
AFRICAN UNION

الاتحاد الأفريقي



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REQUEST FOR PROPOSALS

Consultancy Services for the Implementation Start-Up
Phase of the African Diaspora Investment Fund (ADIF)

Procurement No: AUC/CIDO/C/01

April 2020



Section I: Letter of Invitation

30 April 2020

Dear Sirs,

REF: Request for Proposals: Consultancy Services for the Implementation OF THE Start-Up Phase of the African Diaspora Investment Fund (ADIF)

1. The African Union would like to engage the services of a consulting firm for **Consultancy Services for the Implementation of Start-Up Phase of the African Diaspora Investment Fund (ADIF)**. 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 the **Quality and Cost Based Selection** procedures described in the AU Procurement Manual available on <https://au.int/en/bids>. The pass mark shall be 70% and financials proposals for firms whose technical proposal scores 70 and above will be opened. The award will be based on combine evaluation and the weight are (i) 80% for Quality and (ii) 20% for Cost.

3. The deadline for submission of proposals is 29 May 2020 at 1500hrs. Late submissions will be rejected.

4. 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** with a copy to Munhamoa@africa-union.org

4. Bidders must submit the following documents: (i) Certificate of Incorporation; (ii) Technical and Financial proposals in separate envelopes. The financial proposals must be **password protected** and the password will only be shared at the financial proposal opening in accordance with paragraph 2 above.

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 or tender@africa-union.org** with a copy to Munhamoa@africa-union.org

Yours sincerely,

Head, Procurement, Travel and Stores Division

Section 2: Terms of Reference

1. BACKGROUND AND RATIONALE

The existence of approximately 19 million African migrants globally (IOM: 2019) emphasises the need for Diaspora engagement as a strategic priority for the African Union. To this end, the Constitutive Act of the African Union openly “invites and encourages the full participation of the African Diaspora as an important part of the 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 to which many governments in Africa have consequently created separate ministries and government units specifically to engage their diaspora.

This renewed emphasis on diaspora engagement as an integral part of development policy was the impetus behind the African Union’s decision to hold the first Global African Diaspora Summit in Johannesburg in May 2012. The Action Plan developed from the Diaspora Summit provides the framework for the African Union’s diaspora programme. This project proposes to implement one of the key initiatives agreed by Heads of State and Government of the African Union in the Action Plan of the Global African Diaspora Summit; the African Diaspora Investment Fund (ADIF) to directly address the Economic Cooperation provisions of the Action Plan. The importance of the Diaspora Investment Fund was further underlined when it was named as one of the five legacy projects adopted by the Summit as a way of giving practical meaning to the AU Diaspora Programme as mechanism for facilitating the post-Summit implementation programme.

The ADIF model was developed in late 2018, currently presented as the African Diaspora Finance Corporation (ADFC) - (document attached), with the first consultation taking place in 2019. It is important that the set-up of the project runs simultaneously with its validation in order to raise awareness about the new innovative AU Fund, firstly within the AU, international organizations, development agencies, Development financial institutions, and diaspora networks.

2. SCOPE OF WORK

The scope of work for the consultancy firm is to provide implementation expertise and practical leadership. The consultancy firm comprising a Lead Consultant and support consultant(s) and/or assistant(s) will lead the implementation of the ADFC start-up programme, undertaking practical work on international influencing, advocacy, programme promotion, and organisational development. The main tasks and activities of the consultancy are as follows:

- I. **Specialist Technical Briefings and AU Decision:** Formal technical briefing of the Chairperson of the AUC, Commissioners, Directors, and experts from relevant strategic partner and donor organisations on the concept, principles, framework and practicalities of a viable ADIF; Set-up schedule for AUC and partner updates as well as consultative technical briefings; Stakeholder validation of the proposed ‘Strategic, Business and Operational Framework for an African Diaspora Finance Corporation (ADFC)’; Formal decision by the AU Executive Council for the creation of ADFC through implementation of the ‘ADFC Business Framework’ document.

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- II. ADFC Introductory and Engagement Events:** Organise technical and high level events to introduce and explain ADFC to continental, diaspora, international, academic and other stakeholders and partners; Organise side events at relevant continental and international forums, to officially present ADFC to the development sector, provide answers and explanations to general and technical questions; Launch consultations and engagement on Remittance Match Funding (RMF) as a form of innovative development finance. *(Given the COVID 19 crisis, engagement activities may be undertaken through use of ICT rather than face-to-face).*
- III. Facilitating Institutional Cooperation:** Create practical and effective technical working relationships with strategic partners, including the African Development Bank (AfDB), and seek technical cooperation from these partner institutions; Enlist a small number of strategic and programme champions such as AU Member States, development agencies from OECD and Gulf Cooperation Council (GCC) countries, and global Money Transfer Operators (MTOs), to complement AU/AfDB in supporting initial negotiations for RemitAid™ as a Remittance Match Funding (RMF) innovative finance mechanism; Oversee technical work for ADFC legal structuring and organisational development; Seek high level support and endorsement from the AU, partner countries especially in Europe, North America and the Middle East, and African and global development institutions and agencies; Develop framework for possible Memoranda of Understanding with African development finance institutions on cooperation with ADFC; Consultations and negotiations relating to the drafting of ADFC Treaty, Charter and Headquarters Agreement.
- IV. Initiating Remittance Match Funding:** Direct consultations and negotiations with international development institutions and agencies and Member States of OECD and GCC countries for practical support for the start-up of Remittance Match Funding (RMF) as an innovative finance mechanism; Set up RemitAid™ Development Trust (RDT) as recipient of RMF proceeds which would be used to set up an Endowment Fund and provide grants and impact co-finance; Use RDT to generate capital, undertake due diligence and start the setting up of full ADFC structures, headquarters, products and services (starting with an Endowment Fund).

