



REQUEST FOR QUOTATION

CONSULTANCY TO DEVELOP APRM TOOLKIT

Procurement Number: 01/APRM/TR/17

The African Peer Review Mechanism (APRM) is a self-monitoring mechanism established in 2003 by Heads of State and Government, to which member states of the African Union voluntarily accede to *voluntarily*. Its purpose and mandate are spelt out in the Declaration on Democracy, Political, Economic and Corporate Governance adopted by the African Heads of State and Government at the inaugural Session of the Assembly of the African Union in Durban, South Africa, in 2002.

APRM invites proposals from eligible bidders/Consultants to develop the APRM TOOLKIT. The objective of the APRM Toolkit development assignment is to produce a consolidated manual on the design and implementation of APRM business processes.

Details of the assignment are provided in the Terms of Reference.

- **The financial and technical offers must be delivered in two separate inner envelopes if delivered physically to the address below on or before 15 February 2017 at 10:00 hours local time.**
- **Bidders are allowed to submit their offers electronically at tender@aprm-au.org, in 2 folders one folder named technical offer and another folder named financial offer. Closing date 15 February 2017 at 10:00 hours local time.**

- Envelopes/folders should be clearly marked with the title of the procurement and procurement number.
- Late bids will be rejected and returned unopened to bidders.
- Clarifications may be requested before the submission date.

ADDRESS FOR SUBMISSION OF QUOTATIONS

AFRICAN PEER REVIEW MECHANISM (APRM)

230, 15th Road , RandjiesPark, Midrand
 1st Floor, Left Wing
 South Africa
 Tel: 011 2563400 Ext 3427

Bid submission check list for Bidders

No	Description	tick
1	CV	
2	Technical Proposal	
3	Financial Proposal	
4	3 Referees contact details for reference checks	
5	Bid validity (90 days)	
6	Submitted ONE original and SIX copies of each Offer in separate envelopes, (please Note that the technical and Financial Proposals should be in separate envelops or submitted in two separate folders)	

Cost

The financial proposal submitted in SA Rands must be VAT inclusive

Detailed breakdown of the cost must reflect in the bid.

The financial proposal submitted in US Dollar are accepted

Section 3. Information to Consultants – Data Sheet

Duration of the assignment: 10 days

Expected time to start: 16 February 2017

Bid Validity: Bids shall be valid for a period of 90 days

Evaluation Criteria: Least Cost Selection

Technical Evaluation

Description	Points
Relevant experience Evidence of experience in similar projects completed in the past	30
Response to the TORs and methodology	30
Qualifications Minimum post graduate qualification in the relevant field	20
Experience with international organisations/government	15
Gender	5
Total	100

The minimum technical score required to pass is 70 points.

Firms raising 70% will be technically qualified and will be evaluated financially

Financial Evaluation

The lowest priced proposal technically qualified will be selected

DEVELOPMENT OF THE APRM TOOLKIT

TERMS OF REFERENCE

1. INTRODUCTION

a. BACKGROUND

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

The mechanism thus works to ensure that national policies and practices conform to the agreed political, economic, corporate governance and socio-economic values, codes and standards contained in the Declaration on Democracy, Political, Economic and Corporate Governance; and the African Charter on Democracy, Elections and Governance, as well as other relevant treaties, conventions and

instruments adopted by Participating States whether through the African Union or through other international platforms.” (APRM Statute, 2016: 7).

To date, thirty-five Member States of the African Union have voluntarily acceded to the Mechanism. As a voluntary mechanism for self and peer assessment, the Mechanism has inspired seventeen (17) out of the thirty-five (35) Member States have undergone peer reviews, and Kenya being the pioneer Member State undergoing its second review.

b. RATIONALE

The African Peer Review Mechanism (APRM) is a specialized Organ of the African Union and is a self-monitoring mechanism that aims to encourage the adoption of policies, standards and best practices that lead to good governance. The Mechanism, through the observation of the four (4) thematic areas.

