



Guidelines for Requesting Technical Assistance under the Ad-hoc Support Fund of the Team – Europe Technical Assistance Facility to support the AfCFTA and the Continental Economic Integration (EU-TAF)

A. Background Information on this Technical Assistance Facility (TAF)

This TAF is a Team Europe initiative¹ to support the AfCFTA and regional economic integration in Africa. The program covers the period of 2022 to 2024 and is currently funded by the EU, Germany, France, and Sweden (other EU Member States are about to join the initiative), and jointly implemented by GIZ, Expertise France, and FIIAPP.

The EU-TAF is set up to deliver adequate technical assistance on a reactive, flexible, and on-demand basis to meet the needs of the AfCFTA Secretariat, African Union Commission and AU specialized agencies, Regional Economic Communities (RECs), AU Member States, and continental and regional private sector organizations.

1. Objectives and outputs of the EU-TAF

The EU-TAF seeks to contribute to African economic integration through the realisation of the AfCFTA (**overall objective**). It has two specific objectives:

- i. Enhancing the capacity for preparing and conducting the remaining negotiations and
- ii. Strengthening the institutional capacity of targeted African institutions and countries to successfully implement the AfCFTA.

The work of the EU-TAF is structured across 5 outputs. The outputs capture the support provided with different partners on different levels (continental, regional, national).

- Output 1: The capacity of the AfCFTA Secretariat is enhanced, for preparing and conducting the remaining AfCFTA negotiations (all phases), as well as for steering the implementation of the AfCFTA Agreement.
- Output 2: The capacity of AUC to advance continental economic and industrial policies complementary to the AfCFTA is strengthened.
- Output 3: The capacities of targeted RECs and AU specialized agencies to implement AfCFTA-related priority reforms and to facilitate cross-REC exchanges are strengthened.
- Output 4: The capacities of countries to implement AfCFTA commitments are strengthened, and trade regulatory practices are improved.
- Output 5: Continental and regional private sector organisations' engagement in AfCFTA is enhanced.

¹ Currently, the total budget is of € 24.5M, and it is co-financed by the EU (€ 10.5M), Germany (€ 8M), France (€ 4M), and Sweden (€ 1.66M), with other EU Member States planning to join the fund.



2. The EU-TAF approach

The EU-TAF uses two complementary approaches to provide technical assistance. These are:

2.1. Work plan approach (AfCFTA Secretariat and AUC – Output 1 and 2)

- This approach is targeted at Output 1 and Output 2, which are implemented in partnership with the AfCFTA Secretariat and the African Union Commission respectively.
- Under this approach, the EU-TAF will develop annual work plans based on priority needs related to AfCFTA negotiations and implementation, as well as other economic continental integration processes.

2.2. Ad-hoc Support Fund (REC, AU specialised agencies, Member States, private sector level – Output 3 to 5)

- This approach is targeted at the RECs, AU specialized agencies, AU Member States, and continental and regional private sector organizations.
- The objective is to respond to the beneficiaries evolving needs to strengthen their capacities to engage in the AfCFTA implementation process to successfully implement the AfCFTA.
- Under this approach, the targeted beneficiaries will be required to submit requests for support to the EU-TAF Project Management Unit (PMU).

Activities under the EU-TAF may include, but are not limited to, the following:

- i. Technical expertise
- ii. Training and capacity building
- iii. Secondments to Member Countries and RECs
- iv. Missions and study visits
- v. Studies and publications
- vi. Diagnostic tools
- vii. Communication, sensitization, visibility & dissemination
- viii. Seminars & workshops
- ix. TAF Semi-twinning among EU-Africa organisations, or intra-African organisations
- x. Any other requests that support the implementation of the AfCFTA





B. Guidelines for the Ad-hoc Support Fund under the EU-TAF

1. The Ad-hoc Support Fund of the EU-TAF

Eligible beneficiaries can request technical assistance under the EU-TAF Ad-hoc Support Fund. Support is awarded following an evaluation and eligibility-check against the criteria outlined in section B.4. and B.5.

2. Modality of support provided under the EU-TAF

The Ad-hoc Support Fund of the EU-TAF cannot provide direct financial support to beneficiaries, but provides technical assistance (TA). The TA is jointly provided by three Implementing Partners² in close cooperation with the AfCFTA Secretariat. Any eligible request will be implemented by one, two, or even the three partners.

All support will be provided in accordance with the procurement rules and regulations of the designated Implementing Partner. The provision of technical support may only commence after finalization of the procurement process, depending on the type of the specific intervention.

3. Scope of the interventions

The estimated budget for each intervention must be between 50.000 EUR and 200.000 EUR. A request is not limited to one single measure of support but can reasonably combine several individual activities if these are linked and contributing towards the same objective.

