

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

Addis Ababa, ETHIOPIA, P. O. Box 3243, Telephone: +251-11-551 7700,
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REQUEST FOR PROPOSALS

CONSULTANCY SERVICES FOR TECHNICAL DESIGN AND DEVELOPMENT
OF A ONE-STOP SHOP INTERACTIVE ONLINE PLATFORM FOR DIASPORA
ENGAGEMENT IN AU MEMBER STATES

Procurement No: AUC/CIDO/C/383

MAY 2018

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Section I: Letter of Invitation

16 May 2018

Dear Sirs,

REF: REQUEST FOR CONSULTANCY SERVICES FOR TECHNICAL DESIGN AND DEVELOPMENT OF A ONE-STOP SHOP INTERACTIVE ONLINE PLATFORM FOR DIASPORA ENGAGEMENT IN AU MEMBER STATES

1. The African Union Commission would like to engage the services of a consultant to **Design And Development Of A One-Stop Shop Interactive Online Platform For Diaspora Engagement In Au Member States**. The African Union Commission invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).

2. A firm will be selected under **Quality and Cost Based Selection Method** procedures. The **TECHNICAL** and **FINANCIAL** offers must be delivered in **TWO SEPARATE** envelopes enclosed in an OUTER envelope to the address below.

The deadline for submission of proposals is 22 June 2018 at 1500hrs. Late bids will be rejected and returned unopened to bidders. The Outer envelope should bear the name and address of the bidder.

3. Bidders may request for clarifications no less than 7 days from the deadline for submission, from **The Chairperson, Internal Procurement Committee, African Union Commission, Telephone number (+251) 11 5517700, Ext 4341, Email tender@africa-union.org**

4. Bidders Must submit the following documents:

- (i) Certificate of incorporation (Company Registration)
- (ii) At Least 3 Contactable references in the last 5 years
- (iii) Company profile demonstrating at least 5 experience

5. The address for deposit of bids is: **The Chairperson, Internal Procurement Commission, African Union Commission, Building C, 3rd floor, TENDER BOX, Roosevelt Street, P. O. Box 3243, Addis Ababa, Ethiopia.**

Yours sincerely,

Carine Yemitia Toure
Head, Procurement, Travel and Stores Division

Section 2: Terms of Reference

**TECHNICAL DESIGN AND DEVELOPMENT OF A ONE-STOP SHOP INTERACTIVE
ONLINE PLATFORM FOR DIASPORA ENGAGEMENT IN AU MEMBER STATES**

1.0 Background

Diaspora engagement is a strategic priority for the African Union. Indeed, the Constitutive Act of the African Union expressly declares that it shall “invite and encourage the full participation of the African Diaspora as an important part of our continent, in the building of the African Union”. Leveraging migration and diaspora for development has emerged as an integral component of development theory and policy; and many member states of the African Union have consequently created dedicated functions within government specifically to engage their diaspora. Research shows that the key to successful diaspora engagement lies in the development of networks¹. Nevertheless, few effective networks have been established to support socio-economic development efforts in origin countries. For this reason there remains an effectiveness gap with respect to the impact of diaspora policies or programs in Africa on meaningful development on the ground.

African diaspora communities, for their part, have long mobilized themselves to support development in home countries. However, these diaspora groups tend to operate on an ad-hoc basis focusing on small-scale informal projects independent of national, regional and continental development plans and programs. The African Union recognizes that diaspora groups, if mobilized appropriately, can be leveraged into a strategic diaspora network that can interface with, and be integrated into, ongoing development plans and growth strategies at the level of the African Union, the Regional Economic Communities, and individual African economies. For this reason CIDO, continues to create networks in different parts of the world, such as the Caribbean Pan African Network (CPAN), the Pan African Australasia Diaspora Network (PAADN), and the recently launched an African Diaspora Professional and Business Network in Europe, amongst others.

The aim of these networks is to strengthen linkages between the diaspora and the continent, support the growth of diaspora for development (D4D) projects such as investment, enterprise development, and knowledge circulation to name a few. In order to support the effective functioning of these Networks, CIDO is undertaking a project to develop an online platform to serve as An interactive one-stop shop information hub integrating all relevant information pertaining to diaspora engagement in AU member countries and in the diaspora.

2.0 Objective

The overall objective of this project is to design, develop and maintain a dedicated one stop shop platform. This platform is envisaged to:

- Be an information hub which enables Citizens, Diasporas, policy makers and Member states to get all the information they need on Diasporas in the 55 member states of the African Union, and the Regional Economic Communities (RECs).
- Provide information on policies, programs, and instruments concerning diaspora engagement, i.e. Dual nationality, Visas, Investment climate and diaspora engagement ecosystem at national and regional levels; and sector policies, Remittances, local partnerships, programs, projects and initiatives currently in place within AU member states and RECs.

¹ Slaughter, Anne-Marie; *America's Edge-Power in a Networked Century*, Foreign Affairs Journal Vol 88 Issue 1; February 2009

- Provide timely information on the programmes and activities of CIDO and the African Union.
- Promote good, inclusive and sustainable practices.
- Provide information on existing diaspora networks, organizations, and communities based in the Americas, Caribbean, Europe, Middle East, Asia and Oceania.
- Provide information on existing opportunities on the continent
- Promote diaspora participation and collaboration in the decision making process and accordingly create better policies.

3.0 Scope of Work

Project delivery activities will fall under two main components:

- i. Data collection and written report on diaspora engagement ecosystem in AU member states and RECs.
- ii. Design and development of one-stop shop platform integrating information from the research findings.

