

CALL FOR EXPRESSION OF INTEREST



Implemented by:
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

CONSULTANCY CONTRACT TO PROVIDE A DISASTER RECOVERY PLAN AND A BUSINESS CONTINUITY PLAN FOR THE AFCFTA SECRETARIAT

CONSULTING FIRMS REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the AfCFTA Support programme invites qualified **Firms** to express their interest in the above consultancy work.

Background and Objectives

GIZ, on behalf of the German government and the European Union, supports the AfCFTA through the GIZ Support project to the AfCFTA (GIZ AfCFTA). GIZ AfCFTA supports the AU Commission (AUC) Department of Economic Development, Trade, Tourism, Industry and Minerals (ETTİM) as well as the AfCFTA Secretariat in Accra, Ghana in the AfCFTA negotiations and implementation. All activities of GIZ AfCFTA are closely coordinated across the continental, regional and country level to ensure that all levels are appropriately linked.

The AfCFTA Secretariat in Accra, Ghana is the official institution in charge of coordinating the successful AfCFTA negotiation and implementation. To implement the broad objectives of AfCFTA and to protect information, data and to ensure a professional business continuity, a robust Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) are required to ensure that the AfCFTA Secretariat is in measure to recover from any unforeseen risks.

On daily basis, the AfCFTA Secretariat is dealing with very strategic data, information and processes like Rules of Origin, Tarif offers, e-tariff Book etc. The critical data shall be always available for all AfCFTA states parties, African private sector and critical partners. Consequently, for a permanent and smooth running of the African trade under the AfCFTA agreement, all these data and information should be protected and restored as quickly as possible in case of any unforeseen disaster.

The DRP and BCP and all derived instruments and policies will be used to strengthen the capability of the AfCFTA Secretariat, following an unplanned disaster, to react and return to efficient operations within a short time frame.

Objective: It is in this context that GIZ, on behalf of the AfCFTA Secretariat is in search of the services of a firm to provide required support in the provision of the following services:

- Development of a Disaster Recovery Plan (DRP) and related policies and instruments
- Development of a Business Continuity Plan (BCP) and related policies and instruments
- Administration and Management of an induction and training program related to the DRP and BCP for AfCFTA Secretariat Staff

Tasks to be performed by consulting firm include:

- Assessing the requirements of the AfCFTA Secretariat regarding the DRP and BCP, working together with the focal department of Administrative and Human Resources (AHRMD)
- Engaging with further relevant teams within the Secretariat, such as the IT and Facilities team to clarify relevant questions and further requirements.
- Travelling to and engaging with the African Union Commission Headquarters in Addis Ababa, Ethiopia to understand their DRP and BCP and check any possible related requirements.
- Design and submit a blueprint for the DRP and the BCP, incl. related policies and instruments that have been tailored to the specific needs and context of the AfCFTA Secretariat
- Incorporate comments and secure approvals from the AfCFTA Secretariat for the final DRP and BCP in close collaboration with AHRMD
- Develop and agree an induction and training program on the DRP and BCP with AHRMD
- Implement the first round of the induction and training program on the DRP and BCP with AfCFTA Secretariat Staff, provide all training materials to AHRMD
- Deliver to the agreed timelines (see below) and to a high-quality standard.
- Provide regular progress reports to the GIZ AfCFTA project manager on the completion of the milestones.
- The consulting firm manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

Experience of the Consulting Firm

The company selected should have:

1. Knowledge and experience in developing business continuity and disaster risk management plans.
2. Experience providing advisory services to international organizations.
3. Regional experience
4. Ability to demonstrate the capacity to manage confidential data.
5. Capacity to provide two (2) experts for this assignment.

Note: The firm should be able provide (1) team leader and (1) key expert for this assignment. Among the team of experts there should be a bilingual person (French)

Experience of the Proposed Experts

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master) in Business Administration, Information Systems or a related field
- Language (2.1.2): Fluency in English (Corresponding to C1 in the Common European Framework of Reference for Languages); and French (minimum B2 level)
- General professional experience (2.1.3): 10+ years of professional experience in the business advisory sector
- Specific professional experience (2.1.4) 7+ years' experience in development of DRP and BCP, 7+ years' experience in managing complex projects, demonstrated experience working on international initiatives and with international organizations,
- Leadership/management experience (2.1.5): 5+ years of management/ leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7+ years of experience working in projects in Africa
- Development cooperation (DC) experience (2.1.7): not applicable
- Other (2.1.8): Proven computer literacy and competence, experience in dealing with senior business executives and government officials; ability to work and interact with people from diverse, professional, social and cultural backgrounds.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Bachelor/Master) in Business Administration or a related field
- Language (2.2.2): Fluency in English (Corresponding to C1 in the Common European Framework of Reference for Languages); and French (minimum B2 level)
- General professional experience (2.2.3): 5+ years working in the business advisory sector.
- Specific professional experience (2.2.4): 3+ years developing BCP and DRP, experience in working with international organizations.
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): 5+ years' experience working in the African context.
- Development Cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): Excellent computer literacy (incl. Microsoft packages and data analytic programs), project management skills, proven ability to work and interact with people from diverse professional, social and cultural backgrounds.

Interested consulting firms with proven experience in this area of work are kindly requested to express their interest in the above-mentioned project.

Please send a Letter of Interest (LoI) with the following documents:

- Official letter expressing interest.
- Curriculum Vitae of the two (2) experts (CV, indicating all relevant experiences and qualifications)
- Business Registration Certificate
- Company Profile
- Valid VAT Registration Certificate
- Valid SSNIT Clearance Certificate
- Valid VAT Clearance Certificate

All letters, including information and documents, should be sealed and marked as "Expression of Interest for (83460917/20.2208.5-101.10), CONSULTANCY CONTRACT TO PROVIDE A DISASTER RECOVERY PLAN AND A BUSINESS CONTINUITY PLAN FOR THE AFCFTA SECRETARIAT"

To the following address:

The Procurement Unit
GIZ Ghana
No. 7 Volta Street, Airport Residential Area, Accra
P.O. Box KA 9698,
Accra

The deadline for submission of EOI is **21st March, 2024.**