



Call for Proposal – Individual Consultant

Consultant to Facilitate the Development of Additional Templates of PSO Documents that are Spelt Out in the AU PSO Catalogue of Documents.

APP Ref: AUC/CMD/PAPS/CS/015.

TERMS OF REFERENCE

1. Background

- 1.1 Since the establishment of the African Union (AU) in 2002, the AU Peace and Security Council (PSC) have mandated and/or authorized over 18 Peace Support Operations (PSO) in the continent. This have enabled the AU to generate a wealth of experiences, lessons, and good practices that can contribute to further improving the deployment, management, and liquidation of current and future PSO. However, the African Union (AU) has not utilized a systematic process and approach in gathering and codifying its experiences, lessons, and good practices from previous and current operations. In this regard, the Peace Support Operations Division (PSOD) within the Peace and Security Department embarked on a process to enhance policy and best practices processes for AU PSO.
- 1.2 As part of these efforts, the PSOD requested the UN in June 2015 to share experiences and lessons that will help the AU in enhancing its lessons learned and best practices processes. In response, the UN deployed a Policy and Best Practices Service Officer to the AU Commission in Addis Ababa from 12 to 31 July 2015. The report of this deployment and engagement with the PSOD and other relevant departments underscored challenges related to codification and accessibility of relevant information for the planning and management of PSO as well as uncoordinated information flow between AU PSO and AU Commission. It also noted the absence of systematic handover procedures and processes of gathering lessons from past and ongoing missions as well as policy implementation
- 1.3 The PSOD also took note of the Communique adopted at the 733rd meeting of the AU PSC held on 13 November 2017 which highlights the need for the lesson learned exercises to be conducted on AU PSO. In this Communique, the AU PSC requests the AU Commission, Regional Economic Communities and Regional Mechanisms (RECs/RMs), and ongoing ad hoc regional security initiatives to reflect on operations undertaken within regional and/or inter-regional frameworks and to submit lessons learned reports for

consideration by the AU PSC to further enrich the Africa Peace and Security Architecture (APSA). In this regard, the PSOD noted the need to ensure systematic and coordinated strategy and approaches for the conduct of lessons learned and best practices processes for all mandated and authorized PSO to provide further guidance and effective management of ongoing and future PSO.

1.4 Taking note of the above, the Policy Development Unit (PDU) in the PSOD in May 2019 reorganized its two previous Cells¹ into three², taking note of the need to streamline Policy and Best Practices processes in a comprehensive, coordinated and systematic manner. As such the PDU now has a Policy and Best Practices Cell that is responsible for the facilitation of all policy, lessons learned best practices, and knowledge management processes for AU PSO. This includes enhancing these processes at the PSOD level and providing oversight, strategic support, and advice to RECs/RMs and AU mandated and authorised PSO.

2. Objective of the Assignment

The objective of this consultancy is to provide additional templates to enable harmonization of all AU PSO documents toward achieving standardization of policies, guidelines, and SOPs. Within this context, the consultant will support the PSOD to achieve up to 75% of its policy harmonization and standardization process.

3. Scope of the Assignment

The main output expected of the Consultant is to provide technical expertise in the development and or review of Policy documents, generic templates, legal frameworks and other PSO documents as contained in the AU PSO Catalogue of Documents.

4. Deliverables/ Reports and Schedule of Deliveries

In line with the Work plan on the enhancement of Policy development and Best practices for AU PSO, the following deliverables are expected from the Consultant:

- a. Provide additional templates or their enhancement (desk review, field visit, after action review, End of assignment, Mission Practice Review).
- b. Ascertain additional policy documents that need to be reviewed and developed to ensure alignment with the AU Doctrine on PSO.

- c. Provide technical expertise in the development description and infographics on the legal and institutional process of mandating of AU PSOs.
- d. Provide a detailed Illustration of the planning and mandating process of AU PSOs.

In this regard, the Consultant is required to submit the following reports

- i. Inception Report to be submitted at the start of the Assignment
- ii. Draft Report
- iii. Final Report

5. Duration of the Assignment

The consultancy shall commence in October 2022 and be finalized before the end of December 2022.

6. Consultancy Fee

The total fee for this Consultancy is seven thousand and eight hundred United States Dollars (\$7,800.00). 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% on signing the contract and submission and approval of an Inception Report;
- 40% on completion of draft report;
- 40% on submission of final report.

7. Governance and Support by the African Union

The consultant is expected to be embedded within the PSOD to provide technical support in the implementation and facilitation of the development of Policy documents, generic templates, legal frameworks and other PSO documents as contained in the AU PSO Catalogue of Documents.

8. Qualification and Experience

The consultant is expected to fit the following profile:

- Master's Degree (MA) or equivalent in Political Science, Law, International Relations, Peace and Conflict Studies, or similar field;
- Experience in conducting policy research and developing policy documents;
- Extensive knowledge of African Peace Support Operations (AU PSOs);
- Excellent spoken and written command of at least one of the AU languages, preferably English.

9. EVALUATION AND QUALIFICATION CRITERIA

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

Criteria	Points
Educational qualification	20
Experience	60
Language	20

10. Confidentiality

The information shared with the consultant are confidential and shall not be disclosed to anyone else or used in any other publication. The consultant must refrain from using any of the information shared in other publications. The final product of the consultancy will be submitted to the AU-PSOD for approval by the appropriate policy Organs. The AU-PSOD reserves the right to amend the final documents before their submission for approval and owns the final products.

11. Invitation

The African Union Commission now invites eligible Individual Consultants to submit their Proposals to undertake the assignment. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment.

Documents required:

- Cover letter - Understanding of the assignment / TOR
- Curriculum Vitae(CV)

Further clarifications can be obtained at : tender@africa-union.org with Cc: KimalyoP@africa-union.org during office hours 8:00-17:00 hours Local Time. Always quote the APP Reference.

Proposals should be submitted by email to the address below, no later than **3.00pm** Addis Ababa time on **4th October 2022**. Proposals received after the deadline will be rejected.

Address:

The Head, Procurement, Travel & Stores Unit

African Union Commission, Addis Ababa, Ethiopia

Building C, 3rd Floor; Tel +251115517700;

Email; tender@africa-union.org

Cc: KimalyoP@africa-union.org