

AFRICAN UNION
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UNION AFRICAINE
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African Union Commission

**Junior Consultancy
Terms of Reference**

AUC/PAPS/C/037



Terms of Reference
JUNIOR CONSULTANT

1. Background

The African Union (AU) has committed to a vision of Africa that is 'integrated, prosperous and peaceful ... driven by its own citizens, a dynamic force in the global arena'.¹ In article 8 and 20 of the PSC Protocol, as well as the broader African definition of human security as articulated in the introduction of the Common African Defence and Security Policy (CADSP), civil society organizations (CSOs) are encouraged to participate in efforts aims at promoting peace, security and stability on the continent. Subsequently the Peace and Security Council (PSC) has adopted the Livingstone Formula and Maseru Conclusions as frameworks² for an improved interaction between the PSC and CSOs and to enhance the contribution of the CSOs to the work of the Council.

However, despite various initiatives by the AU, RECs and RMs for Conflict Prevention, Management and Resolution, CSOs' meaningful and effective engagement in peace and security, especially within APSA framework, remain low. There are good reasons for engaging with the AU. It is the premier inter-governmental organisation for the African continent. It is also the body responsible for the realisation of African unity, political, economic integration, and for promoting peace and security. It is the principal organisation for promoting Africa's relations with the outside world, its image and the safety and interests of its citizens.

In February 2020, the African Union Commission (AUC) and the European Union Delegation (EUD) signed the fourth EU Support Programme for the implementation of the African Peace and Security Architecture (EU APSA IV). Through EU APSA IV, the EU has committed 40.5 million Euro to the APSA IV which intends to, over the next four years, support the AUC, Regional Economic Communities (RECs) and Regional Mechanisms (RMs) to further strengthen the capacity and coordination of the APSA components to adapt to the emerging security challenges in Africa. Through the EU APSA IV, the EU will support the AUC, RECs/RMs in areas of:

- Conflict cycle management, with a focus on Early Warning Systems and the African Standby Force;
- Effective coordination and partnership at all levels within the APSA (including Civil Society Organizations);
- Engagement with and inclusiveness of youth and children in tackling APSA aspects.

In order to engage CSOs effectively and also to support their efforts in participating and contribute to AU's peace and security efforts, the AUC wishes to engage an individual consultant that will analyse and develop materials/toolkit for CSO engagement within the EU APSA framework. The materials/toolkit will provide information to assist CSOs to engage with AU policies and programmes. It will describe the roles and responsibilities of AU and CSO institutions in peace and security on the continent, existing mechanisms for engagement and highlight sample of the experiences of CSOs and non-governmental organisations (NGOs) that have interacted with the AU.

¹ *Vision and Mission of the African Union*, May 2004

² https://au.int/sites/default/files/documents/30974-doc-psc_conclusion_-_livingstone.pdf

2. The rationale for the development of materials/tools for CSO engagement within APSA

The purpose of the materials/toolkit is to equip EU APSA implementing partners (AUC/EU/RECs/RMs) as well as African citizens and CSOs with essential tools, information, and instruments for civil society engagement within the APSA framework. Thus, ensuring effective coordination and partnership between CSOs in peace and security and within the EU APSA IV framework at all levels. The development of the materials and toolkit is necessary to respond to the challenges that have affected engagement of CSOs in peace and security and implementation of the Livingstone and Maseru Conclusions, therein the EU APSA support programme.

3. Objectives of the assignment

The objectives of the assignment is to provide necessary materials/guidelines for the promotion and enhancement of engagement of civil society organizations in peace and security issues in Africa, within the APSA framework; and to further partnership between CSOs and implementing partners of the EU APSA IV support programme.

4. Scope of the Study

The consultant shall perform the following duties:

- Conduct desk-based research, gather and review relevant standards, guides and toolkits on CSOs engagement in APSA
- Gather and organize information into a logical format, and create list of documents and content as needed to develop cohesive documents.
- Consult with EU APSA implementing partners, ECOSOCC and civil society actors to gather their recommendations, as well as lessons learned from their experiences and any assessment resources developed at the field level to inform the materials and toolkit
- Draft, validate, make necessary adjustments and submit final materials/toolkit to the AUC.

The study will be conducted at continental level with specific focus on the AU and RECs/RMs.

5. Deliverables

The consultant will deliver the following outputs:

- Inception Report outlining the work and methodology
- Desk Research Report
- List/Detailed outline of proposed materials and toolkit and content on CSO engagement in APSA
- Toolkit in English

6. Timeline

Three (3) months

7. Duty Station

- The consultant will be based at the Political Affairs, Peace and Security Department.

8. Consultancy Fee and Schedule of Payments

The consultant will be paid a lump sum of **USD12,000 (Twelve Thousand United States Dollars only)** for the assignment. This amount includes all of the Consultant's fees, reimbursables and profits as well as any tax obligation that may be imposed on the Consultant. It excludes travel costs and Daily subsistence

allowance, when the Consultant is required to travel, which will be fully paid for by the Commission in line with the relevant Guidelines and procedures.

- The payments will be made in installments based upon outputs/deliverables specified in the TOR and upon certification of satisfactory work as per work plan and endorsed by the AUC.
- The payment schedule is arranged as follows:
 - 20% upon submission and approval of an Inception Report;
 - 40% on completion of the first draft of materials and toolkit
 - 40% on submission of the final draft of materials and the toolkit on CSOs engagement in EU APSA Programme.

9. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

- Bachelor’s degree relevant fields including Political Science, Project Managements and/or Monitoring and Evaluation, Law, International relations or related area with at least one (1) year experience in peace and security project management, CSOs engagement (preferably with international organizations)
- Possesses in-depth knowledge, excellent skills and relevant experience in political science, peace and security;
- Displays excellent knowledge of AU/RECs/RMs/ECOSOCC as well as the African Peace and Security Architecture
- Works with minimal guidance and supervision;
- Adds value to team-based activities;
- Ensures high standards of performance and compliance with institutional guidelines;
- Integrates results-based and accountability-oriented approaches into the development of the toolkit;
- Demonstrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management in past experiences;
- Languages: Fluency in English (required); French, Arabic and Portuguese (desired).
- Good knowledge of the AU policy making processes, prospects, and challenges will be an added advantage

10. Evaluation and Qualification Criteria

For evaluation of the submission the following criteria will be applied:

Technical Proposal Evaluation points		
1.	General Education, Qualification and Relevant Training	30
Experience Related to the Assignment		
1.	Experience relevant to the assignment	70
2.	Total	100

11. Contract Management and Reporting

The contract will be managed by the African Union Commission. The Consultant will report on its activities to the Senior Programme Officer – PMT (EU APSA IV Programme Coordinator).

Invitation

The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

Document required:

- Cover letter - Understanding of the assignment / TOR
- CVs

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, on Friday 30 July 2021.

**African Union Commission,
Attn: Carine Toure Yemitia (Mrs.)
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