Attachment II

Terms of Reference for the Lead Consultant Coordinating the Investment Conference

Background

One of the outcomes that the Horn of Africa Initiative seeks to achieve is to reduce the cost of doing business in the Horn sub-region through interconnecting the members countries by transport and energy transmission corridors. To this effect, the Decisions of the Ministers for Finance of the Horn of Africa in Nairobi, Kenya last year (July 2010) marked an important milestone on the implementation of the infrastructure development projects and programmes under the Horn of Africa Initiative. Based on similar experiences from Southern and Eastern Africa for developing trade corridors, IGAD has adopted the same strategy to roll out priority infrastructure projects under the Horn Initiative. With financial support from the European Union and ICA, IGAD is planning to hold an investment conference during 18-20 February, 2012 in Nairobi, Kenya. The planned conference is expected to achieve the following outputs:

- Securing financial commitments from or pledges from development partners, investment banks and other sources of finance.
- Offering an appropriate forum to deliberate on issues related to infrastructure in the Horn of Africa.
- Developing a set of policy frameworks that better support public-private partnership in regional infrastructure projects.

Resources will be allocated for logistical component and content component that will develop a list of bankable projects in the transport and energy sub-sectors. The task of coordinating the output of the different actors in the logistic, the content and the planning components of the conference will be handled by the conference lead consultant.

Objective:

To support the coordination and organization of the infrastructure investment conference under the Horn of Africa Initiative that will take place on 18-20 February 2012 in Nairobi, Kenya.

Methodology:

The consultant is expected to work with all the key partners in the planning of this event. He/she shall report to the chairperson of the planning committee and work closely with the members of the planning committee. His/ her contract life is 140 person days and he/ she will be based in the IGAD Secretariat in Djibouti where regular conference planning meetings will be convened but he/she will be required to travel to Nairobi (where the venue of the conference will be ) regularly. His/her missions to Nairobi will be mainly to following –up on the arrangements expected to take place by the logistic firm and also to consult with the host country authorities on any burning issues.
He/she will be producing concise bi-week progress reports to the chair and members of the planning committee.

**Scope of Work & Deliverables:**

- To lead the coordination of the conference planning committee comprising of representatives of the HOA Ambassadorial Committee, the IGAD Committee of Ambassadors, the Host country (Kenya) representatives, EC and the IGAD secretariat for a successful participatory conference planning process.

- To support relevant contract negotiations and provide quality control and oversight of contractors and vendors, particularly the logistic firm to be used for the conference.

- To work closely with the IGAD Secretariat, EC Delegation and the host country to help secure the maximum support and commitment from Member states and Development partners – and agree division of labour where appropriate.

- To help secure substantial senior-level attendance at the infrastructure investment conference from the public and private sectors. This will involve: a) preparing invitation lists of key investors and operators in the key sub-sectors of focus for conference. b) drafting invitation letters and conference agenda. c) proactively following up on invitations and other schedule of activities.

- To assist with all conference planning logistics including host country responsibilities such as protocol observance and security, media relations, publicity, information development and dissemination, handling travel and accommodation arrangements, reserving the event site and helping in developing the conference web-site (working with IGAD communication & media consultant and EC delegation where relevant).

- Act as the rapporteur of the conference planning committee. This entails: preparing the meeting agenda, taking the minutes of the meetings, drafting the schedule of activities and reporting on progress.

- Any other relevant task determined by the planning committee.

**Consultant’s Qualifications & skills**

The consultant(s) should possess working experience in the IGAD region and/or having worked with the other regional integration organizations. Preference will be given to individuals with proven relevant experience in undertaking a task of similar magnitude, and shall preferably among others, have the following qualifications and experience:-
• Should preferably be a national of one of the IGAD Member States.

• Advanced university degree, in Engineering, Business Administration, International Relation Or any related field. Specialization in regional integration and knowledge of regional infrastructure projects will be a distinct advantage.

• Fluency in English with French as an added advantage.
• Strong computer skills and analytical skills with ability to write and review technical reports will be required.
• Proven track record to work in a multi-cultural and multi-disciplinary environment is necessary.
• Strong evidence of planning and delivering complex tasks

The Consultant Outputs

• An inception report detailing tasks and roles of each actor for organizing a high level infrastructure investment conference at end of month one (this should include a clear annex of what detail is required, by when and with roles and responsibilities assigned and agreed amongst main key organizing parties)
• Agreed conference agenda, objectives for sessions and key speakers and participants identified by end of month two
• A regular bi-week progress report against the investment conference delivery plan with critical path activities identified and corrective measures required.
• A monthly meeting agenda together with the regular meeting report of the conference planning committee.
• A final conference completion report, including an action plan to follow up on conference deliverables by mid March 2012