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TERMS OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT TO UNDERTAKE THE DRAFTING AND TRANSLATION OF THE REPORT ON THE GAP ANALYSIS ON GOVERNANCE IN SUDAN

PROCUREMENT NUMBER: APRM/014/SIDA/ GAGS/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 / Consultants to draft an independent study on the Gap analysis on governance in Sudan.

2) DESCRIPTION OF THE PROJECT

The African Peer Review Mechanism (APRM) is an instrument voluntarily acceded to by Member States of the African Union as an African self-monitoring mechanism. According to the APRM Statute and Base document the APRM has the mandate to promote and facilitate self-monitoring by the participating States, and to ensure that their 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.

The Statute further states that in the implementation of its mandate, the APRM has the primary purpose of fostering the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental economic integration, through sharing of experiences and reinforcement of successful and best practices, including identifying deficiencies and assessing the needs for capacity building.

This mandate is primarily translated through country review processes. According to the Guidelines, for countries to prepare for and to participate in the African Peer Review Mechanism (APRM), African Union countries are required to undergo a country review process which involves several in-country national engagements and external missions, key of which is the Country Review Mission. This review encompasses the four thematic areas known as Democracy and Political Governance, Economic Governance and Management, Corporate Governance and Socio-Economic Development. The APRM Base Document envisages the following four distinct reviews:

- i. Base Review - after a Country officially accedes to the APRM
- ii. Periodic Review - that shall be conducted every four to five years.
- iii. **Voluntary Review** - that may be requested by an APRM Member State for its own reasons.
- iv. Special Review/ Targeted Review– that may be initiated at any moment when early warning signs suggest an impending political, economic, or social crisis in an APRM Member State.

At the invitation of the APRM Focal Point, the APRM Team composed of Chief Executive Officer of APRM Secretariat, Prof Eddy Maloka and Chief of Staff/ Country Coordinator for Sudan paid a courtesy visit to the country to assess the governance challenges being faced by APRM and the country at large. The Team met with the Prime Minister, H.E Abdalla Hamdok and Senior government Ministers and officials, who requested the APRM to carry out Gap Analysis on Governance in Sudan Government. The prime minister advised that APRM should treat the old report presented in January 2017, as non-existent. In the meantime, APRM was advised to carry out a gap analysis on governance which will culminate into another review for Sudan. During the same interaction with APRM and government officials, the Team noted that the Country indeed required some Gap Analysis on Governance in the following areas:

- 1) Gender
- 2) Rights of Youth & Children
- 3) Disaster Management
- 4) Post-Conflict Reconstruction & Development
- 5) Environmental Governance
- 6) Transparency & Accountability
- 7) Public Administration & Management
- 8) Corporate Governance
- 9) Economic Governance
- 10) Natural Resource Governance
- 11) Reconstruction and Development
- 12) Data & Statistical Governance
- 13) Democracy and Political Governance & Human Rights
- 14) Peace and Security

In line with Voluntary Review provisions, the APRM Team requested the Government for an invitation to carry out this Gap Analysis on Governance which the Country agreed to.

3)OBJECTIVE OF THE ASSIGNMENT

The main objective of the Gap Analysis on Governance in Sudan is to conduct an intensive review of policies, instruments, institutions, and activities for the country in the context of the transition. The APRM Team will provide recommendations to the country.

The Specific Objectives will be to:

- 1) Carry out a gap analysis on Governance of Sudan Government.
- 2) Make recommendations to address governance challenges in the areas listed above.

4)SCOPE OF THE ASSSIGNMENT

4.1) Outputs

A zero draft of the gap analysis report on Sudan, which will be presented to the Sudanese government for adoption / approval.

4.2) Output Timeline

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

Provide translation services for all Arabic written material to be used throughout the mission.

Produce a 1st draft of the gap analysis report, with assistance from the APRM drafting team in the final week of the mission.

