



**NEPAD PLANNING AND COORDINATING AGENCY**

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

**PROVISION OF CONSULTANCY SERVICES AS PROCUREMENT CONSULTANT**

**02<sup>nd</sup> May, 2017**

**PROCUREMENT NUMBER: NPCA/NSF/KM/IC/01/2017**



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### SECTION I: LETTER OF INVITATION

02<sup>nd</sup> May, 2017

Dear Consultants,

#### RE: REQUEST FOR EXPRESSIONS OF INTEREST: PROVISION OF CONSULTANCY SERVICES AS NSF KNOWLEDGE MANAGEMENT ON GENDER CONSULTANCY

1. The NEPAD Planning and Coordinating Agency (NPCA) seeks to hire an individual consultant for above assignments for Provision of Consultancy Services as NSF Knowledge Management on Gender Consultancy.
2. The NPCA now invites interested Individual Consultants to submit CVs for the assignment as per attached Terms of Reference (TORs). AU/NPCA policy requires consultants to provide professional, objective, and impartial expressions, 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. Individual Consultants will be selected under *the Individual Consultants Selection* procedures.
4. Applications addressed to the NPCA Head of Procurement, Travel and Stores Division must be sent by e-mail to [vincentm@nepad.org](mailto:vincentm@nepad.org) and [victorineb@nepad.org](mailto:victorineb@nepad.org). The subject of the e-mail application must bear the procurement number and title of the assignment being applied for.
5. The Deadline for submission of CVs is **16<sup>th</sup> May, 2017 at 14:30 hours South Africa Time**. Late applications will not be considered.
6. This Request for Expressions of Interest comprise of the following:  
Section I – This Letter of Invitation  
Section II - Terms of Reference for the two assignments
7. Consultants must submit their **letter expressing interest accompanied by their CVs**.

Yours sincerely,

Head, Procurement, Travel and Stores Division



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### SECTION II: TERMS OF REFERENCE

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TERMS OF REFERENCE

**NSF Knowledge Management on Gender Consultancy**

Position title:	<b>NSF Knowledge Management on Gender Consultant</b>
Position type:	Consultancy
Office/Project:	<b>NEPAD Spanish Fund for African Women's Empowerment</b>
Requirement for travel & Location:	Based in NEPAD office in Midrand
Duration of contract:	40 Days
Conditions of payment:	<p>The consultant will be paid a Lump sum amount tied to submission and acceptance of the deliverables</p> <p>Payment is to be made as follows:</p> <ul style="list-style-type: none"> <li>• Twenty per cent (20%) of the fees and charges shall be paid upon acceptance of the Inception Report;</li> <li>• Forty percent (40%) of fees and charges shall be paid upon submission and acceptance of a draft final report</li> <li>• Forty per cent (40%) of fees and charges shall be paid upon submission of the final report</li> </ul> <p>Payments to be made within 30 days of receipt of invoice based on the quotation. The consultancy fees includes all of the Consultant's costs (all staff costs, Sub-consultants' costs, printing, communications, and the like) and profits as well as any taxes, levies, duties, fees and other impositions as may be imposed on the Consultant.</p>
Qualifications:	<ul style="list-style-type: none"> <li>• Advance University Studies in Social Science, Education, Gender and Development with a minimum of 5-10 years of relevant experience in knowledge management and gender aware M&amp;E results based</li> <li>• Fluency in English and available to work in French and Portuguese</li> </ul>



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	<ul style="list-style-type: none"> <li>• Strong analytical and IT application, research, reporting and writing abilities</li> <li>• Strong analytical, research, reporting and writing abilities</li> <li>• Ability to review technical reports in order to screen succinctly and clearly results and draw forward-looking knowledge products</li> </ul>
Competencies:	<p><b>Technical Competencies and Experience background</b></p> <ul style="list-style-type: none"> <li>• A minimum of five years" experience in developing content and/or editing knowledge products in the development and GEWE sectors</li> <li>• Strong data analysis and evidence based reports</li> <li>• Good information management system skills</li> <li>• Ability to convey complex ideas in a clear, direct, and lively style</li> <li>• Knowledge of gender concepts, and gender mainstreaming</li> <li>• Strong written and communication skills, with a strong command of English French and Portuguese</li> <li>• Strong diplomatic, interpersonal, and team work skills; excellent facilitation skills, demonstrated client orientation; sensitivity to working in a multicultural environment</li> <li>• Ability to problem solve, with strong investigative/research skills</li> <li>• Ability to work capably under stress and to juggle multiple tasks within tight deadline</li> <li>• Knowledge of international and regional trends and political economic issues related to development of Gender and Women Empowerment.</li> <li>• Details of similar assignments previously undertaken.</li> </ul>

### 1. BACKGROUND

The mandate of the NEPAD Agency is to:

- Facilitate and coordinate the implementation of continental and regional priority programs and projects;
- Mobilize resources and partners in support of the implementation of Africa's priority programs and projects;
- Conduct and coordinate research and knowledge management;
- Monitor and evaluate the implementation of programs and projects; and
- Advocate on the AU and NEPAD vision, mission and core principles/values.



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The offices of the NEPAD Agency are located in Midrand, Johannesburg, South Africa.

NEPAD's Gender Program as the institutional mechanism is in charge of the promotion of gender equality and women's empowerment works to unlock the potential of Africa's most untapped assets, Women.

