

AFRICAN UNION

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**AN IN-DEPTH STUDY ON “CIVIL SOCIETY AND THE AFCFTA – CONSOLIDATING
AFRICAN INTEGRATION IN THE NEW SINGLE MARKET”**

SECTION I: LETTER OF INVITATION

24 July 2021

Dear Applicants,

REF: AN IN-DEPTH STUDY ON “CIVIL SOCIETY AND THE AFCFTA – CONSOLIDATING AFRICAN INTEGRATION IN THE NEW SINGLE MARKET”

1. The African Union (AU) wishes to recruit highly qualified African experts to undertake the above assignment. The AU now invites interested **Individual Consultants** to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultants will be selected under the Consultants Qualification Selection method and the pass mark shall be 70%.
3. The EoIs must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology.
 - (ii) CV demonstrating experience with similar assignments.
4. The EoIs must be submitted to the following e-mail address: tender@aecosocc.org
5. The title of the Procurement must appear as subject of e-mail submissions or on the envelope for hard copy submissions.
6. The Deadline for submission of EoIs is 9 August 2021 at 1500 hours Addis Ababa Time. Late applications will not be considered.
7. This call for Request for Expressions of Interest comprise of the following:
 - Section I – This Letter of Invitation
 - Section II - Terms of Reference

Yours sincerely,

Head, Procurement, Travel and Stores Division

SECTION II: TERMS OF REFERENCE

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TERMS OF REFERENCE (TOR)

FOR

AN IN-DEPTH STUDY ON
“CIVIL SOCIETY AND THE AFCFTA – CONSOLIDATING AFRICAN INTEGRATION IN THE NEW
SINGLE MARKET”

2021

1.0 Background

The Economic, Social and Cultural Council (ECOSOCC) is an advisory organ of the African Union, established during the third Ordinary Session of the AU Assembly in Addis Ababa, Ethiopia in 2004 under the provisions of articles 5 (i) and 22 of the AU Constitutive Act. The organ is mandated to actively engage civil society in the processes and work of the Union, particularly with regards to Africa's integration and development. ECOSOCC comprises various social, private sector and professional groups of member states of the Union, and the African diaspora (Assembly/AU/ Dec.48 (III)) and functions primarily as a bridge through which the African Union can partner and engage with civil society organizations on the continent.

ECOSOCC's mandate includes:

- Contributing, through advice, to the effective translation of the AU's objectives, principles and policies into concrete programmes, as well as evaluating those programmes
- Undertaking studies and making recommendations
- Contributing to the promotion and realization of the AU's vision and objectives
- Contributing to the promotion of human rights, the rule of law, good governance, democratic principles, gender equality and child rights
- Promoting and supporting the efforts of institutions engaged in reviewing the future of Africa and forging pan-African values in order to enhance an African social model and way of life
- Fostering and consolidating partnership between the AU and CSOs
- Assuming functions referred to it by other AU organs.

CSO members include but are not limited to:

- Social groups: e.g. those representing women, children, youth, the elderly and people with disabilities and special needs
- Professional groups: e.g. associations of artists, engineers, health practitioners, social workers, media, teachers, sport associations, legal professionals, social scientists, academia, business organizations, national chambers of commerce, workers, employers, industry and agriculture, and other private sector interest groups
- Non-governmental organizations (NGOs), community-based organizations (CBOs) and voluntary organizations
- Cultural organizations
- Social and professional organizations in the African Diaspora (in accordance with the definition approved by the Executive Council)

As part of the organ’s efforts to continuously execute its mandate of providing evidence-based policy advice to African the Union and its member states, ECOSOCC seeks a qualified consulting firm or consultant(s) to conduct an in-depth impact assessment study on the topic “**Civil Society and the AfCFTA – Consolidating African Integration in the New Single Market**”.

2.0 Objectives

The overall objective of this consultancy is to conduct a comprehensive study on the role of diverse civil society groups and stakeholders in the effective and meaningful implementation of the African Continental Free Trade Agreement (AfCFTA).

The specific objectives of this consultancy will be to:

- a. Identify opportunities and prepare technical action plans to support participation of the civil society in the implementation of the AfCFTA;
- b. Prepare a concept and implementation plan for improving coordination and dialogue between the civil society and local, regional and continental institutions on issues related to the AfCFTA;
- c. Review the current practices and policies that are considered as international best practices for civil society engagement in the implementation of similar economic integration agreements;
- d. Develop, based on the research findings, a 5-page policy brief to be submitted to the policy makers at the national and continental levels..

3.0 Scope of the Services

After signing the contract for this assignment, the consultant is expected to perform the following services/duties/activities within the context of the assignment:

3.1 Prepare an **inception report** providing the following: a detailed description of the methodology that will be used, and how data will be analyzed; schedule of activities; a list of all data sources that will be used; description of the data collection tool(s) that will be used and an outline of the main report.

3.2 Construct the data collection tool(s) and present the tool(s) to ECOSOCC for validation before embarking on the data collection exercise.

3.3 Upon validation of the data collection tool(s), the consultants will conduct a desk review, interviews with all the identified and selected relevant participants in the study, and undertake field visits for data collection where virtual engagements are impractical or insufficient.

