

**TERMS OF REFERENCE - CONSULTANCY SERVICES TO FACILITATE THE  
OPERATIONALIZATION OF PAWO IN TO AU SPECIALIZED AGENCY**

**Reference No.: AUC/WGDD/C/270/2018**

**1. INTROCUCTION**

The Assembly of the African Union (AU) at its twenty eighth Ordinary Session in January 2017 in Addis Ababa, Ethiopia, decided to “*grant the status of a Specialized Agency to the Pan-African Women’s Organization (PAWO)*”. In addition, the 30<sup>th</sup> Ordinary Session of the AU Executive Council held from 25 -27 January 2017, by Decision EX.CL/Dec.943 (XXX) requested the African Union Commission (AUC) to “*carry out an assessment of the legal, structural and financial implications...and to submit a report to the Executive Council...*”

Furthermore, the Executive Council during its 33<sup>rd</sup> Ordinary Session held from 28 to 29 June, 2018 in Nouakchott, Mauritania by Decision EX.CL/Dec.1012 (XXXIII) requested the African Union Commission to “*report on progress in implementing Decision Assembly/AU/Dec.621 (XXVIII) related to the transformation of the Pan African Women’s Organization (PAWO) into a Specialized Agency and to “thoroughly asses all implications related to the transformation of the PAWO into a Specialized Agency”.*

In this regard, the Women, Gender and Development Directorate (WGDD) of the AUC is seeking the services of a highly experienced Consultant to facilitate the operationalization of PAWO into a fully-fledged AU Specialized Agency.

**2. OBJECTIVE**

To facilitate the operationalization of PAWO into a fully-fledged AU Specialized Agency.

### **3. SCOP OF WORK**

Under the overall supervision of the WGDD Director and the immediate supervision of the Head of Division: Coordination and Outreach and working in close collaboration with PAWO and the Office of the Legal Counsel, the Consultant shall:

- Organize consultation processes with PAWO, including, among others the Assessment Mission and based on the findings, develop a report on the legal, structural and financial implications of transforming PAWO into a Specialized Agency as per Executive Council Decision.
- Conduct a mapping of PAWO (continental and national chapters) and develop a comprehensive analytical framework on the revitalization of PAWO, proposing innovative strategies for its strategic positioning within the AU and internationally, as the custodian of the African women's movement.
- Develop an Outreach Strategy to raise awareness and popularize PAWO within the AU and its Organs, RECs and in Member States and to promote the adoption of Pan-African Women's Day on 31 July as a national public holiday in AU Member States.
- Present the documents for adoption to PAWO and the Specialized Technical Committee (STC) on Gender Equality and Women's Empowerment
- Provide progress report on the operationalization process for submission to AU Policy Organs as per Executive Council Decision.
- Submit regular reports (narrative and financial) on execution of tasks

### **4. DELIVERABLES**

- Inception meeting with WGDD, PAWO and OLC, and an Inception report
- Consultation meetings, including Assessment Mission
- Report on the legal, structural and financial implications of PAWO as a Specialized Agency
- Analytical Framework
- Outreach Strategy

- Progress reports
- Execution reports

## **5. PAYMENT SCHEDULE**

The Consultant will be paid a daily rate of 350USD for working days over a period of 6 months. The payment will be made on a lump sum basis against the following deliverables. The payment modalities are indicated below in percentage.

1. Inception meeting with WGDD, PAWO and OLC, and an Inception report (10%)
2. Report on the legal, structural and financial implications of PAWO as a Specialized Agency (20%)
3. Analytical Framework and Outreach Strategy (20%)
4. Progress reports (25%)
5. Execution reports (25%)

## **6. QUALIFICATION AND REQUIRED SKILL**

- Advanced university degree in history, gender and development, law, human rights, international relations or any related disciplines.
- 10 years' experience of working within the African women's movement.
- Deep understanding of Pan-Africanism and extensive understanding of the history of African women's movement.
- High level of knowledge and understanding of the working methods of multilateral organisations
- Extensive knowledge and experience in advocacy at multi-lateral organisations
- Experience in working with high level policy makers
- Strong legal drafting and analytical skills.
- Strong self-organizational and research skills;
- Ability to work under pressure and under rapidly changing conditions
- Ability to negotiate and find common ground with multiple stakeholders
- Good presentation and communication skills.
- Excellent interpersonal skills and ability to work in multi-cultural environments

## **7. LANGUAGE REQUIREMENT**

Proficiency in English and French languages. Knowledge of one or other African Union working language(s) would be an added advantage.

## **8. DURATION OF THE ASSIGNMENT**

This assignment is initially for a period of 6 months from the date of signing the contract.

## **9. LOCATION OF THE ASSIGNMENT**

The assignment is home- based with regular travel to Addis Ababa, Ethiopia and to PAWO Headquarters in South Africa and regional offices across the Continent.

**Supervisor:** Director, Women, Gender and Development Directorate

## **10. TERMS AND CONDITIONS OF THE CONSULTANT**

The contract is offered under the following conditions:

- a) The contract shall be for an initial period of 6 months from the date of signing the contract.
- b) The Consultant shall attend an Inception meeting with WGDD, OLC and PAWO and thereafter provide an Inception report
- c) Either party may terminate the contract at any time by giving 5 days' notice or payment in lieu of notice.
- d) This contract is neither gratuity earning nor pensionable.
- e) The Consultant must be a citizen of a Member State of the African Union.

## **11. EVALUATION CRITERIA**

The African Union Commission now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultant/s, but only

the experience and qualifications of individual/s shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract would be signed with the proposed individual.

For evaluation of the expressions of interest the following criteria will be applied:

- a) General Education Qualification and Relevant Training (20 points);
- b) Experience Related to the Assignment (30 points);
- c) Technical approach and methodology (30 points);
- d) Language (10 points)
- e) Work plan (10 points)

Interested candidates are requested to submit the following documents for AUC's consideration as an attachment to the CVs:

a) Technical Proposal on:

- understanding and interpretation of the TOR
- methodology to be used in undertaking the assignment
- time and activity schedule

b) Financial proposal includes Professional fee only:

- Consultant's daily rate in US\$
- Other costs e.g. Air ticket and Daily Subsistence Allowance will be covered by the African Union Commission on actual bases. Hence, Consultants are not required to quote for reimbursable expenses.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

Proposal must be delivered in a written form to the address below not later than 15:00 hours local time, **30<sup>th</sup> October 2018.**

**African Union Commission,**

**Attn: Carine Toure Yemitia (Mrs.)**

**Head of Procurement Travel and Store Division**

**Building C, Room 327**

**P.O.Box 3243, Roosevelt Street**