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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/PROC/ECOSOCC/AS.04**

**REQUEST FOR SERVICES TITLE:** **TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC).**

1. ***The COMESA Secretariat*** is inviting Individual Consultants to submit their CV and Financial Proposal for the following services:

**TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC).**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. **Only Individual Consultants are eligible for this assignment**

3. The maximum budget for this contract is ***USD18,808.00* *for expert service/consultants’ fees only.*** Proposals exceeding this budget will not be accepted.

4. Your Expression of Interest must be presented as per Expression of Interest Forms attached as Annex 2 to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

5.  **“*CS/PROC/ECOSOCC/AS.04 - TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC)****.****”*** should be emailed to the following address:

[***asakala@comesa.int***](mailto:asakala@comesa.int); *copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***tenders@comesa.int***](mailto:tenders@comesa.int)***;***

6. The deadline for submission of your application, to the address indicated in Paragraph 5 above, is: ***31st******March 2023 AT 16:00 hours Zambia Local Time***

7. ***Physical submission of applications is NOT allowed.***

8. Your CV will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Maximum points allocated** |
| **1** | Academic Qualifications | 15 |
| 2 | Understanding the Assigment and Methodology | 20 |
| 3 | Skills and experience relevant to assignment | 40 |
| 4 | Regional experience | 25 |
|  | **Total** | **100** |

9. Your proposal should be submitted as per the following instructions:

**(i) PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.

**(ii) EVALUATION AND AWARD OF THE CONTRACT:**

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score and financially responsive. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

**(iii) VALIDITY OF THE EXPRESSION OF INTEREST:**

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

10. The assignment is expected to commence after signing of the contract.

11. Additional requests for information and clarifications can be made until 3 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

Contact person: ***Alimon Sakala*** *and* ***Tatenda Mapiro***

**E-mail:** [***asakala@comesa.int***](mailto:asakala@comesa.int)*; copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***tenders@comesa.int***](mailto:tenders@comesa.int)*;* ***[NMunalula@comesa.int](mailto:NMunalula@comesa.int);***

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest 7 working days before the deadline for submission of applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: Expression of Interest Forms**

**Sincerely,**

**Name:** Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 9th March 2023

**ANNEX 1: TERMS OF REFERENCE**

**CONSULTANCY SERVICES**: **TO DEVELOP** **AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC).**

**Duration of Assignment:** Within **8 weeks** of signing the contract.

1. **INTRODUCTION**

These TORs are developed to support the identification of a suitable consultant to assist ECOSOCC and COMESA in the development of a civil society organizations (CSOs) operational manual to guide CSOs interaction with the AU PSC.

The African Union Economic Social and Cultural Council (AU ECOSOCC) is an advisory organ of the African Union established during the Third Ordinary Session of the AU Assembly in Addis Ababa, Ethiopia in 2004 under the provisions of articles 5 (i) and 22 of the AU Constitutive Act. The organ is mandated to actively engage civil society in the processes and work of the Union, particularly with regard to Africa’s integration and development. ECOSOCC comprises various social, private sector and professional groups of member states of the Union, and the African diaspora (Assembly/AU/ Dec.48 (III)) and functions primarily as a bridge through which the African Union can partner and engage with civil society organizations on the continent

Articles 8 and 20 of the Peace and Security Council (PSC) Protocol, as well as the broader African definition of human security as articulated in the introduction of the Common African Defense and Security Policy (CADSP), civil society organizations (CSOs) are encouraged to participate in efforts aimed at promoting peace, security and stability on the continent. Subsequently, the Peace and Security Council (PSC) has adopted the Livingstone Formula and Maseru Conclusions as frameworks[[1]](#footnote-1) for improved interaction between the PSC and CSOs and to enhance the contribution of the CSOs to the work of the Council.

Despite various initiatives by the AU and Regional Economic Communities/Regional Mechanisms (RECs/RMs) for conflict prevention, management and resolution, CSOs meaningful and effective engagement in peace and security, especially with the African Peace and Security Architecture (APSA) framework remains low. However, this trend is changing. With the establishment of the AU ECOSOCC Secretariat in Lusaka, Zambia, there has been a better understanding of CSO actors and increased interaction with CSOs working in peace and security. Through the Secretariat and the ECOSOCC Peace and Security Cluster, various initiatives have been initiated to enhance CSOs participation and involvement in conflict prevention, mediation, management as well as post-conflict reconstruction and development on the continent.

