



SHORT-TERM TECHNICAL EXPERT ON REGIONAL INTEGRATION, POLICY ANALYSIS AND ADVOCACY

TERMS OF REFERENCE

1 BACKGROUND

The East African Business Council (EABC) is the umbrella body of the Private Sector in the East African Community (EAC). It brings together national private sector umbrella bodies, manufacturers, employers, bankers, insurance and transporters associations, chambers of commerce, corporates, and medium and small enterprises from the entire East African region. The current membership number stands at 172.

EABC's mandate is to represent and promote the interests of the EAC business community, provide value-added services that enhance trade and competitiveness, and to participate actively and positively influence legal and regulatory formulation to improve the business environment. EABC works with the major stakeholders such as the EAC Secretariat, Organs, Institutions and National Governments and provides input in policy discussion while advocating for implementation of resolutions at the national level aimed at increasing intra-regional trade.

As part of this programming, EABC's seeks to fast-track policy change in the EAC Integration process, monitor key challenges in the East African policy environment and develop private sector policy positions and facilitate evidence-based advocacy that is beneficial to the competitiveness of the business community in East Africa.

To realise these outcomes, EABC seeks to recruit a **Technical Expert on Regional Integration, policy analysis and advocacy** for **hundred (100) days** to provide core programmatic support, enhance programme implementation and delivery of results.

2 OBJECTIVES

The objectives of this assignment are;

1. To develop position papers from studies and research based on issues raised at public-private dialogues frameworks and consultations.
2. Facilitate Workshops and stakeholder meetings for the purpose of policy awareness, legitimation/ validation.
3. Plan and organise various Public-Private Dialogues and advocate for favourable policies for the EAC Business community through High-level engagement with Trade facilitation agencies, the Council of Ministers and Heads of State. Additionally, the Technical Expert will be expected to plan and represent the Private Sector at the Regional PPDs on Technical Regulations and harmonisation of domestic taxes as well as Secretary General's CEO Forum. This will include the development of necessary advocacy material such as policy briefs, press releases and other documentation.
4. Work with the Executive Director, relevant Committees, EAC organs, national and regional membership-based organisations to ensure implementation of the policies and removal of Non-Tariff barriers.

5. To deepen engagement, coordination and collaboration of EABC Focal Points and other business associations and coalitions to strengthen policy positions and ensure inclusiveness, speed, quality of policy formulation and vigour of advocacy at regional and national levels.
6. Perform any other duties that may be as assigned by the management.

3 RECIPIENTS

The East African Business Council and Trademark East Africa (TMEA)

4 SCOPE OF WORK

The Technical Expert will work in partnership with EABC and its Focal points in all the EAC countries and South Sudan. The main activities include;

Working with EABC Executive Director and programme staff, particularly those who are directly engaged in the implementation of projects to identify priority advocacy agenda items, collate Private sector views, commission surveys or research on issues, develop position papers and plan Public – Private Sector Dialogue meetings and follow up after that.

The Technical Expert will monitor implementation of activities and a regional and national level in collaboration with EABC's focal points.

5 DELIVERABLES

The key deliverables include:

- 100 days work Plan with supporting budgets
- Monthly narrative and financial reports submitted within five days of end month detailing the overall programmatic work; activities, and outcomes as per TMEA's reporting template.
- End of term contract report detailing the overall programmatic work; activities and results as per TMEA's reporting template.

6 TIMELINE

The assignment should take a total of **100 days spread over June to September 2016**

7 REPORTING LINES

Technical Expert will report to the Executive Director, EABC and Director, Business Environment TMEA.

8 QUALIFICATIONS

A suitable candidate should hold the following qualifications and key competencies:

- a) **Academic and Professional Experience:** An advanced university degree in Economics, Social Sciences, International Trade, International Trade Law and or policy or any other relevant field is required. A first degree in combination with five years and above qualifying experience will be considered in place of an advanced degree.
- b) **Work Experience:** A minimum of five (5) years experience in policy dialogue, research or policy analysis. Experience in policy dialogue for Business Membership Organisations; and knowledge of Private Sector and regional integration would be critical assets
- c) **Policy Dialogue:** Requisite skills to organise Public-Private Dialogue meetings and articulate Private Sector views and concerns. This must be complemented by robust analytical skills to prepare issues, policy briefs, and position papers.
- d) **Communication and Networking:** Ability to speak and write clearly and in a persuasive and compelling manner. Additionally, one must be able to identify key stakeholders; seek their views, correctly interpret their messages and respond appropriately.

- e) **Teamwork:** Working collaboratively with colleagues to achieve project and organisational goals and ability to work in a multinational environment with diverse groups of stakeholders.
- f) **Languages:** Fluency in oral and written English is required as it is the main EAC working language. Good working knowledge of French and Kiswahili will be an advantage.
- g) **Additional Skills:** Excellent computer skills (Microsoft Office (Word, PowerPoint, Excel), Email, analytical tools/software for data analysis, experience in working with internet searches, online databases, and data retrieval) are required.
- h) **Nationality:** The position is only open to nationals and residents of any of the EAC Partner States, Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan.

Applicants should submit a Technical and financial proposal in line with the Terms of Reference below, list of previous assignments accomplished and Curriculum Vitae with email, telephone contacts and three referees.

The applications should be sent via email to procurement@eabc-online.com to reach EABC by 7th June, 2016. Only applicants who meet the selection criteria are shortlisted will be contacted.

EABC is an equal opportunity employer thus recruitment is on merit and with no regard to one's age, colour, gender, marital status, disability or impairment, race or creed. Hence, canvassing shall lead to automatic disqualification.