5)DELIVERABLES

- i)The main deliverable of the assignment is to produce a 1st draft of the gap analysis report.
- ii)Translate all Arabic written material into English for the mission team

6)TIME FRAME /DURATION OF ASSIGNMENT

This is a one-week assignment

7)QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

7.1 Education

7.2 Minimum Masters Degree level in Development Studies, International Relations, Public Administration, Politics, Law, or any other relevant field and minimum of 5 years of relevant professional experience in writing.

7.2 Relevant Experience

- a) Proven experience in translating documents from Arabic to English
- b) Demonstrated ability to write academic and policy work as evidenced by samples of previous work
- c) Experience in managing projects, meetings, and teams
- d) Fluency in spoken English and Arabic and ability to write lucid reports and documents in English and Arabic is required; knowledge of the other language will be an added advantage.

8) FACILITIES AND SERVICES TO BE PROVIDED BY THE CLIENT

The APRM Secretariat shall:

Facilitate access to relevant information, data, and stakeholders

9) LOCATION

This assignment will be based in Sudan. The Consultant is expected to use own laptop, data, and other required equipment to carry out the task.

10) PAYMENT SCHEDULE

The assignment will be conducted in one week 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 draft	20%
2	30% of the contractual value upon submission and acceptance of the 2nd Draft with comments	30%
3	50% of the contractual value upon submission and acceptance of the Final Report.	50%

11) GENERAL INFORMATION

All consultancies will be advertised on an equal opportunity basis.

Applicants should be nationals of AU Member States.

12) LANGUAGE OF ASSIGNMENT

The Gap Analysis Report on Sudan will be the final product which must be presented in presented in English/or Arabic.

13) EVALUATION CRITERIA

The selection will be done based on the following criteria.

Mandatory criteria
a) Minimum Masters degree level in Development Studies, International Relations, Public Administration, Politics, Law, or any other relevant field and minimum of 5 years of relevant professional experience in writing, or

b) Relevant PHD in (Governance, Development Studies, International Relations, Public Administration, Politics, Law, or any other relevant field) with 3 years' relevant experience Submit CV and relevant Academic and Professional certifications will be added advantage		
Technical Evaluation Criteria	Max. Point	Score
Academic /Education qualification with professional experience Minimum Masters degree level in Development Studies, International Relations, Public Administration, Politics, Law, or any other relevant field , or Relevant PHD (Governance, Development Studies, International Relations, Public Administration, Politics, Law, or any other relevant field) with 3 years' relevant experience will be added advantage. Submit up-to-date Curriculum Vitae. Must provide relevant academic and professional certificates to support the CV	15	
	20	
Proven experience of the undertaking similar assignment with the Eastern Africa region Fluency in spoken English and Arabic and ability to write lucid reports and documents in both English and Arabic	40	
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. Provide proof.	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	10	
Understanding of the ToRS- Responsiveness to the Terms of Reference	5	
Understanding of Methodology and workplan to undertake the assignment within the week.	5	
Total Score- Minimum Technical Score 70%	100%	

14)REPORTING

Overall, the consultant is accountable for deliverables to the Chief of Staff of APRM, who is the Coordinator of the Sudan mission.

15) 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.

16)CLARIFICATION

Clarification can only be sought through Email: tenderinfo@aprm-au.org during working hours- Monday to Friday time 8.00am to 5.00pm hours local time at least seven days before closing. Response shall be published on APRM portal. **DO NOT SUBMIT YOUR BID THROUGH THIS EMAIL**

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: APRM/014/SIDA/ GAGS/2020: INDIVIDUAL INTERNATIONAL CONSULTANT TO UNDERTAKE THE DRAFTING AND TRANSLATION OF THE REPORT ON THE GAP ANALYSIS ON GOVERNANCE IN SUDAN Shall be submitted through Email: tender@aprm-au.org on or before 20th November 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 before 20th November 2020 at 11.00hrs South Africa time.

All applications in writing should be accompanied by **up-to-date certified Curriculum Vitae and supporting documents(Relevant Academic Certificates & reference letters) (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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