



African Peer Review Mechanism Secretariat (APRM)
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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO DRAFT A APRM CIVIL SOCIETY HANDBOOK

PROCUREMENT NUMBER: APRM/011/SIDA/ CSHB/2020:

1)BACKGROUND

In December 2019, the African Peer Review Mechanism (APRM) received financing from the Swedish International Developed Agency (SIDA) and intends apply part of the grant as payment towards the procurement of an experienced individual consultant to draft an APRM Civil Society Handbook. The handbook will provide guidelines for Civil Society organizations, development partners, strategic partners and organisations with memorandum of understanding (MOU) in familiarising and understanding their institutions roles and functions in the APRM process. Moreover, the handbook will be aimed at upscaling meaningful civil society participation.

2)DESCRIPTION OF THE PROJECT

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 the 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, they 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.

To date, over a period of 17 years, the APRM has conducted 23 Country Review Missions across the African continent covering extensive analysis of standards of governance in the four thematic areas, i.e. democracy and political governance, economic management and governance, corporate governance; and socio-economic development.

Civil society organisations are key stakeholders in the APRM process. The APRM founding documents and APRM Statute recognise civil society as an integral members of Member States National Governing Councils (NGCs). Since the founding of the APRM in 2003, civil society organisations have lamented on their lack of access and participation in the APRM process. In most cases Civil Society participates in the APRM process during country reviews however the momentum in most cases slows after the country review. It is important to note that the APRM process entails way more than the country reviews. Civil Society has the role of following up APRM recommendations in improving governance. It is against this backdrop that the APRM has decided to develop a handbook that will provide an overview of how they participate. The handbook expected explain the internal AU protocols that might not necessarily be understood by Civil Society organisations when participating in the APRM process.

3)OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is the production of an APRM Civil Society Handbook that provides updated information and guidance to non-state actors interested in participating in the APRM process.

4) SCOPE OF THE ASSIGNMENT

4.1 Outputs

The Consultants shall deliver the following specific outputs:

- i) An APRM Civil Society Handbook with clear outlines and guidelines of how different Civil Society Organisations should engage the APRM process. This includes updated information and new developments regarding the APRM.
- ii) State of the art infographics that will complement the handbook
- iii) A brief video (5 mins) explaining the APRM Civil Society Handbook

4.2) Output Timeline

The consultants shall deliver all outputs based on the following schedule:

- Produce 1st draft the handbook, infographics and outline of the video (2 weeks)
- Present and make corrects based on comments from the APRM Secretariat (2 weeks)
- Final and acceptable report – (2 weeks)

5) DELIVERABLES

The main deliverable of the assignment is the production of the APRM Civil Society Handbook & a 5-minute illustrative video providing an overview of the APRM Civil Society Handbook

6) TIME FRAME / DURATION OF ASSIGNMENT

This is a 2-month assignment

7) PAYMENT SCHEDULE

The assignment will be conducted in two months and the consultant will be paid upon certification of satisfactory work as per work plan and endorsed by APRM Continental Secretariat.

Item	Deliverable	Payment fraction of the contract
1	Submission and acceptance of the 1st drafts	20%
2	40% of the contractual value upon submission and acceptance of the 2nd Draft	30%
3	50% of the contractual value upon submission and acceptance of the Final Report.	50%

8) QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

8.1) Education

Minimum Honours Degree in a Social Sciences Degree (i.e Development Studies, International Relations, Public Administration, Politics, Law or any other relevant field) with proven 5 years' experience

or

Master's or PHD Qualification (i.e Development Studies, International Relations, Public Administration, Politics, Law or any other relevant field with three years proven experience

8.2) Relevant Experience

- a) An expert level understanding of the APRM and the governance challenges of the African Continent.
- b) Minimum of 5 years working or publishing experience
- c) Demonstrated ability to write academic and policy work as evidenced by samples of previous work
- d) Experience in managing projects & written academic work
- e) Fluency in spoken English or French and ability to write lucid reports and documents in English or French is required; knowledge of the other language will be an added advantage.
- f) Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing.
- g) Published videos and infographics complementing written publications will be an advantage

8) FACILITIES AND SERVICES TO BE PROVIDED BY THE CLIENT

The APRM will provide key documents to be referenced and photos and videos that can be utilised in the production of the Handbook

9) LOCATION

This is a home-based assignment. The Consultant is expected to use own laptop, data and other required equipment to carry out the task.

10) GENERAL INFORMATION

All consultancies will be advertised on an equal opportunity basis.

11) LANGUAGE OF ASSIGNMENT

The APRM Civil Society Handbook final product should be presented in English/or French.

12) EVALUATION CRITERIA

The selection will be done based on the following criteria.

Mandatory criteria		
Minimum Honours degree in Social Sciences (i.e Development Studies, International Relations, Public Administration, Politics, Law or any other relevant field) with 5 years' experience Or Relevant Master or PHD with relevant work experience (i.e Development Studies, International Relations, Public Administration, Politics, Law or any other relevant field with three years proven experience MUST Submit CV and relevant Academic and Professional certifications		
Technical Evaluation Criteria	Max. Point	Score
Honours Degree (Academic /Education qualification) with relevant professional experience in youth development or public policy and knowledge in video graphy and writing Infographic with proven 5 years' experience or Relevant Master or PHD with relevant work experience and knowledge in video graphy and writing Infographic	15 20	
Knowledge of APRM and AU Youth Programmes particularly the knowledge products of the African Union .Evidence of generating at least one Knowledge product or any policy on youth programmes within the African Continent.	35	
Expert level understanding of public policy, the APRM, the AU and its processes and the governance challenges of the African Continent, including drafting of policy briefs, essays, research reports on youth development	20	
Demonstrated ability to write to a very high standard as evidenced by previous examples of relevant work accomplished in the field. State at least two previous similar assignments	15	
Understanding of the ToRS- Responsiveness to the Terms of Reference,.	5	
Proposed Methodology amd workplan to undertake the assignment	5	
Total Score: Mimnimium technical score 70%	100%	

13)REPORTING

Overall the consultant is accountable for deliverables to the CEO APRM. However, on a day to day basis the Consultant shall report directly to the Project Coordinator.

14) 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.

15)CLARIFICATION

Clarification can only be sought through Email: tenderinfo@aprm-au.org during working hours- Monday to Friday time 800 a.m. hrs to 5.00 p.m. hours local time. This email is for clarification only. Clarification should be made at least seven days before closing date. The response shall be published on APRM portal **DO NOT SUBMIT YOUR BID THROUGH THIS EMAIL**

16)MODE OF APPLICATION/ SUBMISSION & DOCUMENTS TO BE SUBMITTED BY CONSULTANTS

The consultant should submit an expression of interest, containing a technical proposal and a financial proposal. The technical proposal should, among others, list the profile of the consultant, understanding of the ToRS, understanding of the methodology, detailed workplan, references and contact persons.

The financial proposal should give a cost breakdown per milestone and take into consideration all expenses. The proposal should be in **USD** and inclusive of all taxes and other statutory obligations as may apply.

The Technical & financial Proposal clearly marked 'REOI: Procurement Number: PROCUREMENT NUMBER: APRM/011/SIDA/ CSHB/2020: INDIVIDUAL CONSULTANT TO DRAFT A CIVIL SOCIETY HANDBOOK Shall be submitted through Email: tender@aprm-au.org on or before 15th October 2020 at 11.00hrs South Africa time. Eligible women are encouraged to apply. The REOI shall be opened immediately after the closing date and time.

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:

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