For example, an intervention might include mobilisation of a regional short-term expert to review an AU Member State's Customs Code (desk-based study) and to propose revisions of the respective Customs regulations/handbook. This activity may be followed by travel of the consultant to organize and facilitate stakeholder consultations. A national short-term expert then organizes and implements trainings for Customs officers on application of the new procedures.

4. Eligible beneficiaries for the Ad-hoc support fund

The following beneficiaries are invited to submit requests under the ad-hoc support fund:

1. Regional Economic Communities and AU specialized agencies

Strengthening capacities of targeted RECs and AU specialized agencies to implement AfCFTA-related priority reforms and to facilitate cross-REC exchanges.

2. AU Member States

Strengthening capacities of countries to implement AfCFTA commitments and improve trade regulatory practices.

² German Development Corporation (GIZ), Expertise France (EF), and Spanish International Foundation of Administration and Public Policies (FIIAPP)



3. Private sector

Enhance continental and regional private sector organisations' engagement in AfCFTA.

5. Key guiding criteria for preparing ad-hoc requests

For a request to be considered eligible for support under the EU-TAF, it shall meet a few requirements. The criteria for the preparation and evaluation of requests are as follows:

- a) The requesting organisation must be an eligible beneficiary as categorized above.
- b) Relevance to continental and regional priorities – EU-TAF will support interventions identified as continental and regional AfCFTA implementation priorities, which can be most effectively and efficiently executed through cooperation at the continental or regional level;
- c) Relevance to national contexts and priorities – EU-TAF will focus on providing support that contributes to achieving AfCFTA related national priorities of Member States, where beneficiaries' ownership and commitment is clear, and the context is conducive to achieving the programme objectives;
- d) Added value through TAF technical expertise and experience – TAF will undertake interventions where beneficiaries' partners have limited capacities;
- e) Strong likelihood of effective development outcomes – TAF will prioritise interventions that have a clear purpose and realistic expectation of effective development outcomes by means of more effective regional integration through the AfCFTA;
- f) Value for money – EU-TAF will prioritise interventions making the most efficient use of resources.

6. Format for preparing and submitting requests

All requests for support under the EU-TAF must be prepared using the Template for the *Technical Assistance Request Form* attached as Annex 1 to these guidelines.

The request must be submitted electronically to the EU-TAF Project Management Unit (PMU) via the following dedicated email address eu.taf@au-afcfta.org.

7. Guidelines for filling the template for technical assistance requests

In the following, we provide guidance for filling-in the request template. Please read this guidance carefully before filling-in the EU-TAF request template and carefully follow the instructions.

1. Eligibility checklist

Kindly tick the respective boxes. There is no need to provide any narrative explanation for your choice, since this will be covered in more detail in section 2 of the request template. If you cannot tick any of the boxes in either question, your proposed intervention is not eligible for support under the EU-TAF.





2. Rationale and strategy

2.1. Rationale

Please provide a short description of the challenge you seek to address with the support of the EU-TAF (maximum 300 words).

The following questions may serve as guiding questions for this subchapter of the request. You may answer them as applicable to your specific proposal. There is no need to provide direct answers to these questions, as long as the question is generally answered in the text under this sub-section.

- What is the requesting organization's mandate in the context of the AfCFTA?
- What is the challenge that you want to address/solve with the support of the intervention?
- How will the intervention contribute to AfCFTA implementation and regional economic integration?

2.2. Relevance

If applicable, please give a brief explanation of the relevance of the requested support to the respective context and priorities, e.g., policies, strategies, political agendas, etc. (maximum 200 words).

The respective continental, regional, and national priorities should be linked to the negotiation and implementation of the AfCFTA. Please do not just mention policies or strategies but rather provide a brief description of the respective priority and describe how the proposed interventions contribute to it.

2.3. Table of activities

Please provide an overview over the proposed activities in tabular form, following the format of the table provided in the template. You may add additional lines for additional activities. Please limit the text in the table to a minimum, while ensuring that evaluators understand the proposed activities.

Description: Describe the proposed activity briefly to provide evaluators with an understanding of what you are proposing. Examples for the requested level of details are as follows: "Revision of Customs regulations on Rules of Origins, including the development of SOPs" or "3-day strategic workshop of the National AfCFTA Committee with approx. 30 participants from public and private sector".

Type of activity: Please select one or multiple activity types using the categories provided in sub-section 1.3 of the template for each line.

Expected deliverables: Please list all expected deliverables under this activity in bullet point form, e.g. "Revised AfCFTA implementation strategy" or "workshop report".

Approx. timeline / time: Please indicate the timeline for the implementation of the respective activity. You may either indicate a timeframe, such as "3 months" or a specific time, e.g., "May to June 2023" if the activity is time sensitive.