3.1 Data Collection and Written Report on Diaspora Engagement Ecosystem in AU Member States and RECs

3.1.1 Prepare an inception report which provides a detailed description of the methodology for collecting the above-mentioned information; how the data will be analyzed; anticipated data sources and collection tools; and the schedule of activities.

3.1.2 Upon validation of the inception report, proceed to data collection as per agreed methodology.

3.1.3 Prepare the first draft of the report based on the research findings and present to CIDO and other stakeholder groups for review and input. The initial report should contain a comprehensive mapping of the diaspora engagement ecosystem categorized under agreed upon headings which can include but are not limited to investment; enterprise development and SMEs; knowledge exchanges and skills transfers; diaspora volunteering; youth engagement; philanthropy, and others.

3.1.4 Prepare and present the final report combining and integrating the outcomes of the review of the first draft with the aid of a visual presentation and infographics to CIDO and other stakeholder groups at a date and venue to be communicated following the submission of the final report.

3.2 Design and Development of One-Stop Shop platform integrating information from the research findings.

3.2.1 Develop a technical design for a dedicated website to serve as a one-stop online portal housing the information gathered from the research phase of the project. The technical design should include an interactive tools to help with the display and analysis of information. It

should also take into consideration relevant requirements pertaining to website functionality, usability, accessibility, translation, content delivery, security, encryption and privacy.

3.2.2 Upon validation of the technical design, develop an alpha version of the website according to agreed parameters. The beta version, integrating content from the research phase, will be reviewed and tested by CIDO and selected stakeholder groups.

3.2.3 Following testing and review by CIDO and other stakeholder groups, develop a beta version of the website integrating the outcomes of the testing and review of the alpha release. The beta version will be subject to additional testing from a wider set of stakeholder groups, including member states and diaspora networks for feedback on usability, functionality and performance.

3.2.4 Develop and release official live version of the website incorporating input and fixes from the testing of earlier releases. The live website will be officially launched by CIDO at a date and time to be communicated.

4.0 Transfer of Knowledge/Training

The consultant will organize consultations with internal and external stakeholders including CIDO, member state diaspora focal points, private sector groups, and diaspora networks in order to access and document relevant information and data. CIDO will organize for a validation forum at which the consultants will present their research findings and discuss issues related to the maintenance of the website.

5.0 Deliverables

The final deliverables of this assignment shall be:

- i. A comprehensive written report on the diaspora engagement ecosystem in AU member states and RECs.
- ii. A one-stop shop online platform integrating content derived from the research report.

7.0 Facilities, Services and Resources to be provided by CIDO

CIDO shall facilitate all transport and accommodation requirements of the consultants in their execution of the project. The Directorate will further facilitate communication with external stakeholders to bring to their attention the undertaking of the project, including preparation of introduction letters as and when necessary. All meetings organized between CIDO and the consultants in the course of the assignment will also be facilitated by CIDO.

8.0 Assignment Period

The consultants are expected to undertake this assignment within a period of **three (3) months** following the signing of the contract.

9.0 Assignment Management & Administration

This assignment will be managed by CIDO. This includes coordination and administrative support to the consulting team, liaison with external stakeholders, disbursements, travel facilitation and tracking the work plan of the consulting team.

10.0 Selection Criteria and Qualifications

The firm to undertake the assignment is expected to have experience in:

[The lead consultant shall have:](#)

1. Master's degree **in relevant field** of study and at least five years' work experience in a research-based position OR a PhD in a relevant field of study and at least 2 years work' experience in a research-based position.
2. Excellent written and verbal communication skills are a must.
3. Experience conducting large mapping studies within an institutional context
4. An understanding of the African Union and its working mechanisms will be considered an asset.
5. The team must represent a diversity of methodological skills, stakeholder networks, disciplinary backgrounds, and demonstrable expertise in the delivery of implementable policy recommendations in the continent, as well as a strong background in development and policy in Africa.

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Selection Criteria

<u>S/N</u>	<u>CRITEIA</u>	<u>Score</u>
<u>1</u>	<u>General Experience of the firm in providing consultancy services.</u>	<u>10</u>
<u>2</u>	<u>Specific experience of the firm in design and development of websites and e-portals.</u>	<u>20</u>
<u>3</u>	<u>Relevant experience in experience in research and information gathering</u>	<u>20</u>
<u>4</u>	<u>Qualifications and experience of the proposed team</u>	<u>30</u>
<u>5</u>	<u>Experience in the African Region and knowledge of the AU</u>	<u>10</u>
<u>6</u>	<u>Understanding of the assignment as demonstrated by Methodology and Work plan</u>	<u>10</u>
	<u>TOTAL</u>	<u>100</u>

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Conflict Of Interest

African Union policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.

Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- (a) Conflict between consulting activities and procurement of goods, works or services:
A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or

services resulting from or directly related to the firm's consulting services for such preparation or implementation (other than a continuation of the firms earlier consulting services for the same project).

(b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.

(c) Relationship with AUC staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.

The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.² In pursuance of this policy the AU:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice"³ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice"⁴ is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice"⁵ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice"⁶ is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

² In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

³ "another party" refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, "officer of the AU" includes staff and employees of other organisations taking or reviewing procurement decisions.

⁴ a "party" refers to any officer of the AU; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

⁵ "parties" refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

⁶ a "party" refers to any participant in the procurement process or contract execution.

- (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;
- (b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the.

Submission of Technical Proposal

The Technical Proposal shall provide the following information:

- (i) A brief description of the firm’s organisation and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm’s involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.
- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member.

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- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member.

The Technical Proposal shall not include any financial information.

Submission of Financial Proposals

1. Financial Proposals must be sealed in a separate envelope.
2. In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents.
3. The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).