3.4 Prepare a **Draft report** based on the comprehensive analysis of the feedback from the field data collection and the literature from desk review, which will provide an initial analysis of key findings. It should provide both qualitative and quantitative information on the roadmap, represent the relevant data with the aid of infographics and should feature some initial key recommendations. The report will be reviewed by a technical team from ECOSOCC.

3.5 Prepare a 5-page policy brief distilled from the research findings and recommendations, to accompany the main research report.

3.6 Prepare the Final report that will combine and refine the findings based on the review on Draft report P. Furthermore, consultant is expected to make a power point presentation to selected groups of high level stakeholders for final validation. The approved document (**final report**) should be submitted to ECOSOCC within **five (05) days** after its presentation and validation.

4.0 Transfer of Knowledge/Training

The consultant in liaison with ECOSOCC will organize for a forum to present the study report to internal and external stakeholders and discuss the recommendations made and the action plan for their implementation.

5.0 Deliverables

There shall be two (2) final deliverables of this assignment: a **Final report** for the in-depth study, and a 5-page **Policy Brief**. Both should contain evidence-based information that will inform the development of a normative framework for civil society engagement in the implementation of the AfCFTA. The consultants shall however have process deliverables including:

- An **inception report** following the signing the contract. This report is aimed at showing the consultant’s understanding of the assignment. It should provide a detailed description of the methodology that will be applied including a work plan for the consultancy period and data collection tools which.
- A **draft report** shared with ECOSOCC for review and comments after the initial collection and analysis of data for the study.

6.0 Assignment Reports and Schedule of Reports

The consultant is expected to prepare and present the following reports to ECOSOCC within the set timelines:

ACTIVITY	Timeline
Inception report	Four weeks (4) after signing the contract.
Draft report	Seven weeks (7) after signing of the contract.
Final report	One week (1) after submission of the Draft report
Policy Brief	

7.0 Facilities, Services and Resources to be provided by the Client

The client (ECOSOCC) shall facilitate the use of a premium Zoom platform for the consultant to engage with the various stakeholders with sufficient notice. The client shall also submit a list of past and current General Assembly members, past ECOSOCC leadership and a repository of key AU decisions regarding ECOSOCC through its cloud based server for the consultant's reference.

The client will further facilitate communication with external stakeholders to bring to their attention the undertaking of the exercise; this will include preparation and administration of introduction letters as well as pass/passes for the consultant where necessary. In the eventuality, physical meetings are required between ECOSOCC and the consultants in the course of the assignment; the client will facilitate it in entirety (venue, stationery and equipment).

8.0 Assignment Period

The consultant is expected to undertake this assignment within a period of **8 weeks** after the signing of the contract. The breakdown of the period within which the various activities for this assignment are expected is as presented in the table below.

9.0 Assignment Management & Administration

9.1 This assignment will be managed by ECOSOCC. This includes servicing the consultant, support with setting-up appointments with stakeholders, ensuring that payments are made on time, facilitating meetings and tracking the work plan of the consultant.

9.2 Desk Officers of the Secretariat will be assigned to help in increasing expert opinion in the process. The consultant will also report to the designated focal point on all matters pertaining to the assignment.

11.0 Selection Criteria and Qualifications

The firm or consultants to undertake the assignment is expected to have the following qualifications:

1. Must have proven experience in policy research, policy analysis and policy writing.
2. Demonstrated experience in conducting organizational assessments including developing different assessment/ diagnostic tools
3. Must have experience and sufficient skills in facilitating interactions with principal heads of large public institutions, Government ministries and intergovernmental organizations.
4. A good understanding of the operations framework of ECOSOCC and the AU in general.

5. Must be an African, from the continent or Diaspora
6. Must have proven experience in interacting and dealing with civil society organizations
7. The consultancy firm’s team must represent a diversity of relevant technical skills that proves a wealth of expertise that best fits the requisite skills of the assignment including leadership and strategic management, project management, monitoring and evaluation, statistics etc.
8. Minimum benchmarks for AU contractors must be met, and the head researcher(s) must have a minimum of a Master’s degree while the research assistants must have a minimum of a Bachelor’s degree

12.0 Budget and Payment

The total cost of this assignment shall not exceed **fifteen thousand United State Dollars (\$USD 15,000)**. The consultant must send a technical proposal including budget items. The payment will be settled based on actual cost except otherwise specified. Disbursement and payment modalities will be agreed upon in accordance with the AU set standards.

13.0 Travel requirements

The assignment will be 80% home based and 20% travel to conduct the face-to-face and consultative interactions with the relevant stakeholders in cases where virtual interaction prove impractical. Travel will only be approved if there is a motivated reason where virtual engagements are impractical or insufficient. In any eventuality, that the Secretariat feels the need to have an in-person working session with the Consultant or any other travel requirements; a DSA (daily substance allowance) and economy class travel ticket will be covered by the former in accordance with AU rules and regulations.

14.0 Selection Criteria and Qualifications

General qualifications and experience	10
Specific experience of the consultant relevant to the assignment	35
Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs) -Technical approach and methodology -Work plan	30 15
Language	10
Total Weight	100