Estimated budget: Please provide an estimated budget for the respective sub-activity, based on your own numbers of the anticipated costs. Please take all external costs for the requested technical assistance into consideration, such as fees for experts, travel costs, costs for venues, etc.





2.4. Description of activities

Please describe the key activities (and sub-activities) to be implemented to address the key issues and challenges you have identified above (maximum 700 words). Please provide a clear narrative for how the individual activities and sub-activities are connected and building on each other. The narrative should correspond to the activities listed in the table of activities provided in sub-section 2.3 of the template.

2.5. Expected results

Please list and describe the expected results from the support you are requesting (maximum 300 words). Please focus on concrete results contributing to the overall objectives of the EU-TAF (see subsection 1.2 of the request template as reference). This section should link the activities and expected deliverables to the overall AfCFTA agenda.

2.6. Contribution by the requesting entity / beneficiary

Please outline the expected contributions by the requesting entity / beneficiary for the implementation of the proposed activities (max. 200 words). Please describe how the requesting entity / beneficiary will ensure cooperation with the respective Implementing Partner, as well as outline the internal resources that will be provided. Kindly provide an emphasis on how these contributions ensure sustainability of the intervention. Examples are the contribution of in-house trainers for conducting trainings, co-facilitation of workshops, nomination of a dedicated focal person for the activities under the request, etc.

2.7. Mainstreaming of cross-sectional topics

Please summarize how the proposed intervention contributes to the following cross-sectional issues (max. 200 words each). The specific proposed intervention may not cover these issues. In this case, you may indicate such in the request form.

- **Gender equality:** e.g., ensuring women's participation in events, trainings, and workshops, measures addressed towards sectors with high percentage of female actors, analysing impacts on women, reducing informal employment, measures positively affecting informal traders, sensitization of women, increasing awareness on topics relevant to women.
- **Environment and climate change:** e.g., analysis of environmental implications, reduction of CO2 emissions, reducing transport distances, supporting low-carbon production, support to climate-friendly industries, recognition of topics related to just transition/reducing carbon emissions in foreseen studies/papers/reform processes.

2.8. Communication and visibility

Please summarize your plan to provide maximum visibility for the proposed activities (max. 200 words). The specific communication of the project will need to be coordinated with the TAF communication manager and be in line with the Team Europe communication and visibility guidelines. If possible, please clarify the specific target group for communication and visibility actions. If you require technical support for the implementation of communication and visibility activities, please include them in the activity table with an associated budget (section 2.3).



8. Frequency of submitting Ad-hoc requests for support under EU-TAF

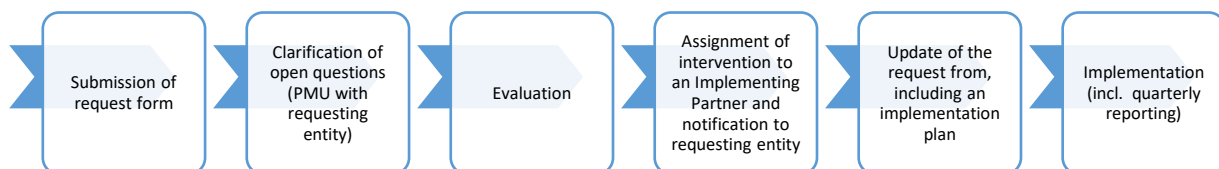
The call for proposals under the Ad-hoc Support Fund and the submission windows are to be publicly communicated in due course.

9. Selection and award process.

All requests for support will be subject to an evaluation process after submission to the EU-TAF Program Management Unit (PMU). Applicants may be contacted by the PMU to clarify any open questions on the submitted request. Requesting entities will be notified on the outcome of their requests shortly after the closing of the submission window. The approved request will be assigned to one implementing partner (GIZ, EF, FIIAPP), who will be responsible for managing the awarded funds in close collaboration with the beneficiary.

The evaluation will be done based on the criteria laid-out in **Section 5.0** and take the inclusion of cross-cutting themes into consideration.

The process for selection and award is as follows:



10. Commitment by requesting entity throughout implementation phase

The requesting entity commits to:

- take an active role in the coordination of the implementation of activities
- submit progress reports in timely manner (every three months of implementation, with one final report at the end of the intervention covering the full implementation period)
- ensure adequate visibility for the funding partners in line with the EU-TAF communication and visibility guidelines
- provide all the evidence related to the activity, requested by the implementing partner/s and agreed before the start of the action, i.e. participants signatures, pictures, agendas, etc.

11. Further information and clarifications

Inquiries for further information on the EU-TAF and clarifications about the request application process can be directed to the EU-TAF PMU at the AfCFTA Secretariat through email eu.taf@au-afcfta.org.

12. Annexes

Annex 1: EU-TAF Request Form

Annex 2: EU-TAF Reporting Form