In February 2020, the African Union Commission (AUC) and the European Union Delegation (EUD) signed the fourth EU Support Programme for the implementation of the African Peace and Security Architecture (EU APSA IV). Through EU APSA IV, the EU has committed 40.5 million Euro to the APSA IV which intends to, over the next four years, support the AUC, Regional Economic Communities (RECs) and Regional Mechanisms (RMs) to further strengthen the capacity and coordination of the APSA components to adapt to the emerging security challenges in Africa. Through the EU APSA IV, the EU will support the AUC, RECs/RMs in areas of:

* Conflict cycle management, with a focus on Early Warning Systems and the African Standby Force;
* Effective coordination and partnership at all levels within the APSA (including Civil Society Organizations);
* Engagement with and inclusiveness of youth and children in tackling APSA aspects.

To ensure effective coordination and partnership with CSOs in peace and security and within the EU APSA IV framework at all levels, ECOSOCC, in its own capacity as the AU organ mandated to facilitate civil society participation in the work of the Union, working in partnership with the AUC and COMESA, developed the project entitled ‘Enhancing the participation of African Civil Society within the African Peace and Security Architecture framework’ as part of the EU APSA IV. The project is designed to ensure the relevant provisions in the PSC Protocol, that is, the Livingstone Formula and the Maseru Conclusions are fully implemented with a view of enhancing the involvement and participation of CSOs in peace and security activities of the AU in line with the EU APSA IV description of action. Following approval from the 4th EU APSA IV Steering Committee meeting in February 2022 the project was officially launched by ECOSOCC and COMESA.

1. **RATIONALE**

Therefore, As part of ECOSOCC’s ongoing effort to promote and strengthen African civil society's institutional, human, and operational capacities, and in accordance with Article of the ECOSOCC statutes, which seeks to foster and consolidate collaboration between the African Union and CSOs through effective public enlightenment, mobilisation, and input on the Union's efforts, ECOSOCC through COMESA seeks to engage a qualified individual consultant to develop an operational manual to guide the CSO interactions with the Peace and Security Council (PSC) of the African Union. The operational manual will serve as a resource to guide CSOs and African citizens on their engagement with the PSC in conflict prevention, management, and resolution.

1. **MAIN OBJECTIVE**

To develop a comprehensive operational manual to support and guide CSO interaction with the Peace and Security Council (PSC), as well as to improve mechanisms and avenues for CSO input into the PSC agenda and decisions.

1. **METHODOLOGY TO BE USED**

The consultant will use participatory and interactive methods, including the use of online surveys, web portal, e-administration of questionnaires, in-depth interviews, use of both empirical and secondary data. Additionally, the consultant is free to propose their preferred methodology for this assignment taking note that traveling will be restricted to a bare minimum and virtual meetings through Zoom platform will be highly recommended.

1. **DUTIES**
2. Create an inception report that includes the following details: a thorough description of the methodology to be used; an activity schedule; a list of all data sources to be used; a description of the data collection method(s) to be used; and a proposed outline of the toolkit's contents.
3. Before beginning the data collection exercise, build the data collection method(s) and present them to ECOSOCC for validation.
4. Following the validation of the data collection method(s), the consultants will conduct a desk review of existing operational manuals within the RECs/RMs and develop an outline of the operations manual that would meet the requirements for CSOs to effectively engage with the PSC.
5. Conduct desk research and analyse all necessary documents/training modules, training materials, and training materials to fully understand the ground situation and existing training material.
6. Perform a stakeholder analysis to identify key players' and institutions' roles and responsibilities.
7. Consult with RECs/RMs and civil society actors to gather their recommendations, as well as lessons learned from their experiences and any assessment resources developed at the field level to inform the manual.
8. Conduct a "Gap" analysis to identify gaps and potential strategies.
9. Map out the issues and prioritise them in accordance with the assignment's objectives. Consultations, meetings, and key informant interviews with relevant stakeholders should all be part of this process.
10. Prepare a draft report based on a thorough analysis and synthesis of the collected data. This draft should be accompanied by a facilitator's guide that includes manual objectives, content, methodologies, timing, guides, tools, exercises, and case studies to be used per module in accordance with the ECOSOCC standard. A technical team from ECOSOCC will review the draft report.
11. Prepare the Final report manual, which will combine and refine the recommendations gleaned from the Draft report review. In addition, the consultant(s) is expected to deliver a powerpoint presentation to a select group of high-level stakeholders for final approval. Within five (5) days of its presentation and validation, the approved document (final report) should be submitted to ECOSOCC.
12. **DELIVERABLES**

The deliverables for the assignment include:

1. An **inception report** following the signing of the contract. This report is intended to demonstrate the consultant's understanding of the assignment. It should include a detailed description of the methodology to be used, as well as a work plan for the consultancy period, data collection tools, and a proposed outline of the manual’s contents.
2. Following the initial data collection and analysis for the study, a **draft report** must be shared with ECOSOCC for review and comments.
3. A **draft manual that includes the facilitator's guide**. ECOSOCC will provide feedback on the draft facilitators' guide, and the consultant will finalise the guide based on this feedback.
4. **The final manual and facilitator's guide** are as follows: The manual and guide should be logically structured, contain evidence-based findings, conclusions, lessons, and recommendations, and be free of irrelevant information. Both documents should provide detailed responses to the key focus areas outlined above. It should include a set of specific recommendations that identify the actions that must be taken and who should take them (If any).
5. **REMUNERATION**

