|  |  |  |
| --- | --- | --- |
| **AFRICAN UNION** | Description: logo | **UNION AFRICAINE** |
|  | **UNIÃO AFRICANA** |
| *Addis Ababa, ETHIOPIA, P. O. Box 3243, Telephone: +251-11-551 7700,*  *Fax: +251-11-5517844,* ***website: www. africa-union.org*** | | |

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)**

**Consultancy Services for a Research on Improving Accountability in Governance through Civil Society**

**PROCUREMENT NUMBER: AUC/CIDO/C/004**

**SECTION I: LETTER OF INVITATION**

15th August 2019

Dear Applicants,

**Request for Expressions of Interest for a Research on Improving Accountability in Governance through Civil Society**

1. The Economic, Social and Cultural Council (ECOSOCC) is an advisory organ of the African Union (AU) composed of civil society organizations (CSOs). As part of the organ’s function of undertaking studies and making recommendations, the AUC wishes to engage an individual consultant to carry out a research on: Improving Accountability through Civil Society.
2. The AUC now invites interested Individual Consultants to submit CVs for the assignment as per attached Terms of Reference (TORS). AUC policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own interests.
3. Consultants will be selected under the Fixed Budget selection method where the Consultant who has submitted the highest ranked technical proposal within the set pass mark and within the budget will be selected for award of contract. The consultant will be paid **an amount not exceeding USD 18,000.00.**
4. The CVs with a covering letter must be delivered by e-mail to [Tender@africa-union.org](mailto:Tender@africa-union.org) or in hard copy to:

**The Head, Procurement, Travel and Stores Division**

**African Union Commission,**

**P. O. Box 3243, Addis Ababa, Ethiopia**

**3rd Floor, Building C,**

**Telephone+251 (0)11-551 7700 Ext 4525 or 4485**

1. The title of the Procurement and procurement number must appear as subject of e-mail submissions or on the envelope for hard copy submissions.

1. The Deadline for submission is 03 September 2019 at 15:00 hours Addis Ababa Time. Late applications will not be considered.
2. This call for CVs comprise of the following:

* Section I – This Letter of Invitation
* Section II - Terms of Reference

**SECTION II: TERMS OF REFERENCE**

**Consultancy Services for a Research on Improving Accountability in Governance through Civil Society**

# 1.0 Background

The Economic, Social and Cultural Council (ECOSOCC) is an advisory organ of the African Union (AU) composed of civil society organizations (CSOs). The purpose of ECOSOCC is to provide an opportunity for African Civil Society Organizations to play an active role in contributing to the AU’s principles, policies and programs. In line with this, the functions of ECOSOCC entail:

* Contributing, through advice, to the effective translation of the AU’s objectives, principles and policies into concrete programs, as well as evaluating those programs
* Undertaking studies and making recommendations
* Contributing to the promotion and realization of the AU’s vision and objectives
* Contributing to the promotion of human rights, the rule of law, good governance, democratic principles, gender equality and child rights
* Promoting and supporting the efforts of institutions engaged in reviewing the future of Africa and forging pan-African values in order to enhance an African social model and way of life
* Fostering and consolidating partnership between the AU and CSOs
* Assuming functions referred to it by other AU organs.

In January 2016, the AU Assembly endorsed an offer from Zambia to host ECOSOCC and the relocation process for the Secretariat is in its finalization.

As part of the organ’s function of undertaking studies and making recommendations, ECOSOCC seeks a qualified individual consultant to carry out a study entitled: **A Research on: Improving Accountability through Civil Society**.

# 2.0 Objectives

The general objective of this study is to interrogate the contribution of the civil society in improving accountability in leadership and governance systems and processes in Africa, with a view to bring out the contribution of CSOs and the challenges they face in their efforts to advocate for accountability. This will entail describing the position of CSOs vis-à-vis governance systems and processes and the fundamental role CSOs has played in contributing to good governance and accountability in Africa. The study will also identify the loopholes in the systems, structures, processes and people as far as the issue of accountability is concerned, and provide appropriate recommendations. The specific objectives of the research will be:

* 1. To assess the role CSOs have played in contributing to improving accountability in governance in Africa
  2. To assess the mechanisms put in place by CSOs to facilitate the advocacy for accountability.
  3. To investigate the challenges confronting CSOs in their efforts to promote accountability in leadership and governance at the regional and national level.
  4. To proffer actionable recommendations on how the contribution of the civil society in bridging accountability gaps in leadership and governance can be improved in Africa.

# 3.0 Scope of the Services

Upon signing the contract for the assignment, the successful consultant will be required to execute the following services/activities within the context of the study:

**3.1** To prepare an ***inception report*** with the following details: a detailed explanation of the methodology that the consultant will apply including a description of the data collection instrument that will be used; an outline of the data sources that will be used; procedure and techniques for data analysis; activities schedule; and an outline of the main report.

**3.2** To develop the data collection instrument which should also be presented to ECOSOCC Secretariat for validation before being used to collect the data.

**3.3** The consultant will also undertake field visits to collect the primary data as required (***NB: This MUST only be done after the validation of the data collection instrument in 3.2***). The consultant will also be expected to undertake a desk review and compile all the relevant secondary data.

**3.4** To prepare a **draft report** for the research based on the comprehensive analysis of all the data collected for the study. This report should provide an initial analysis of key findings. It should provide both qualitative and quantitative information on the roadmap and formulate some initial key recommendations and key verbatim. The consultant will be expected to prepare the draft report and submit it for review by a team of professionals from ECOSOCC, within the duration set out in section 8.0.

