to include him/her in the shortlist. Interested individuals should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV and testimonials in form of contracts or reference letters or completion of service certificates as proof of similar assignments and technical approach and methodology). The consultants on the shortlist will be evaluated on the following criteria, based on the information provided in their CV, attachments and technical proposal.

#	Criteria	Points
1.	<p>General Education, Qualification and Relevant Training: Consultant to indicate the name and type of degree obtained, the year of the degree and must attach copies of certificates to support qualification.</p> <ul style="list-style-type: none"> <li>• Relevance – 10%</li> <li>• Attached certificates – 10%</li> </ul>	20%
2.	<p>Experience and Technical Expertise</p> <ul style="list-style-type: none"> <li>• A minimum of Ten (10) years of relevant professional experience in trade policy and or customs administration. (10%)</li> <li>• Demonstrated experience in dealing with tariff data and HS transposition, as well as managing a project with multiple institutions/teams. (10%)</li> <li>• Knowledge and demonstrated experience conducting trade policy research and international trade analysis, developing of regional value chains and analysis of value chains. (10%)</li> <li>• Demonstrated knowledge of African regional economic integration and recent developments in the area. (10%)</li> <li>• Demonstrate good networking skills, judgment and ability to work in multi-cultural and multi - disciplinary project team. (10%)</li> </ul>	50%
3.	<p>Technical Approach and Methodology:</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the assigning (6%)</li> <li>• Work plan (6%)</li> <li>• Objectives (6%)</li> <li>• Activities (6%)</li> <li>• Deliverables (6%)</li> </ul>	30%
	<b>Total</b>	<b>100%</b>

11.2. The minimum technical qualification is 80%. Consultants scoring above the threshold will be ranked and the highest-ranked candidate will be selected based on successful negotiation.

## 12. Fees and Payments

12.1. This assignment is a short-term contractual engagement in which compensation is contingent upon the timely submission of specified deliverables. The consultant shall be responsible for seeking and obtain any visas or resident permits that 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.



---

The AfCFTA Secretariat 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 “Procurement Regulations for IPF Borrowers” Sixth Edition, revised February, 2025 (“Procurement Regulations”), which can be found at the following website: <https://documents.worldbank.org/en/publication/documents-reports/documentdetail/099120102072534901/secbos1a43bff50e019609110773aaa8d12>