



## AFRICAN PEER REVIEW MECHANISM

### TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICES FOR DEVELOPMENT OF APRM/ EUROPEAN UNION (EU) GRANT PROPOSAL Procurement Number: APRM/EU/ JULY/2020

1.	<b>Procurement Title</b>	CONSULTANT FOR DEVELOPMENT APRM/ EUROPEAN UNION (EU) GRANT PROPOSAL
2.	<b>Project Title</b>	<b>New African Governance and Architecture (AGA) Project 2020-23</b>
3.	<b>Implementing Organization</b>	APRM Continental Secretariat
4.	<b>Project Geographic Location</b>	South Africa
5.	<b>Planned Start Date</b>	July 2020
6.	<b>Planned End Date</b>	July 2020
7.	<b>Date of Submission- Online</b>	7 <sup>th</sup> August 2020 at 11.00-hour Local time: Email <a href="mailto:tender@aprm-au.org">tender@aprm-au.org</a>

#### 1. Background - Context

The African Peer Review Mechanism (APRM) is an autonomous entity within the African Union system whose main objective is to encourage the adoption of policies, standards and best practices that lead to good governance. The mechanism was initially conceived through a Declaration on the Implementation of the New Partnership for Africa's Development Ass/AU/Decl.1 (I), that was adopted by the Inaugural Session of the Assembly of the African Union held in July 2002, in Durban, South Africa. In the Declaration, the Assembly reiterates its commitment to the Declaration on Democracy, Political, Economic and Corporate Governance and establishes the APRM as a country self-assessment and peer review mechanism, conceived and led by Africans to undertake governance assessments in the areas of Democracy and Political Governance; Economic Governance; Corporate Governance; and Sustainable Socio-Economic Development. The APRM was effectively integrated into the African Union at the 23rd Ordinary Session of the Assembly held in Malabo, Equatorial Guinea, in July 2014, Assembly/AU/Dec/527 XXIII.

The core mandate of the APRM aims to promote the African Union's ideals and shared values of democratic governance and inclusive development by encouraging all Member States of the Union to collaborate and voluntarily participate in the home grown, credible, rigorous, independent and self-driven peer review process and the implementation of its recommendations. The APRM Process aims to foster the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental economic integration, through sharing of experiences and reinforcement of successful and best practices, including

identifying deficiencies and assessing the needs for capacity building. In view of the COVID-19 pandemic that is affecting countries, it has become clear that this sudden challenge will affect African countries in an unprecedented way. It is for this reason that the APRM is also taking proactive action to address the implications of COVID-19 in its policies and methodologies.

Until the present pandemic, the APRM as an institution had assumed that its “comprehensive” methodology on governance and socio-economic development would naturally unearth all governance and socio-economic risks facing African countries, and that indeed, this superior methodology would act as an early warning tool for the African Union. The pandemic has clearly highlighted that this is not the case. It is for this reason that the APRM is shaping its work around proper governance planning which includes the goal of making African States more self-reliant to ensure that they are able to respond adequately to any current and future possible crises, and purposely capacitate them function optimally in times of crisis.

## **2.0 Scope of the Consultancy**

The APRM is in the process of developing of developing a comprehensive funding and seeks services of a consultant who will take the lead in developing a compelling, evidence-based proposal for submission to the European Union for potential funding.

The consultant will bring to the APRM a comprehensive program design process, previous experience from developing and writing successful integrated, multi-sectoral, proposals involving several stakeholders for institutional donors. It is desirable that they consultant also brings a good understanding of issues relating to governance, Specifically, (democracy and political governance, economic governance, social economic development), state resilience, gender and corporate governance since these will be incorporated into the proposal.