The consultant is expected to complete this assignment within 8 weeks of signing the contract and financed under the ECOSOCC/COMESA EU APSA project. The fee budget available for the assignment is a lump sum of **$18, 808 UNITED STATES DOLLARS** and will be paid as follows:

* 10% after submission of the inception report.
* 20% after submission of the draft report.
* 30% after submission and review of the draft manual.
* 40% after submission of the final manual and facilitator’s guide.

1. **PLACE OF ASSIGNMENT**

Where virtual interaction is impractical, the consultation will necessitate 20% travel to conduct face-to-face and consultative interactions with relevant stakeholders. Only if there is a compelling reason to believe that virtual engagements are impractical or insufficient, will travel be approved. If the Secretariat determines that an in-person working session with the Consultant is required, as well as any other travel requirements, the former will cover a DSA (daily subsistence allowance) and economy class travel ticket in accordance with AU rules and regulations. Nonetheless, the majority of the project, approximately 80%, will be facilitated from the consultants' home-base.

1. **PROFILE OF THE CONSULTANT**

**9.1 Qualifications and skills of the Consultant**

1. The consultants should possess the following qualifications and skills:
2. A master's degree in social sciences or a related discipline with a focus on peace, security, and governance is preferred.
3. A solid understanding of the ECOSOCC and AU operations frameworks, in general, will be advantageous.
4. Knowledge of the African Peace and Security Architecture (APSA) and the African Governance Architecture (AGA) (AGA).

**9.2 Professional Experience**

The candidate should have professional experience in:

1. At least 5-7 years of prior work experience in the field of training; peace and security, governance, human rights, and other related fields, preferably in a regional or international context.
2. Demonstrated knowledge and experience conducting needs assessment and developing toolkits, manuals, training materials e.t.c
3. Demonstrated experience and skills in facilitating stakeholder working group consultations and training
4. Experience and sufficient skills in facilitating interactions with principal heads of large public institutions, Government ministries, and intergovernmental organisations will be an added advantage.
5. Must have demonstrable experience interacting with and dealing with civil society organizations.
6. **LANGUAGE**

The ideal candidate should be conversant with English. A working knowledge of one of the other AU official languages (French, Arabic) will be an added advantage.

1. **DURATION**

The consultant is expected to finalize the assignment within **8 weeks** according to the set timelines:

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| --- | --- |
| **ACTIVITY** | **Timeline** |
| Inception report | **Three weeks (3)** after signing the contract. |
| Draft report | **Five weeks (5)** after signing of the contract. |
| Draft manual | Seven weeks (7) after signing the contract |
| Final manual | **One week (1)** after submission of the final manual |

ECOSOCC will organise an online inception meeting to appraise the selected consultants on the assignment and key deliverables.

1. **REPORTING**

The ECOSOCC Secretariat will oversee this assignment. This includes servicing the consultant, assisting with scheduling of meetings with stakeholders, ensuring that payments are made on time, facilitating meetings, and tracking the consultant's work plan.

Secretariat project experts and desk officers will be assigned to assist in increasing expert opinion in the process. In addition, the consultant will report to the designated focal point on all aspects of the assignment.

The client (ECOSOCC) shall facilitate the use of a premium Zoom platform for the consultant to engage with the various stakeholders with sufficient notice. The client shall also submit a list of past and current General Assembly members, past ECOSOCC leadership, and a repository of key AU decisions regarding ECOSOCC through its cloud-based server for the consultant’s reference.

The client will further facilitate communication with external stakeholders to bring to their attention the undertaking of the exercise; this will include preparation and administration of introduction letters as well as pass/passes for the consultant where necessary. In the eventuality, physical meetings are required between ECOSOCC and the consultants in the course of the assignment; the client will facilitate it in its entirety (venue, stationery and equipment).

The Consultant will submit the final report and all accompanying tools to the Head of Programs ECOSOCC Secretariat.

1. **CONFIDENTIALITY**

The documents produced during the period of this assignment will be treated as strictly confidential and the rights of distribution and/or publication will reside with ECOSOCC Secretariat

1. **LEGAL FOR COMPETITORS**

Must be an African, either from the continent or Diaspora.