The APRM as a specialized organ of the African Union, is undergoing a revitalization process following high level decisions to relaunch the Mechanism as the ‘Jewel of Africa’ owing to its unique and innovative approach to fostering practices that lead to good governance. The initiative led by the CEO of the Continental Secretariat, Prof Eddy Maloka has several key aspects one of which is institutional strengthening.

To this end the Continental Secretariat has undertaken a variety of reviews and reforms. These institutional reforms which include the development of a statute and SOPs must be rationalized for coherence, complementarity, efficiency and effectiveness. Accordingly, a single guiding document is required, in which the character, business processes, bureaucratic and diplomatic considerations, and engagement standards are consolidated. The APRM Toolkit serves this purpose.

Additionally, such a toolkit is necessary in order to ensure consistency of standards in the mechanism across states.

2. TOOLKIT

The development of the APRM toolkit will enable Panel Members, Focal Points, National Governing Councils, Strategic Partners and all other APRM members in their differing functionalities to access information, identify the APR Process and prepare for missions more effectively.

The development of the APRM Toolkit will thus provide the reader with principles, guidelines, practical information on the APRM Process in its various forms. It will highlight the roles of the Mechanisms different associates and give access to the various places where support is and should be provided.

The manual shall comprise the contextual background to the APRM Mandate, with specific reference to the APRM Statute and the five (5) year Strategic Plan 2016-2020. The guidelines will also provide technical direction on policies for the mechanism and a description of steps necessary for implementation of various APRM Missions and related business.

2.1 OBJECTIVE

The objective of the assignment is to produce a manual on the APRM institutional character, design and implementation guidelines of APRM business processes.

2.2 STRUCTURE OF THE TOOLKIT

1. Introduction to the APRM – History and Institution Arrangements
2. APRM Philosophy
3. APRM Mandate
4. APRM Institutional Arrangements - Roles and Rules of Conduct
 - a. Forum of Heads of States and Government
 - b. Committee of Focal Points
 - c. Panel of Eminent Persons
 - d. National Governing Councils
 - e. APR Continental Secretariat
 - f. Member State National Secretariats

- g. Strategic Partners
- h. APRM Partners

- 5. APRM Processes
 - i. Policies and Procedures
 - ii. Research Framework
 - iii. APRM Instrument/Tool
 - iv. Country Missions
- 6. Monitoring and Evaluation
- 7. Diplomacy
- 8. Use and application

2.3 ILLUSTRATIONS

The toolkit will utilize appropriate graphic illustrations, including charts, symbols, pictures and approved logos.

2.4 SIZE AND FORMATTING

Based on APRM design and communications guidelines

Table of Contents	Automated
Overall size of document	50 to 60 pages
Font:	Arial
Size:	12
Paragraphs per page:	3 to 4 paragraphs per page
Colours:	Black and Green
Paragraph settings:	General
Alignment:	Justified
Outline level:	Body text
Indentation:	Left: 0.25"/ Right: 0"
Special:	None
Spacing:	Before: 0 pt / After: 0 pt

Section 3. Information to Consultants – Data Sheet

Line spacing: 1.5 lines

Pagination: Window/ Orphan Control

Appropriate Footer defined by design and communications strategy

3 GLOSSARY OF TERMS

The toolkit will house the diplomacy glossary of terms and the governance glossary of terms that have been developed for the purposes of the production of documentation of the country self-assessment report, background papers, zero drafts and country review reports

4 RESEARCH

This section will reflect on the content, disclosures and confidentiality processes involved in conducting research for the purposes of review by the Mechanism.

5 COUNTRY PROCESS

This section will address, in detail, the five various stages of Peer Review from:

- i. Consultation
- ii. Advance Mission
- iii. Country Support Mission
- iv. Review Mission
- v. Draft Report
- vi. Peer Review
- vii. Final Report and NPOA
- viii. Launch of the Report
- ix. Publication
- x. Discussion of reports in different AU Organs

6 MONITORING AND EVALUATION

7 PERSONAL SPECIFICATIONS

Section 3. Information to Consultants – Data Sheet

- i. Masters and Doctorate Degree in Public Administration, International Relations, Political Science,
- ii. Evidence of similar prior work in the field – publications and manual development.

8 DURATION

20 days