## **3.0 Objectives Assignment**

APRM seeks to recruit an eligible and qualified Consultant to prepare EU-APRM Project Proposal for New AGA Project 2020-23, which is to be funded by EU at a grant of 3.0 Million Euros. The project proposal will cover the following specific 5 objective outcomes:

- I. The APRM Country Review Process;
- II. The African Governance Report: African Governance Futures;
- III. APRM Targeted Reviews;
- IV. Strengthening of APRM National Structures;
- V. Strengthening of Civil Society Participation within the APRM Tools and Processes;

### **3.0) Specific Duties and Responsibilities (Scope of Work)**

- i. In carrying out the assignment, the Consultant is required to employ a collaborative approach in ensuring that inputs are obtained from a wide cross section of stakeholders that relate to the five areas mentioned.
- ii. The Consultant will develop, in consultation with key stakeholders a full-blown proposal focusing on the following specific activities:
- iii. Review relevant literature and documents to inform the preparation and finalization of the proposal

- iv. Prepare a full draft project proposal to address the objectives of New AGA Project 2020-23, concept note and other working documents;
- v. Facilitate stakeholder meetings with individual component head to maintain project ownership, input and support in the processes;
- vi. Define the implementation framework and preparation arrangements including the technical coordination of each component/activity as appropriate;
- vii. Define the project activities under each component incorporating all technical comments as they arise;
- viii. Define the baseline and semi-annual targets, and monitoring mechanisms for indicators; and
- ix. Develop the final project proposal, including logical framework and budget

#### **4.0) Expected Results/Deliverables**

The principal delivery of this consultancy will be a finalized and acceptable project proposal with a work plan and **budget**.

**Other deliverables shall include:**

- i. Consultation meetings and stakeholder for a;
- ii. An inception report, inclusive of a detailed work plan for the consultancy, at the start of the contract period;
- iii. An implementation framework or Program Operational Manual;
- iv. Finalized narrative concept note;
- v. Logical framework matrix;
- vi. Proposal funding applications form; and
- vii. Final presentation of project to stakeholders and donors

**5.0) Duration of the Work**

- I. The duration of contract shall be for a maximum of one working months from July 2020.
- II. The Consultant will work closely with APRM Secretariat and will from time to time the progress of activities as agreed.

**6.0) Duty Station**

- I. The Consultant may undertake distance mode of working based on agreed workplan and methodology.
- II. The Consultant is expected to use own laptop and other required equipment to carry out the task.

Activity/Deliverable	Time frame	
	25 <sup>th</sup> August 2020	30 <sup>th</sup> September 2020
Inception report complete with understanding of the TOR: Understanding, interpretation, constructive comments, work plan and implementation schedule of the assignment, and any other issues that need to be raised at the onset of the assignment and first draft project proposal		
An implementation framework or Program Operational Manual; Finalized narrative concept note; Logical framework matrix; Proposal funding applications form; and Interim presentation of project to stakeholders and donors		
Final presentation of project to stakeholders and donors		

**7.0) Period of the assignment and schedule of payment**

As indicated in the table above, this assignment will be conducted in **one months** and the consultant will be paid upon certification of satisfactory deliverables as below:

Item	Deliverable	Payment fraction
1	Inception report complete with understanding of the TOR: Understanding, interpretation, constructive comments, work plan and implementation schedule of the assignment, and any other issues that need to be raised at the onset of the assignment and first draft project proposal	10%
2	An implementation framework Finalized narrative concept note; Logical framework matrix; Proposal funding applications form; and Interim presentation of project to stakeholders and donors	30%
3	Final presentation of project to stakeholders and donors	60%

### 8.0) Required expertise, Qualifications, competencies and Experiences

The Consultant is expected to be highly experienced independent and impartial and with grounded expertise in preparing project proposal for donor funded projects.