1. **HOW TO APPLY**

*Applications must be sent by email to*[***asakala@comesa.int***](mailto:asakala@comesa.int)***;*** *copied to* [***S.Mwesigwa@comesa.int***](mailto:S.Mwesigwa@comesa.int)***;*** [***NMunalula@comesa.int***](mailto:NMunalula@comesa.int)***;*** [***procurement@comesa.int***](mailto:procurement@comesa.int)***;****no later than* ***31st March 2023 AT 16:00 hours Zambia Local Time****. Applications should contain:*

1. **Technical proposal** including a letter of motivation, methodology, initial understanding of the payment solutions, work plan, detailed Curriculum Vitae.
2. **The budget for these services is USD18,808 all inclusive**. COMESA has a cost benchmark for professional services Abnormally low bids will be rejected; and
3. **Proof of previous related work** - at least two examples of written work of a similar scope and at least two traceable references.

**ANNEX 2: Expression of Interest Forms**

[A. COVER LETTER FOR THE EXPESSION OF INTEREST FOR THE PROJECT…1](#_Toc267927845)2

[B. CURRICULUM VITAE …..1](#_Toc267927846)3

[C. FINANCIAL PROPOSAL 1](#_Toc267927847)6

# A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT

REFERENCE NUMBER: CS/PROC/ECOSOCC/AS.04

**REQUEST FOR SERVICES TITLE: “TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC).’’**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, offer to provide the consulting services for the in accordance with your Request for Expression of Interests number ***CS/PROC/ECOSOCC/AS.04 - TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC)****,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

B. CURRICULUM VITAE

***[insert full name]***

|  |  |
| --- | --- |
| 1. **Family name:** | *[insert the name]* |
| 1. **First names:** | *[insert the names in full]* |
| 1. **Date of birth:** | *[insert the date]* |
| 1. **Nationality:** | *[insert the country or countries of citizenship]* |
| 1. **Physical address:** 2. **Postal address** 3. **Phone:** 4. **E-mail:** | *[insert the physical address]*  *[Insert Postal Address]*  *[insert the phone and mobile no.]*  *[Insert E-mail address(es)* |
| 1. **Education:** |  |
| **Institution:**  **[Date from – Date to]** | **Degree(s) or Diploma(s) obtained:** |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |
| *[indicate the month and the year]* | *[insert the name of the diploma and the specialty/major]* |

**10. Language skills:** (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| *[insert the language]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |
| *[insert the no.]* | *[insert the no.]* | *[insert the no.]* | *[insert the no.]* |

|  |  |
| --- | --- |
| **11. Membership of professional bodies:** | *[indicate the name of the professional body]* |
| **12. Other skills:** | *[insert the skills]* |
| **13. Present position:** | *[insert the name]* |
| **14. Years of experience:** | *[insert the no]* |
| **15. Key qualifications:** (Relevant to the assignment)  *[insert the key qualifications]* | |

**16. Specific experience in the region:**

|  |  |
| --- | --- |
| **Country** | **Date from - Date to** |
| *[insert the country]* | *[indicate the month and the year]* |
| *................* | *......................* |
| *[insert the country]* | *[indicate the month and the year]* |

**17. Professional experience:**

| **Date from – Date to** | **Location of the assignment** | **Company& reference person (name & contact details)** | **Position** | **Description** |
| --- | --- | --- | --- | --- |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |
| .............. | …… | …………… | ……… | ………………………………………………………………………….. |
| *[indicate the month and the year]* | *[indicate the country and the city]* | ***Name of the Company:***  ***Address of the company:***  ***Phone:***  ***Fax:***  ***Email:***  ***Name and title of the reference person from the company:*** | *[indicate the exact name and title and if it was a short term or a long term position]* | ***Name of the Assignment:***  ***Beneficiary of the Assignment:***  ***Brief description of the Assignment:***  ***Responsibilities:*** |

1. **Other relevant information:** (e.g. Publications)

***[insert the details]***

***19. Statement:***

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMESA Secretariat’s request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 8 and 14 above**[[2]](#footnote-2),** documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMESA Secretariat to contact my previous or current employers indicated at point 14 above, to obtain directly reference about my professional conduct and achievements.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

**ATTACHMENTS:** ***1) Proof of qualifications indicated at point ………..11***  
 ***2) Proof of working experience indicated at point…12***

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# C. FINANCIAL PROPOSAL

**REFERENCE NUMBER: CS/PROC/ECOSOCC/AS.04 - TO DEVELOP AN OPERATIONAL MANUAL TO GUIDE CIVIL SOCIETY ORGANISATIONS (CSOs) INTERACTION WITH THE AFRICAN UNION PEACE AND SECURITY COUNCIL (PSC).**

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER** |  |

*[Please insert the Total Financial Offer in words]*.

Signature [*In full and initials*]:

Name and Title of Signatory:

1. <https://au.int/sites/default/files/documents/30974-doc-psc_conclusion_-_livingstone.pdf> [↑](#footnote-ref-1)
2. ***The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.***  [↑](#footnote-ref-2)