



Africa Union Development Agency - New Partnership for Africa's Development (AUDA-NEPAD)

Request for Expressions of Interest [REOI] (Consulting Services – Individual Consultants)

Assignment Title: Consultancy for Expert for Citizens Engagement Facilitator (Support to Engagement Sessions and In-Country Consultations)

Procurement Number: 95/AUDA/PIPD/TCAS/ICS/2021

Date: September 13th, 2021.

1.0 INTRODUCTION

Engaged and empowered citizens, responsive civil society, private sector, academia and parliament are key in steering Africa's social and economic transformation. In this regard the African Union Development Agency-NEPAD (AUDA-NEPAD) is seeking ways to enhance meaningful interactions between the AU, its Organs and Member States on the one hand, and African citizens on the other. This is to ensure effective participation of all stakeholders in the conception, design, implementation and monitoring and evaluation of Agenda 2063. AUDA-NEPAD is therefore promoting effective citizen engagement and participatory decision-making and fostering citizen participation methodologies (incl. online brainstorming and exchange of views, co-creation and incubation of ideas) to address the challenges of the continent with a special focus on Agenda 2063 and the strategic orientation towards the Second Ten Years Implementation Plan.

AUDA-NEPAD through the Data-Cipation programme seeks to enhance the use of data and digital and non-digital approaches to deepen engagement and empower citizens to innovate to meet the manifold challenges of the continent as part of this process by fostering citizen participation methodologies. This would enable citizens to contribute to the shaping of AU programmes and innovation, in selecting the best ways to support the processes, and follow progress in the transformation of the continent. Through such approaches new insights and ideas would be created and proven African solutions can be up-scaled to other Member States and institutions. Enhanced citizen engagement would ultimately lead to increased public participation in Agenda 2063 implementation.

AUDA-NEPAD's Data-Cipation programme aims to strengthen capacities for citizens engagement through creation of mechanisms & spaces (digital and non-digital approaches) as well as capacity development that will enhance the contributions of citizens to policymaking at all levels and in turn make policy citizens-centered or focused.

2.0 OBJECTIVES OF THE ASSIGNMENT

In the context of Agenda 2063, citizen engagement implies a two-way interaction between African citizens and the AU that would give people a voice and recognition in decision-making processes of the AU with the objective of improving the intermediate and final outcomes from implementation of Agenda 2063. It is about giving citizens the recognition and platform to contribute to solving development problems as they

have the knowledge and day-to-day experiences to provide context-specific information that might not otherwise be readily available. As citizen engagement can sometimes be political and sensitive, there need for the provision expert advice on how to navigate local context and landscape on development issues. As such AUDA-NEPAD is seeking the services of an expert to support and facilitate effective citizen engagement processes through the implementation of the Data-Cipation project in Africa.

2.1 Objectives of the Assignment.

The objective of the consultancy is to support Citizen Engagement processes, including providing technical support for organizing and facilitating the citizen engagement dialogue and exchange platforms as well as capacity building.

3.0 MAIN RESPONSIBILITIES

Activities for this consultancy will include the following tasks:

- a. Review the background information and relevant documentation that relates to citizen engagement and participatory development in Africa as well as decisions of the AU Policy Organs on citizen engagement in implementation of development processes;
- b. Lead the preparation of the inception and stakeholder consultation missions, including the identification of the stakeholders to engage directly;
- c. Propose itinerary and calendar of consultations and interviews for the in-country missions; assist AUDA-NEPAD and other partners in their preparation as necessary;
- d. Preparation of relevant documentation to support citizen engagement meetings including concepts notes and related reports;
- e. Support the planning of conferences, workshops, flagship conference, regional meetings, training sessions on Citizen Engagement Platform at national level, as well as other citizen engagement meetings;
- f. Support the mobilization of national stakeholders for political and technical buy-in and ownership of the citizen engagement platform and related activities as well as gather stakeholder insights on key issues with regards to CE
- g. Managing and facilitating CE stakeholder engagements and consultation sessions at national, regional and continental levels;
- h. Collate and synthesize stakeholders' inputs into a coherent reports and strategic documents;
- i. Produce any other inputs that might be identified during the project

4.0 DELIVERABLES OF THE ASSIGNMENT

- i. Inception report on concept and plan for the expert support;
- ii. Submission of draft report on profiling of focal institutions and outcomes of preliminary discussions with contact persons;
- iii. Submission of daft report on methodological plan on the expert support to be rendered;
- iv. Submission of final report on full plan on the expert support; and
- v. Monthly reports on progress of support to AUDA-NEPAD.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: (<https://www.nepad.org/corporate-procurement#tenders>).

