

**TERMS OF REFERENCE:**

**Support for Capacity Development of the AUC and other AU Organ Project
(P126848): World Bank**

CONSULTANCY SERVICES FOR TECHNICAL COOPERATION AND PARTNERSHIPS SUPPORT

A JOINT AUC AND AUDA-NEPAD PROJECT

Reference: ET-AUC-175213-CS-INDV

AF Support for the Capacity Development of AUC and other AU organs: P166316

1.0. BACKGROUND

Project Development Objectives: The objective of the Project is to strengthen African Union Commission's capacity to facilitate socio-economic development results and transformation through enhanced institutional efficiency. This will be achieved by enhancing the AUC's internal human resources and management systems, and supporting result-oriented external partnerships and collective actions designed to enhance the implementation of regional economic development initiatives in priority areas (e.g. regional trade, energy, infrastructure, governance, natural resource management) for the benefit of African Union Member States, the Regional Economic Communities (RECs) and African citizens.

The Project consists of the following parts:

- **Strengthening Institutional Capacity:** Support for improvement of budget execution, staff capacity, and ICT to provide efficient corporate and functional services through: (a) enhancing corporate governance and management systems and procedures in strategic planning, financial management, budgeting, procurement, recruitment, conference management and all other services as per international standards; (b) driving operational efficiency by (i) modernization of ICT infrastructure; (ii) development of human resources; and (iii) peer-to-peer learning; and (c) enhancing stakeholder communication, feedback and participation through branding, media and outreach.
- **Facilitating Economic Development Results with Stakeholders:** Support for promotion of regional transformation and improvement of policy standards and African Union agreements monitoring through: (a) support for piloting select external institutional partnerships towards the advancement of common goals for regional transformation; (b) monitoring of African Union agreements and programs implementation; and (c) Project monitoring and evaluation and learning.

Project Beneficiaries: Project beneficiaries include the AUC and other AU Organs. Support for capacity development is expected to improve the beneficiaries' organizational performance and their ability to facilitate collective action in priority economic development

areas (e.g. regional trade, agriculture, energy, infrastructure, governance, natural resource management) for the direct benefit of AU member states and RECs. The project is also expected to indirectly benefit public and private entities and citizens, civil society and Diaspora groups in general in Africa. An improved and effective AUC would also benefit the development partners and other entities engaged in peace building and economic development programs in the region and beyond. Attention to strategic priorities would also benefit women, youth and vulnerable groups in society through better information on policies and programs.

2.0. INTRODUCTION

The African Union Executive Council at its 36th Ordinary Session (EX.CL/Dec.1073-1096(XXXVI)) mandated the “mapping out of all AU partnerships and engagements in line with AU Agenda 2063 and its flagship projects” (para. 78), the defining of “practical arrangements for planning, monitoring, evaluation and coordination, for effective implementation of Partnership projects” (para. 79), and the development of a Partnership Strategy and Policy Framework document to be considered by the Thirty Eighth Ordinary Session of the Executive Council in February 2021 (82). Therefore, the Council’s Decisions set forth a framework of activities by the PRC, AUC, and AUDA-NEPAD with the overarching aim of aligning political, financial, and technical resources from partnerships to explicit AU priorities and thereby effectively harness Africa’s partnerships towards the effective delivery of Agenda 2063.

3.0. OBJECTIVE OF THE ASSIGNMENT

The AUC and AUDA-NEPAD are jointly contributing to the achievement of a key objective of Agenda 2063 that specifies “the need to re-orient Africa’s partnerships in line with the Continent’s ambitious agenda for economic, political, social transformation”. The foundational work will be carried out through two (2) major consultancies which will deliver an AU-wide Partnerships Strategy, M & E frameworks, Tracking and Reporting Tool, supported by a Digital Database.