**3.5** The consultant will finally prepare the **Final report** for the research that will combine and refine the findings based on the review of the draft report explained in 3.4 above. The consultant **MUST** submit this final report within the duration set out in section 8.0, alongside a power point presentation for the same, which the consultant will present to a selected group of high level stakeholders for final validation after consultations at a venue that will be set and communicated to the consultant by the Secretariat after the submission and review of the draft report. The approved final report will be submitted to the Secretariat within three (03) days after its presentation and validation.

# 4.0 Transfer of Knowledge/Training

The Secretariat in liaison with the consultant will organize for a forum to present the study report to internal and external stakeholders where a detailed discussion of the recommendations made and the action plan for their implementation will ensue.

# 5.0 Deliverables

The final deliverable of this assignment shall be the **Final report** for the research. This final report should have evidenced-based information informing the review of the role of civil society in addressing accountability gaps in policies, structures and systems in leadership and governance in Africa. The consultant will however produce process deliverables including:

* An **inception report** showing their understanding of the assignment after signing the contract. The inception report will provide a detailed description of the methodology that will be applied including a work plan for the consultancy period and the data collection instrument to be used.
* A **draft report** shared with the ECOSOCC Secretariat for review and comments after the initial collection and analysis of the data for the research.

# 6.0 Assignment Reports and Schedule of Reports

The consultant is expected to prepare and present the different reports to the ECOSOCC Secretariat within the following set timelines accordingly:

|  |  |
| --- | --- |
| **ACTIVITY** | **Timeline** |
| Inception report | Two week (2) after signing the contract. |
| Draft report | Four weeks (4) after signing of the contract. |
| Final report | Two week (2) after submission of the Draft report |

# 7.0 Facilities, Services and Resources to be provided by the Client

The client (ECOSOCC) shall facilitate all the transport and accommodation services attached to the assignment which may be required for the consultant. The client will also facilitate communication with external stakeholders to bring to their attention the undertaking of the research and the consultant to undertake the research. This will include preparation and administration of introduction letters as well as pass/passes for the consultant where necessary). Moreover, all meetings organized between ECOSOCC and the consultant in the course of conducting the research will be wholly facilitated by the client including venue, stationery and equipment.

# 8.0 Assignment Period

The consultant is expected to undertake the research within a period of two Months after signing the contract.

# 9.0 Assignment Management & Administration

**9.1** This research will be managed by ECOSOCC. This includes servicing the team, support with setting-up appointments with stakeholders, ensuring that payments are made in time, and facilitating travel and tracking the work plan of the consultant.

**9.2** A team of officers from ECOSOCC will be selected which will help in increasing expert opinion in the process. The consultant will also report to this team on all matters pertaining to the research.

# 10.0 Documents for Review

* ECOSOCC Statutes and rules of procedures
* ECOSOCC Audit Reports since its inception
* ECOSOCC Activity Reports since its inception
* African Union relevant policy frameworks
* Africa Governance Architecture Reports
* Governance report from various AU members states
* Various relevant reports in relation to ECOSOCC Engagement
* Any other document the consultant may consider relevant for the research

# 11.0 Selection Criteria and Qualifications

The consultant to undertake the research **MUST** have the following qualifications:

1. Vast experience in conducting organizational assessments including developing different assessment/ diagnostic tools
2. Comprehensive experience in organizational research, policy analysis and development.
3. Must have experience and sufficient skills in coordinating interactions with organizational heads of big institutions including governmental heads and development of strategic research papers.
4. A good understanding of the operations framework of ECOSOCC and the AU Commission in general.
5. Must be an African, from the continent or Diaspora
6. Must have proven experience in interacting and dealing with civil society organizations
7. The consultant must represent a diversity of relevant technical skills that demonstrates a rich and diverse expertise that best fits the requisite skills of the assignment including leadership and strategic management, research, project management, monitoring and evaluation, statistics etc.
8. Minimum benchmarks for AU consultants must be met, and the consultant must have a minimum of a Master’s degree.

# 12.0 Evaluation and Qualification Criteria

Proposals will be evaluated using the following criteria.

|  |  |  |
| --- | --- | --- |
| **S/N** | **CRITERIA** | **Max Score** |
| **1** | General education Qualification and Relevant Training | **20** |
| **2** | Experience Related to the Assignment | **40** |
| **3** | Technical approach and methodology | **30** |
| **4** | Work plan | **10** |
|  | **Total** | **100** |

**The pass mark for Technical proposals shall be 70%.**

# 13.0 Budget and Payment

The total cost of this research shall not exceed $USD eighteen United State Dollars ($USD 18,000). The consultant MUST send a technical proposal including budget items. The payment will be settled based on actual cost unless otherwise specified. Disbursement and payment modalities will be agreed upon in accordance with the set AU standards.

# 13.0 Travel requirements

The assignment will be 70% home based and 30% travel to conduct the face to face consultations

# 14.0 Requirements and contacts

The consultant should send a technical proposal, financial proposal and consultancy profile to the following address on or before **03 September 2019 at 15:00 hours Addis Ababa Time**

**Address:** **The Head, Procurement, Travel and Stores Division**

**African Union Commission,**

**P. O. Box 3243, Addis Ababa, Ethiopia**

**3rd Floor, Building C,**

**Telephone+251 (0)11-551 7700 Ext 4525 or 4485**