The Africa Union Development Agency - New Partnership for Africa's Development (AUDA-NEPAD now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

5.0 QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Minimum of Master's Degree in Social Sciences, Development Management Studies, Information Management, Communication Management, or related fields – PhD will be added advantage;
- At least 15 years of professional progressive relevant and practical experience in of relevant work experience in the area of development management involving multi-stakeholder engagement processes;
- In-depth knowledge of the African's Agenda 2063 and of African institutions working in the development field and well as knowledge of the African Region is highly desirable;
- Demonstrable experience of the Consultant similar and/or relevant to the Assignment; and
- Demonstrable experience in moderating and training programme including facilitation of workshop.

5.1 Other relevant skills and competencies

- Leadership, organisational, programme management, coordination, and group dynamics skills;
- Demonstrated facilitation skills and expertise in multi-disciplinary, multi-stakeholder engagement processes, coordination and liaison;
- Analytical and methodological skills to organize ideas, texts, presentations;
- Practical skills in data/information management and technologies/systems
- Outstanding communication and writing skills

6.0 THE SHORTLISTING CRITERIA ARE:

For evaluation of the expressions of interest, the following criteria will be applied with a pass mark of 70 points:

- a. Qualifications - education and relevant training (30 points)
- b. Experience related to the assignment (60 points).
- c. Knowledge of the region & local conditions (10 points)

A Consultant will be selected in accordance with the Individual Consultant's selection method set out in the African Union Procurement Manual Version 2.0 of 2016.

Interested candidates are requested to submit the following documents for AUDA-NEPAD consideration:

- a. Updated Curriculum Vitae (CV), fully indicating nationality;
- b. Proof of stated qualifications in the form of the copies of the degrees obtained;
- c. Cover letter; and
- d. Signed declaration of undertaking (downloadable from AUDA-NEPAD website) – and/or attached as to Annex 1 of this REOI.

7.0 ONLY INDIVIDUAL CONSULTANTS ARE ELIGIBLE FOR THIS ASSIGNMENT IF THEY FULFIL THE FOLLOWING ELIGIBILITY CRITERIA:

- a. Have no conflict of interest in relationship to performance of this assignment.
- b. Are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank. Further, are not ineligible pursuant to a decision of the United Nations Security Council;
- c. Have not been convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations or Country for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
- d. Are not being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered receivership, reorganization or being in any analogous situation;
- e. they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the AUDA-NEPAD financial interests; and
- f. they have not been declared guilty of gross professional misconduct proven by any means which AUDA-NEPAD can justify.

Interested Consultants may seek clarifications and obtain further information from/at the addresses below during office hours **08:00hrs - 16:00hrs latest by September 24th, 2021 SA Time.**

Expressions of interest with supporting documents must be delivered in a written form to the address below or by email on or before/by **14:00hrs September 28th, 2021 SA Time.**

All EOIs must be marked **“Consultancy for Expert for Citizens Engagement Facilitator (Support to Engagement Sessions and In-Country Consultations) – Procurement Number: 95/AUDA/PIPD/TCAS/ICS/2021”** in the subject line of the email.

The Chairperson Internal Procurement Committee (IPC)

Africa Union Development Agency - New Partnership for Africa's Development (AUDA-NEPAD)
230, 15th Road, P. O. Box 218 Midrand,
1685 Johannesburg, South Africa

Email: procurement@nepad.org and copy nhamos@nepad.org

In Attention of: Procurement Division.

Annex 1

DECLARATION OF UNDERTAKING

{Location, Date}

To: **The Chairperson Internal Procurement Committee (IPC)**

AUDA-NEPAD

230, 15th Road, P. O. Box 218 Midrand,

1685 Johannesburg, South Africa

Attention of: Head of Procurement Division

1. I, the undersigned, offer to provide the services for {insert Title and Procurement Number} in accordance with your Request for Expression of interest dated {insert Date}
2. I declare that we:
 - a. Have no conflict of interest in relationship to performance of this assignment;
 - b. Are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank. Further, are not ineligible pursuant to a decision of the United Nations Security Council;
 - c. Have not been convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations or Country for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;
 - d. Are not being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered receivership, reorganisation or being in any analogous situation;
 - e. they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the AUDA-NEPAD financial interests;
 - f. they have not been declared guilty of gross professional misconduct proven by any means which AUDA-NEPAD can justify.
3. I, the undersigned, certify that to the best of my knowledge and belief, that my CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged;
4. I hereby declare that at any point in time, at AUDA-NEPAD's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience which are attached to this CV as photocopies; and
5. By signing this statement, I also authorize the AUDA-NEPAD's to contact my previous or current employers indicated in my CV, to obtain directly reference about my professional conduct and achievements.

We remain,

Yours sincerely,

Signature:

Name of Consultant:

Address: