



TERMS OF REFERENCE	
Title of the Consultancy:	Consultancy Services for Technical Support to The Joint AUDA-NEPAD and AECID Programme “Creating Opportunities for Youth and Women in Africa (COYWA)”
Consultancy type: (Individual or firm)	Individual Consultant
Directorate & Division	Human Capital and Institutional Development Directorate (HCID)
Contact Person	Daphine Muzawazi- Senior Programme Officer, Institutional Development Support
Procurement Number (from procurement plan)	120/AUDA/HCID/ID/ICS/2024
Duration of assignment	Six (6) months: 15th June – 15th December 2024

Background

In recognition of the need to foster entrepreneurship among women and youth in Africa, the AUDA-NEPAD and AECID of Government of Spain has developed a new Programme called: “*Creating Opportunities for youth and Women in Africa (COYWA)*”. This is a follow up programme that seeks to maintain strategic and thematic alignment of the two organizations with planned actions, mainly targeting women and youth as framed in the AU Agenda 2063 Aspiration 1 and AU Agenda 2063 Aspiration 6 (An Africa whose development is people driven, relying on the potential of Africa people, especially its women, and youth , and caring for children “) and their respective goals.

The overall objective of the new programme is to improve women and youth livelihoods, increase employment opportunities and reinforce equality and human rights through (i) Training, employment, and opportunity creation; (ii) Participation and inclusiveness; (iii) Human rights-based approach; and (iv) Promotion of gender equality and empowerment. The programme will be articulated around three components:

Component 1 – Training:

Based on the diverse needs and context, the training programs on digital and financial literacy will be implemented through different types of learning platforms which include both *e-learning* and face-face training for different women and young entrepreneurs.

Component 2 - Support for socio-economic inclusion:

Will be implemented through Call for Proposals (CfP) which will be carried out by public institutions and civil society organizations promoting youth and women programs. These organizations will receive grants from the program, whose final beneficiaries will be women and youth-led businesses, joint ventures, associations, cooperatives, community-based organizations and initiatives at the grassroots

level. A digitalized system for CfP will be developed. Capacity assessment of readiness to implement the project to delivery results will also be a key component of the grant management process.

Component 3 – Support to *Business Incubators for African Youth and Women Entrepreneurs (BIAYWE)* programme:

Will be implemented by AUDA-NEPAD through delegation agreements with the ECOWAS, COMESA and SADC. Sub delegation agreements shall be used as part of the implementation arrangement, where AUDA-NEPAD will delegate the Technical Implementation and fiduciary responsibility to Regional Economic Communities (RECs) using a selective methodology inviting the RECs to participate. Since the RECs will participate, there will be need for Technical Organization Capacity Assessment that will focus on assessing the RECs Technical capability to implement the Project and their fiduciary capacity on the financial and procurement policies and processes.

The official Signing Ceremony of the 4-year EUR20Mil COYWA Programme Memorandum of Cooperation took place on March 19th, 2024, in Brussels, Belgium and AUDA-NEPAD has since received the 1st Tranche of EUR5mil in December 2023 to be executed in 18months. The 2nd tranche of EUR5mil will be disbursed in September 2024. Currently the program has the following documents available: **Draft COYWA 18-month joint workplan; Multi-annual 24 Page Programme Document; Summary 16 Page Programme Document; Programme budget and financials; Risk matrix. The programme joint workplans and activities needs to be finalised with clear timeframes for the 18-month implementation period of the EUR5mil disbursement.**

Rationale

In line with the new AUDA-NEPAD mandate that gives the organisation a wider role in terms of providing knowledge-based advisory support to AU Member States in the pursuit of their national development priorities, this Programme will provide technical and implementation support to RECs and Member to develop the entrepreneurial capacities of women and youth, promote youth and women socio-economic inclusion, employment opportunities; and support to Business Incubators for African Youth and Women Entrepreneurs.

The new programme will focus on certified training aimed at women and young entrepreneurs which will cover various topics, including digital and financial literacy, e-commerce; soft skills (developing emotional intelligence); cross-border trade; branding; Technical and Vocational Education and Training (TVET); and climate finance. Based on the diverse needs and context, the training programmes will be implemented through different types of platforms which include *e-learning* platform and face -face training for different women and young entrepreneurs.

This programme will also support socio-economic inclusion through public institutions and civil society organizations promoting youth and women socio-economic inclusion, employment opportunities; youth and women's leadership and prevention of gender-based violence and sexual and reproductive Health. This will be implemented through a Call for Proposals (CfP) which will be carried out by public institutions and civil society organizations promoting youth and women programs.

The programme will continue to focus on incubators (as per previous NEPAD Spanish Fund programme) for women and now include young entrepreneurs, in line with AUDA-NEPAD's Energize Africa

Programme and the AU Masterplan. This component will continue to work Regional Economic Communities, COMESA, and ECOWAS as per the previous Programme and the beneficiaries will include SADC and EAC as additional beneficiary REC's.

To realize the above outcomes, key foundational tasks must be undertaken to prepare for effective implementation. The key tasks include: (i) Review of draft Programme Documents, (ii) Development of programme workplans, (iii) Establishment of institutional mechanisms for REC's including recruitment of experts; and (iv) development of programme tools and guidelines for operations and programming. It is on this basis therefore that AUDA-NEPAD seeks to engage a Consultant to implement the assignment.

The objectives of the assignment are to:

1. Review and finalise draft Programme Documents: **Draft COYWA 18-month joint workplan; Multi-annual 24 Page Programme Document; 16 Page Programme Document; Programme budget and financial.**
2. Develop and finalize programme workplans with clear timeframes.
3. Develop programme tools and guidelines for operations and programming including TORs of RECs seconded Experts.
4. Engage SADC, EAC, ECOWAS COMESA and the other Regional Economic Communities on the implementation of the Programme.

Scope of Work, Activities and Tasks

The tasks of the consultant will be as follows:

Phase 1: Review of draft Programme Documents

Action 1: Review and finalisation of the draft COYWA 18-month workplan: Assessing the feasibility, coherence, and alignment of the workplan to the objectives of the Programme; Provision of recommendations for improvement including clarifications, adjustments, and additional activities if necessary.

Action 2: Review the Multi-annual 24 Page Programme Document: Evaluate the comprehensiveness, clarity, and relevance of the programme documents; Identify any gaps, inconsistencies or areas requiring further elaboration.

Action 3: Review the 16 Page Programme Document: Conduct a detailed review of the programme document, focusing on key components and objectives; Ensure consistency with longer programme document and identify any discrepancies.

Phase 2: Development of programme workplans

Action 5: Prepare a workplan on aspects that will be jointly implemented with the HCID's Institutional Development Unit and the Youth, Gender, and Women Empowerment Unit: Develop a detailed workplan outlining activities, timelines responsibilities and deliverables for the Units; Ensure integration with overall programme workplan and alignment with Institutional Development Unit and the Youth, Gender and Women Empowerment Unit objectives.

Action 6: Prepare workplan and concept note for procurement outlining the call for proposals including guidelines, evaluation criteria of institutions and civil society organisations to receive grants and submission requirements. Provide guidance on how member states will respond to calls for proposals, including required format, content, and submission procedures. Recommended duration of projects eligible for support and the sustainability of the institutions. Design a procurement workplan detailing the procurement process, timelines, and responsibilities;

Action 7: Develop a workplan for working with RECs for the promotion women and youth incubation and entrepreneurship: Outline activities, strategies, and timelines for collaborating with RECs to promote women and youth entrepreneurship and incubation processes; Identify opportunities for synergy and coordination between the programme and existing RECs initiatives.

Phase 3: Develop programme tools and guidelines for operations and programming

Action 8: Develop and finalise TOR for the RECs Seconded Experts: Refine and the terms of reference for experts to be seconded to the Regional Economic Communities (RECs); Define roles, responsibilities, qualifications, and selection criteria for RECs experts participating in programme activities.

Action 9: Develop outline for women and youth training: Develop an outline of training materials covering entrepreneurship, business development, leadership, and other relevant topics; Ensure materials are tailored to the needs and preferences of women and youth participants.

Action 10: Develop a package for business incubators to be used by RECS: Create a package of resources, guidelines, and tools for establishing and operating business incubators with Regional Economic Communities (RECs); Include Best Practices, case studies; and practical tips for supporting women and youth entrepreneurs through business incubators.

Expected Results and Deliverables

1. Inception report on concept notes, timelines, and milestones of the assignment.
2. Programme document
3. joint workplan for the Institutional Development Unit and the Gender and Youth Unit
4. Concept note with guidelines for the Call for Proposal Process
5. workplan for working with RECs including TORs of Experts for the promotion women and youth entrepreneurship.
6. Outline for women and youth training material and modules and identification of relevant e-learning and face to face platforms for training.
7. Developed guidelines of support/ intervention areas to promote youth and women entrepreneurs to be used by business incubators in the RECS.

Location: Midrand, Johannesburg, South Africa.

The Consultant will be expected to be physically at the AUDA-NEPAD Head Office for the duration of the assignment to facilitate internal consultations and support from the Director of HCID and team.

Timeframe for the assignment: 15 June -15 December 2024, 10 days level of effort per month – and

Deliverables/Reports/Milestones Schedule	Number of person-days
Inception Report	2
Final draft 18-month workplan	5
Final 24 and 16-page programme Document	6
Programme Budget to be allocated for the RECs projects	5
Joint implementation workplan for the gender and youth Unit and Institutional Development Unit in HCID	5
Concept note and guidelines for the Call for Proposal Process	5
Workplan for working with RECs for the promotion women and youth entrepreneurship	5
TORs for the RECs experts.	2
Outline for women and youth training materials	15
Guideline of support areas for business incubators to be used by RECS to promote youth and women entrepreneurs.	15
Total person-days	60 person-days/6 Months

60 days for a duration of 6 months)

Language requirements

The consultant should have excellent written and communication skills in English. An excellent understanding and oral communication skills in French would be an advantage.

Consultancy fees

The consultant fees shall be based on the professional fees to undertake this assignment. AUDA-NEPAD will not be responsible for consultant travel and living expenses when working in South Africa. However, costs (flights, DSA for travel and accommodation), related to assignment deliverables will be catered for by AUDA-NEPAD.

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

AUDA-NEPAD will facilitate the consultants with letters of introduction to Regional Economic Commissions (RECs) and Member States and other stakeholders if required.

Proposed Payment Schedule

Payment will be Phased/ Milestone based upon completion of deliverables per phase.

Phase 1: Reviewed and finalised Programme Documents.

Phase 2: Programme workplans developed.

Phase 3: Programme tools and guidelines for operations and programming including TORs Developed

Qualifications and work experience required for the Key Expert

- i. At least an Advanced Degree / Master's Degree in Sociology, Gender Studies, Development Studies, Project Management or related fields from a recognized institution.

Experience of the consultant

- ii. Extensive knowledge and experience of at least 10 years of working experience in the area of women and youth empowerment, in Africa.
- iii. At least ten (10) years' experience in coordinating regional policy and programmes for women's empowerment including engaging Member States at high level platforms e.g. Summit of Heads of States, Ministerial forums.
- iv. Facilitating high-level statutory and technical meetings, development of frameworks and guidelines; towards implementing continental and regional programmes.
- v. Traceable understanding of the bilateral Cooperation and Agreements amongst stakeholders in the development sector; and
- vi. Extensive experience working across the African continent at National, Regional and Continental level.

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