Gender development within the NEPAD Agency is therefore primarily driven by the Gender program and its flagship projects, the NEPAD Spanish Fund for Women's Empowerment which is a 20 million Euro grant provided through the Spanish Government.

The overall long term outcome of the NEPAD Spanish Fund is to promote gender equality and increase the capacities and autonomy of African women, in order to contribute to the acceleration of the achievement of the Sustainable Development Goals, in particular SDG 5.(Achieve gender equality and empower all women and girls)

The specific Outcomes of the NEPAD Spanish Fund is to support actions on gender equality and women's empowerment, specifically linked to improving women's economic, political and social empowerment and full use of their rights, within the framework of the SDG 5 in sub-Saharan African countries.

The Fund provides financial and technical support to women's grassroots organizations, civil society organizations government institutions and Regional Economic Communities to unleash their economic potential, fight poverty, create wealth and contribute to the attainment of the Goal 17 Full Gender Equality in all Spheres of Life and associated priorities (Women and Girls Empowered and of the First Ten Year Implementation Plan of A 63 and SDG 5 of achieving gender equality and empowerment all women and girls.

77 projects have been supported since its inception in 2007 in 35 countries in Sub-Sahara Africa.

More than half million women benefited directly from the Fund in areas such as business skills and vocational training, agriculture, nutrition and value chain, Information and Communication Technology (ICT), development of women's SMEs, microfinance, income generation, promotion of women's right, advocacy for promoting women's participation and leadership in decision making, Gender-Based Violence (GBV), gender mainstreaming and employment among others. The Fund has contributed to women's economic empowerment through skills transfer, access to finance and the set-up of businesses.

At institutional level, the capacities of government institutions and civil society organizations including grassroots women's organizations have been strengthened. This has led to an increased representation and effective participation of women in decision making processes in political parties, local governments, the private sector and Civil Society Organizations; in sound implementation of their National Plans for eradication and prevention of Gender Based Violence in some of the most affected countries.

The NEPAD/Spanish Fund is foreseen to end in 2017. Therefore the purpose of doing this consultancy with the aim for developing the final cumulative results of the Fund as well as identify the best practices of the NEPAD/Spanish Fund.



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### **2. OBJECTIVES**

The main objective of this consultancy is the collection of knowledge intensive products (data, information, best practices, visible results and images) in a formats that are easily accessible, visual, meaningful and understandable, and digested for different audiences for the cumulative results achieved by of NEPAD/Spanish Fund since its inception in 2007 up to date.

### **3. RESPONSIBILITIES**

The Consultant shall carry out the outlined tasks below as follows:

1. Develop the cumulative results of the 77 projects funded by the NEPAD/ Spanish Fund (NSF) first and second call along the sectors and sub-sectors of the Fund
- 2.

Assist on the organization, coordination and facilitation of the NSF knowledge platform whenever need be

3. Identify and develop best practices, cases studies and lessons learned from the 77 projects funded by the NEPAD/ Spanish Fund (NSF) first and second call for knowledge sharing and dissemination. This is mainly to generate a knowledge product of what is working and what is not working in gender and development (good practice documentation and dissemination) to serve as capacity for effective action.
- 4.
5. Use the information to recommend strategic interventions that can be replicated and scaled up taking into the new mandate of NPCA and the newly approved AUCWGDD gender strategy while ensuring full alignment with Agenda 2063 and the SDG.
6. Perform any other duties related of the production of the above knowledge management products that may be required.

### **4. Key deliverables**

- Cumulative results of 77 projects funded during the first and second call of proposals of the NSF as peer sub-sectors and sectors in the areas of intervention of the Fund: Women empowerment, institutional strengthening and civil society strengthening among others;
- Best practices and lessons learned developed from projects funded during the first and second call for proposal to the NEPAD/Spanish Fund and any other relevant info to be included in the afterwards End of NSF report and NSF lessons learned publication.

### **5. Time Frame and Duration of the Assignment**

The period of the consultancy is for 40 days



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No.	Results:	Tasks	Workdays : 40
1	Production of the NSF Cumulative Results	<p>Review existing background information of the 77 projects of the fund.</p> <p>Engage and interact with the Gender Program Team and make contact with beneficiaries about their experiences with the NEPAD Spanish Fund and fill any information gap identified to fully and efficiently articulate case studies and the content of the NSF Best practices</p> <p>Submit the inception report documents for validation.</p> <p>The draft final report will be validated</p>	15 DAYS
		<p>Development of the draft report on Cumulative results of the NSF integrate feedback from NPCA, AECID and other relevant stakeholders and findings from desk research and engagements with grantees and other stakeholders</p> <p>Reflect on the findings, best practices and lessons pictorial book and the gender strategy taking into account the NPCA's niche on gender and development and NPCA programmatic outcomes</p>	15 DAYS
4.	Final documents to NEPAD Spanish Fund steering committee for validation	Presentation to NEPAD and AECID for validation Stakeholders	10 DAYS

### **6. MANAGEMENT AND REPORTING**

The consultant will work with Gender Team and Knowledge Management team under the supervision of Program Management Office (PMO)

### **7. COPYRIGHT**

All materials documents arising out of this consultancy work shall remain the property of the NEPAD Planning and Coordinating Agency (NPCA)



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