### 9.0) Selection/ Evaluation criteria are as follows:

1	<p><b>Mandatory requirements: The CV should demonstrate the following</b></p> <p>Relevant advanced/ Masters university degree (preferably MA/MBA) in development studies and other related social sciences with emphasis on statistics and/or monitoring and evaluation.</p> <p>Minimum of 5-10 years' experience in proposal development</p> <p>Strong program design skills, including capacity to prepare logical, coherent, and consistent documents including log frames and budgets.</p> <p>Prior demonstrated experience developing proposals for institutional donors, in particular those funding for governance</p> <p>Flexibility to adapt to any subsequent changes in the terms of reference.</p> <p>Excellent English speaking/writing skills required; prior experience of facilitating multi-stakeholders' workshops and meetings.</p> <p>Submit CV and Certified Academic and relevant Professional certifications and three referee</p>		
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<b>2</b>	<b>Technical Evaluation</b>		
<b>No.</b>	<b>Qualification and Experience</b>	<b>Sub- Area</b>	<b>Marks</b>
i	Relevant Academic /Education	Masters	<b>10</b>
		Degree	5
		Others	1
ii	Relevant Experience Prior demonstrated experience developing proposals for institutional donors, in particular those funding for governance Demonstrate they have developed acceptable proposals	5 years and above and two proposals and above satisfactory done	<b>50</b>
		4 years and above One proposal satisfactory done	40
		< 3 years and below One proposal satisfactory done	15
iii	Understanding of the ToRS- Responsiveness to the Terms of Reference, Understanding of Methodology- Ability to provide clear Methodology		<b>30</b>
vi	Gantt Work Plan (Work plan with timelines and relevant activities)		<b>10</b>
	<b>Total Marks</b>		<b>100</b>
	<b>Minimum Technical Score</b>		<b>80</b>

## 10.0) Reporting

The consultants will report to the Technical Advisor to the CEO (Head of Partnership) who will be the key contact for overall assignment.

## 11) Role of APRM Secretariat

The successful execution of this assignment will require commitment and support from all the actors involved in the process. The APRM will:

- i. Designate a coordinating team for the assignment
- ii. Enlist the support of all involved
- iii. Facilitate and organize all consultative meetings with staff as may be necessary
- iv. Facilitate in the collection of required information, documentation for the development of the proposal
- v. Actively participate in the entire process and provide technical data/information during;
  - Literature review
  - Inaugural/ Inception meeting
  - Development of

- narrative concept note;
- Logical framework matrix;
- Proposal funding applications form; and
- Interim presentation of project to stakeholders and donors

iv .Commit to undertake the ensure the assignment is completed within the agreed timelines.

## 12)Reservations and Confidentiality

APRM reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the APRM.

The consultant undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

## 13)Clarification

Clarification can only be sought through Email: [tenderinfo@aprm-au.org](mailto:tenderinfo@aprm-au.org) during working hours- Monday to Friday time 8.00a.m hrs to 5.00 p.m hours local time

## MODE OF APPLICATION/ SUBMISSION & DOCUMENTS TO SUBMITTED BY CONSULTANT

The consultant should submit an expression of interest, containing a technical proposal and financial proposal .The technical proposal should, among others, list the profile of the consultant, understanding of the ToRS, understanding of the methodology, detailed workplan, references and contact persons.

The financial proposal should give a cost breakdown per milestone and take into consideration all expenses. The Consultancy fees should be based on rates from recognised international bodies. The proposal should also be costed **in USD** and inclusive of all taxes and other statutory obligations as may apply.

The Technical & financial Proposal clearly marked '**REOI: TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICES FOR DEVELOPMENT OF APRM/ EUROPEAN UNION (EU) GRANT PROPOSAL**Procurement Number: **APRM/EU/ JULY/2020**: Shall be submitted through Email: [tender@aprm-au.org](mailto:tender@aprm-au.org) or delivered to the APRM Continental Secretariat offices on or **before 7<sup>th</sup> August 2020 at 11.00hrs local time**. Eligible women are encouraged to apply. The REOI shall be opened immediately after the closing date and time.

All applications in writing should be accompanied by **up-to-date Certified Curriculum Vitae and supporting documents (Note: do not send originals)** with the names and addresses of three referees, one of which should be the last consultancy and addressed to:

### Project Coordinator

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