

TERMS OF REFERENCE

Title of the Consultancy:	Expert – Citizens Engagement Facilitator (Support to Engagement Sessions and In-Country Consultations)
Consultancy type:	Individual
Directorate & Division	Directorate of Programme Innovation and Planning (DPIP) - Division of Technical Cooperation and Advisory Services
Contact Person:	Bob Kalanzi, Division of Technical Cooperation and Advisory Services – DPIP
Procurement Number	
PR Number	

1.0 Background

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.

1.1 Rationale

Citizen Engagement is a process that invites feedback and input from citizens on policies, programmes and services that impact their lives. 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.

2.0 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 focusing on the following:

- i) 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;
- ii) Lead the preparation of the inception and stakeholder consultation missions, including the identification of the stakeholders to engage directly;
- iii) Propose itinerary and calendar of consultations and interviews for the in-country missions; assist AUDA-NEPAD and other partners in their preparation as necessary;
- iv) Prepare of relevant documentation to support citizen engagement meetings including concepts notes and related reports;
- v) 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;
- vi) 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
- vii) Manage and facilitate CE stakeholder engagements and consultation sessions at national, regional and continental levels;
- viii) Collate and synthesize stakeholders' inputs into a coherent reports and strategic documents; and
- ix) Produce any other inputs that might be identified during the project

3.0 Scope of Work Activities and Tasks

- Preparing briefs and context documents for citizen engagement sessions
- Provision of technical advice on initial consultations on citizen engagement sessions
- Producing high-level presentations for the topical issues for in-country consultations
- Supporting planning high-level citizen engagement sessions
- Rendering technical support to in-country consultations
- Producing monthly reports on support to AUDA-NEPAD on the assigned tasks
- Producing database of CE sessions and relevant information
- Producing database of citizen engagement stakeholders at national and regional level

4.0 Expected Results Deliverables and Reports/Milestones Schedule

<u>Milestone</u>	<u>Estimated Duration</u>	<u>Delivery Period</u>
Inception report on concept and plan for the expert support	10 days	TBA
Submission of draft report on profiling of focal institutions and outcomes of preliminary discussions with contact persons	15 days	TBA
Submission of draft report on methodological plan on the expert support	10 days	TBA
Submission of final report on full plan on the expert support	5 days	TBA
Monthly reports on progress of support to AUDA-NEPAD	Every 25 th of the Month	TBA

Commented [NS1]: Is this deliverable ongoing? Indicate when it will end.

5.0 Proposed Payment Schedule

- Twenty percent (20%) of fees and charges shall be paid upon the submission of inception concept and plan for the expert support;
- Forty percent (40%) of fees and charges shall be paid upon submission and acceptance of profiling of focal institutions and outcomes of preliminary discussions with contact persons; and
- Forty percent (40%) of fees and charges shall be paid upon submission and acceptance of all final full plan and reports for the expert support.

6.0 Qualifications and Experience of the Consultant

- 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.

6.1 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

7.0 Consultancy Fees

The proposed consultancy fees will be lump sum based.

8.0 Person Days/Months

Forty (40) days

9.0 Governance, support and facilities to be provided by AUDA-NEPAD

Consultant will work remotely and will not be based at the AUDA-NEPAD Offices. Consultant will use own infrastructure/ equipment to carry out the assignment

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