To effectively carry out this fundamental assignment, the AUDA-NEPAD seeks to enhance its support services on Partnerships within the Technical Cooperation and Programme Funding Directorate. This dedicated support function will ensure a smooth and timely provision of administrative and logistical services to guarantee stakeholder participation and input in the management of the two (2) consultancy projects. The junior consultant will specifically assist to develop the project dashboard, reporting alerts, processing of procurement requests, production of reports and organisation of stakeholder and technical meetings.

4.0. SCOPE OF THE ASSIGNMENT

The junior consultant will perform the following duties:

- i. Provide technical, logistical and administrative support in the management of the partnerships project;
- ii. Serve as a focal and liaison point for the consultants to render support
- iii. Responsible for day-to-day activities on the project with regular oral and written reports
- iv. Assist in coordination and collaboration with the AUC, other Directorates/Divisions, RECs and Member States on matters relating to the partnerships project
- v. Assist in preparing background documents for technical and stakeholder consultations and validation meetings

- vi. Participate in the relevant coordination meetings related to the Agency's Partnerships and submit reports
- vii. Assist in the drafting of work plans, mobility plans, and periodic progress reports
- viii. Perform any other related duties as may be assigned.

Location of the assignment is: African union Development Agency – NEPAD, Headquarters, Johannesburg, South Africa

5.0. DELIVERABLES

The junior consultant will be responsible for and render support in the following:

- i. Technical, logistical and administrative support
- ii. Liaison point with AUC, consultants, Directorates/Divisions, RECs, Member States
- iii. Regular oral and written reports
- iv. Background documents for meetings
- v. Project work plans, mobility plans, and periodic progress reports
- vi. End of term report

6.0. DURATION OF THE ASSIGNMENT

The consultancy will be for a period of 6 months to support the efficient organisation of the project's two (2) workstreams as follows:

- i. Formulation of Africa's Partnership Strategy and Policy Framework, Mapping, Baseline Development and Report Production
- ii. Development of Monitoring and Evaluation Framework, Tracking and Reporting Tool and Digital Database of Africa's Partnerships

7.0. GOVERNANCE AND SUPPORT BY THE AFRICAN UNION

The junior consultant will support the Partnerships Project, based at the AUDA-NEPAD Headquarters under the supervision of Head, Technical Cooperation and Partnerships in the TCPF Directorate.

8.0. QUALIFICATION REQUIRED FOR THE INDIVIDUAL CONSULTANT

The junior consultant must have a minimum of a bachelor's degree in social sciences or related discipline and a minimum of two (2) years relevant work experience and possess a minimum of two years' experience in an African Union institution working on similar issues. The consultant will have the following skills:

- Good understanding of the AU partnership and technical cooperation landscape
- Technical competence in programme concept development and reporting on results
- Good administrative and coordination skills
- Solid rapporteuring and outcomes report writing skills

- Excellent planning, creativity and organization skills
- Excellent oral, development-oriented writing and editing skills.
- Ability to perform multiple tasks and work under pressure with a wide range of actors and institutions.
- Ability to work as part of a team with excellent interpersonal skills
- Willingness to learn and responds positively to feedback
- Excellent working knowledge of computer applications (MS Word, Excel, PowerPoint etc)
- Database management and highly developed IT skills, with the ability to present information clearly

10. EVALUATION AND QUALIFICATION CRITERIA

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

- a. Minimum of a Bachelor's Degree in Social Sciences and Humanities or any relevant field. (15 points);
- b. At least 2 years' experience with Agenda 2063 and issues of partnerships, resource mobilization and technical cooperation Specific work experience with an international development agency or AU institution/organ (45 points);
- c. Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (40 points).

11. Required Documentations

Interested Consultants are required to submit the following

- a) Understanding and methodology about the assignment and work plan
- b) Detailed Curriculum Vitae of expert, with Certified copies of degrees and diplomas
- c) Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
- d) **Propose Daily rate in US\$** for 140 working days, which should include all of the Consultant's costs (professional fee, equipment cost, accommodation, air ticket, local transportation and other expenses) and profits. Please send you financial proposal separately in a Pdf format.

Application Requirements:

The Consultant should be available to start services by November/December 2020.

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