The work of the consultancy firm may be extended to include: Setting up interim ADFC office (possibly hosted by African Development Bank, Office of the AU Chairperson or an OECD/GCC champion country); Assembling bigger team of consultants and associates to undertake the required work on business and organisational development, consultations and networking, positioning, influencing, negotiations and actual operational start-up beyond Remittance Match Funding (RMF) and the related Endowment Fund.

3. CONSULTANT QUALIFICATIONS

The specifications for the consultancy firm are as follows:

- Legally constituted entity, registered with the tax authorities in the country of registration
- Minimum of 10 years business and consulting experience
- Experience of contracting with international development agencies or institutions
- Experience of consulting work with Africa institutions and/or governments
- Expertise and experience in the fields of international, development and diaspora finance
- Expertise and experience in organisational development and project management
- Lead consultant with internationally recognized expertise and extensive practical experience
- Support consultant/assistant with experience in diaspora and/or development engagement.

Qualifications of the Lead Consultant

Educational Qualification:

- Degree in Law, Business or Finance
- Postgraduate degree in Law, Development, Migration Studies or other relevant field.

Knowledge and Experience:

- Extensive knowledge of Diaspora Finance, Diaspora Bonds and Portfolio Investment in Africa
- Knowledge of the workings of the African Union, intergovernmental and multilateral organizations
- Tactical knowledge of development policy and practice and working culture and methods especially in the Middle East, European Union and North America
- Extensive knowledge of the nature and work of diaspora groups, organizations and networks
- Minimum 10 years experience working on international development finance and investment
- Minimum 10 years experience working in the Migration, Diaspora and Development sectors
- Experience of supporting governments in economic and financial diaspora engagement and policy
- Experience of working with various High Level Partners including Development Finance Institutions, Development Partners, and International organizations
- Extensive experience in project development and management.

The Qualifications of the support consultant/assistant are as follows:

Qualification, Knowledge and Experience:

- Degree in the Social Sciences, Development Studies, Law, Business or other relevant field
- Experience working in development and/or diaspora engagement and communication
- Experience of project administration, and stakeholder liaison and coordination
- Experience of organizing and coordinating online and face-to-face meetings and events
- Experience in research, documentation, report writing, social and multimedia presentations

4. DELIVERABLES AND SCHEDULE

The main deliverables of the consultancy are as follows:

I. Prepare appropriate briefing documents on the technicalities of the African Diaspora Investment Fund (ADIF) commitment, and the proposed African Diaspora Finance Corporation (ADFC) framework; schedule and coordinate consultative meetings with internal African Union stakeholders including Commissioners, and provide answers and explanations to technical questions and queries; draft procedural resolutions, statements and decisions for AU organs, as appropriate, reflecting the technical, strategic and operational elements of ADIF/ADFC; prepare reports of technical briefings, meetings and proceedings as appropriate.

II. Use the consultancy firm's high level contacts and networks to coordinate and organise technical and cooperation consultations and engagement meetings and events (face to face or online) in collaboration with potential ADIF/ADFC strategic and operational partners in Africa and globally; prepare technical ADIF/ADFC financial and structural briefing papers, event documents and outcome reports; draft and facilitate agreement of different Memoranda of Understanding as appropriate.

III. Use the consultancy firm's high level contacts, networks, technical expertise and professional credibility to undertake initial negotiations for cooperation and institutional support of ADFC; undertake technical discussions and consultations with AU legal experts on the details of ADFC legal structure, and provide high level formal briefing of AU Commissioners; prepare final guidance, reports and recommendations on ADIF/ADFC legal structure; undertake technical and legal drafting of Treaty for ADFC, as appropriate.

IV. Prepare technical and operational documents on Remittance Match Funding (RMF) as a mechanism for innovative finance in line with United Nations frameworks; use the consultancy firm's high level contacts, networks, technical expertise and professional credibility to undertake initial negotiations for cooperation and institutional support of RMF innovative finance as part of ADFC; use the consultancy firm's high level contacts and networks to undertake technical consultations and engagement with the UN Financing for Sustainable Development Office (UN FSDO); prepare technical and operational documents on RemitAid™ Development Trust (RDT), covering Endowment Fund management, as well as grant-making and impact co-investment of disburseable RDT funds; draft and facilitate agreement of appropriate Memoranda of Understanding with potential RMF/RDT partners; prepare reports, recommendations and action plans as appropriate.

The schedule of the consultancy is as follows:

- The consultancy will be for a period of nine (9) months from the date of contract effectiveness and payments will be made in three stages based on agreed payment schedule.

SELECTION CRITERIA

- a) Experience of the firm related to the assignment (30 Points)
- b) Experience and Qualifications of the Key Staff (40 Points (30 for the lead consultant and 10 for the support consultant))
- c) Technical approach and methodology (20 points)
- d) Firm Experience working with development institutions in Africa (10 points)

REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

**C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON
DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.

F. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

Languages:

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

{Signature of staff member and authorized representative of the firm} Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Reimbursable per activity.
- 4E. Miscellaneous expenses.

FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client]

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

SUMMARY OF COSTS

Cost Elements	Currency(ies) ¹	Amount(s)
Total Amount of Financial Proposal		

¹ Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____

Description: _____

Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

REIMBURSABLE PER ACTIVITY

Activity No: _____

Name of Activity: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs ²					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

² Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____					
2.	and _____					
3.	Drafting, reproduction of reports					
4.	Equipment: vehicles, computers, photocopiers, etc.					
5.	Software					
	Other (specify)					
	Grand Total					_____ _____