



## TERMS OF REFERENCE

### Monitoring and Evaluation of Donor Funds Consultant

#### BACKGROUND

The African Peer Review Mechanism was established in 2003 by the African Union Heads of State and Government with the primary purpose of fostering practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental integration. It seeks to rectify underlying deficiencies in governance and socioeconomic development processes among member states of the African Union. The APRM covers four thematic areas: (i) Democracy and political governance; (ii) Economic management and governance; (iii) corporate governance; and (iv) Socio-economic development. Participating countries go through detailed review processes (including consultations with government, the private sector, civil society and other stakeholders), culminating in a peer review exercise at the level of Heads of State and Government.

A key feature of the APRM is that it is home grown. This, as well as its voluntary nature, are important in buttressing and consolidating Africa's ownership of its development agenda. As an assessment and monitoring tool, the APRM can also help to track progress towards meeting regional and international development aspirations and commitments including AU's Agenda 2063 and the Sustainable Development Goals (SDGs). The African Union and the Heads of State are cognizant of this and in January 2017 expanded the mandate of the Mechanism from the core reviews to monitoring and evaluation role for the African Union Agenda 2063 and the SDGs. This is a reflection of the confidence reposed in the Mechanism and will contribute to the universalization of the APRM where all AU member states will become members of the APRM.

#### DESCRIPTION OF THE PROJECT

In December 2019, the Swedish International Development Corporation Agency approved the APRM-SIDA Project. The project will help strengthen the APRM and contribute to the delivery of its mandate. It will support the implementation of the 2020 - 2023 Strategic Plan and reposition the APRM as an instrument for monitoring AU Agenda 2063 and the SDGs. Apart from addressing the immediate challenges faced by the Mechanism, the grant will help in the review and refinement of the APRM tools and processes, to ensure that the Mechanism remains relevant in a rapidly changing world and is also able to take on board the expanded mandate and expectations of member countries. In this regard, the project is expected to support the following key areas of the APRM: **(1) Deepening the APRM Review, (2) Strengthening Civil Society Participation, (3) Strengthening Gender Participation, (4) National Governance Reporting, (5) Corporate Governance (6) Development of AU Guidance Note for State Owned Enterprises (SOEs)**. These programmes are designed to shape the work of the mechanism.

#### DESCRIPTION OF THE ASSIGNMENT

The position supports the implementation of the monitoring and evaluation of the SIDA funded project activities. The successful candidate will work closely with the Partnership Unit and APRM Monitoring and Evaluation department to qualitative and quantitative data for the SIDA funded programmes, as well as generating M & E quarterly reports. The candidate is also expected to support the National Governance Reporting unit of the APRM.

#### SCOPE OF WORK

Consultant shall provide consulting service over the period of the 12 months to the APRM. The scope of the work is detailed below:

1. To provide support to results-based planning, monitoring, reporting and evaluation of the allocated funds to both APRM and donor fund by implementing M&E annual work plan as follows:

- Contribute to drafting, quality assurance and finalization of various reports from the section to the Senior Management level, based on African Union's Manuel and donor requirements.
  - Contribute to providing guidance on AU reporting policies, and practices including monitoring and evaluation policies and procedures.
2. To facilitate knowledge building and knowledge sharing as required by the organization, focusing on the following results:
- Participates as appropriate in quality assurance oversight and evaluation processes for the SIDA and AfDB funded projects to contribute to the strategic positioning of the APRM;
3. Support management of knowledge networks, communities of practice on M & E.

#### **FACILITY AND SERVICES TO BE PROVIDED BY CLIENT**

The Client will provide:

- i. Access to all information and stakeholders to facilitate the assignment;
- ii. Adequate office space with essential office furniture and office equipment; and
- iii. Access to Internet, and network resources and any relevant records

#### **TIMEFRAME/DURATION**

The expected commencement date for the assignment is 25<sup>th</sup> April 2020 and the duration **shall be 12 calendar months.**

#### **DELIVERABLES**

i) Acceptable Monitoring and Evaluation Report that should be submitted to SIDA for 2020.

The consultant will be required to agree to a flexible work schedule within the 12 months period of the contract.

#### **LOCATION AND VISA (WHERE APPLICABLE)**

The consultant will be based at APRM Offices.

***The Consultant shall be required to travel and*** will be required to acquire VISA for the travel, APRM may facilitate with documents for application.

#### **CO-ORDINATION**

The Co-ordinator shall assign tasks, including geographic areas of coverage, to the Consultant in line with the Terms of Reference.

#### **RESERVATIONS AND CONFIDENTIALITY**

APRM reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract prior to delivering all agreed upon products, a portion of the payments shall be returned to the APRM.

The consultant undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

### GENERAL INFORMATION

All consultancies will be advertised on an equal opportunity basis. The performance criteria to be used to assess the consultant shall be based on the deliverables and scope of work defined in these TORs.

### LANGUAGE OF ASSIGNMENT

The Monitoring and Evaluation report may be presented in English or French.

### PAYMENT

Payment will be a monthly consulting fee of 8400 USD for a period of 12 months.

### REPORTING

The consultant will work closely with the Project Officer of the SIDA and AfDP-ISP Project and the Resource Mobilization Unit of the APRM.

### EVALUATION CRITERIA

Evaluation criteria are as follows:

TECHNICAL EVALUATION CRITERIA	Max. Point	Score
Qualification both Academic & Professional Master's degree in economics, monitoring and evaluation, management, public policy and administration; and a vast relevant publication record.	50	
Response to the Terms of Reference, Technical Approach, Methodology and Work plan to carry out the assignment	30	
Relevant Work experience: <ul style="list-style-type: none"> <li>• Previous work experience with APRM, African Union (AU) Organ or any multilateral organisation.</li> <li>• Record of participation in at least 2 assignments of similar size and degree of complexity</li> </ul>	20	
Total Score	100%	

**Only Candidate/Consultants who obtain a technical score of 70% and above shall be considered with award being made to the candidate with the highest technical score**

Proposal must be submitted by email or physically to the address below on or before **19 April 2020** at 1100hrs. The Proposal shall be opened on **18 March 2020** at **1100hrs local time**

Submissions to be titled: **MONITORING AND EVALUATION CONSULTANCY FOR SIDA FUNDED PROGRAMMES**

All applications in writing should be accompanied by up-to-date Certified Curriculum Vitae and supporting documents  
(Note: do not send originals) with the names and addresses of three referees, one of which should be the last  
consultancy and addressed to:

Project Coordinator

African Peer Review Mechanism

Private Bag x09, Halfway House, 1685

Physical Address: 230 15th Street, Randjies Park, 1st Floor

Midrand, South Africa

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