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**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS**

**REFERENCE NUMBER:** **CS/GPS/ECOSOCC/1/2024-as**

**REQUEST FOR SERVICES TITLE:** **DEVELOPMENT OF CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA.**

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

**DEVELOPMENT OF CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA.**

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 Contract amount for the ***expert service/consultants’ fees will be all inclusive.***

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/GPS/ECOSOCC/1/2024-as - DEVELOPMENT OF CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA**.**”**

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: ***13th May 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 (AU or Similar Organizations) | 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:** 22nd April 2024

**ANNEX 1: TERMS OF REFERENCE**

**CONSULTANCY SERVICES**: **DEVELOPMENT OF A CIVIL SOCIETY ORGANISATIONS TOOLKIT FOR YOUTH AND WOMEN ENGAGEMENT IN POST-CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA**.

**Duration of Assignment:** Within 3 months of signing the contract.

1. **INTRODUCTION**

These TORS are provided to support the development of a Civil Society Organizations toolkit for youth and women engagement in post-conflict reconstruction and development in Africa.

The African Union (AU), recognizing the critical importance of Post-Conflict Reconstruction and Development (PCRD) for sustainable peace and development in regions emerging from conflicts, emphasizes the need for inclusive reconstruction efforts, particularly involving youth and women. This approach is integral to the broader framework of the African Peace and Security Architecture (APSA) and the AU's commitment to engage civil society in its processes and work, especially in Africa’s integration and development.

The AU Economic Social and Cultural Council (AU ECOSOCC), as an advisory organ established under the AU Constitutive Act, functions primarily as a bridge connecting the AU with civil society organizations (CSOs) on the continent. This engagement is crucial in promoting peace, security, and stability, as outlined in the Peace and Security Council (PSC) Protocol and the Common African Defense and Security Policy (CADSP). Despite earlier low engagement levels of CSOs in peace and security, particularly within the APSA framework, recent initiatives have sought to change this trend.

The recent establishment of the AU ECOSOCC Secretariat as a semi-autonomous entity in Lusaka and the operationalization of the ECOSOCC Peace and Security Cluster have fostered a better understanding and increased interaction with CSOs working in peace and security. This engagement is further enhanced by initiatives like the fourth European Union Support Programme for the implementation of the African Peace and Security Architecture (EU APSA IV). This program, with its commitment of significant funding, aims to support the AU, Regional Economic Communities/ Regional Mechanisms (RECs/RMs) in strengthening capacity and coordination within APSA, with specific objectives focusing on conflict cycle management, effective coordination, and partnership at all levels (including CSOs), and engagement of youth and children.

In this context, the need for a comprehensive toolkit has emerged to guide CSOs, RECs, RMs, and national institutions in effectively integrating youth and women into PCRD and transitional justice processes. This toolkit is envisioned to serve as a valuable resource, enhancing the participation and involvement of these critical groups in the peace and security work on the continent, aligning with the AU’s broader strategy for peace and security in Africa. It represents a concerted effort to ensure effective coordination and partnership with CSOs in peace and security within the framework of EU APSA IV and beyond, reflecting the evolving landscape of peacebuilding and development in post-conflict African societies.

In collaboration with the AU PCRD focal point as well as PCRD focal points in the RECs/RMs, ECOSOCC seeks to hire a consultant to develop a comprehensive toolkit designed for frontline Civil Society Organizations (CSOs), Regional Economic Communities (RECs), Regional Mechanisms (RMs), and national institutions. The toolkit's purpose is to enhance the participation of youth and women in Post-Conflict Reconstruction and Development (PCRD) and transitional justice efforts in Africa.

1. **Objective of the Consultancy:**

The primary objective of this consultancy is to develop a toolkit that will serve as a practical guide for CSOs, RECs, RMs, and national institutions. The toolkit should focus on enhancing the participation of youth and women in PCRD and transitional justice efforts, aligning with the AU’s broader strategy for peace and security in Africa.

1. **Scope of Work:**

**The consultant will be responsible for:**

* Conducting comprehensive research to understand the current landscape of youth and women's involvement in PCRD and transitional justice in Africa.
* Collaborating with the AU PCRD focal point and PCRD focal points in RECs/RMs to gather insights and validate content.
* Developing a user-friendly toolkit that includes guidelines, best practices, case studies, and actionable strategies to enhance youth and women's participation in PCRD and transitional justice.
* Incorporating the latest developments in AU PCRD policy and APSA, ensuring the toolkit is aligned with current policies and frameworks.
* Facilitating workshops or consultations with key stakeholders for feedback and refinement of the toolkit.

1. **Deliverables:**

**The consultant is expected to deliver the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Deliverable** | **Content** | **Deadline** |
| **1** | Appointment of Consultant and Initial Briefing Meeting | 30% of the total fee upon signing contract signing and completion of the initial briefing meeting and inception report/work plan.  The inception report should Outline the methodology, initial findings, and proposed structure of the toolkit and stakeholder consultation plan | **End of April or beginning of May 2024** |
| **2** | Interim Draft Toolkit | * Presenting preliminary research findings following consultations, initial draft of toolkit sections. * Virtual Stakeholder Workshop/Consultation * Summary of feedback from workshops or consultations with key stakeholders | **Throughout May 2024 40% of the total fee following the submission and approval of the Draft Toolkit** |
| **3** | Second Draft Toolkit with further consultations,  Final Toolkit and  Comprehensive process Report: | * A complete draft of the toolkit, including guidelines, best practices, case studies, and actionable strategies. * A finalized toolkit, incorporating stakeholder feedback and suggestions. * Detailing the methodology, research findings, and recommendations for the toolkit's implementation/roll out. | **Remaining 30% of the total fee subject to satisfactory submission and finalization of the second and final took kits and process report.** |

**5. Duration:** The consultancy will be conducted over a period of 3 months.

**6. Qualifications:** The ideal consultant should have:

**Education Requirements:**

* Advanced Degree in a Relevant Field: A master’s degree or higher in International Relations, Peace and Conflict Studies, Development Studies, Gender Studies, or a related field.
* Specialized Training: Additional certifications or training in areas such as transitional justice, conflict resolution, peace building, or gender mainstreaming would be highly beneficial.

**Professional Experience:**

* Experience in PCRD and Transitional Justice: Extensive professional experience in Post-Conflict Reconstruction and Development (PCRD), with a specific focus on transitional justice. This should include practical experience in conflict or post-conflict settings in Africa.
* Expertise in Gender Issues: Demonstrated expertise in addressing gender issues within the context of PCRD and transitional justice. This includes understanding the unique challenges and contributions of women and youth in these processes.
* Toolkit or Guideline Development: Proven track record in developing similar toolkits, guidelines, or resources, especially those aimed at enhancing participation in peace and development initiatives.
* Research and Analytical Skills: Strong skills in conducting comprehensive research, including both qualitative and quantitative analysis. Ability to synthesize complex information into accessible and practical tools.
* Stakeholder Engagement: Demonstrated experience in effectively engaging with a wide range of stakeholders, including civil society organizations, regional economic communities, regional mechanisms, and national institutions.
* Work with AU or Similar Organizations: Experience working with the African Union, regional economic communities, or similar organizations would be advantageous, offering an understanding of their operational contexts and needs.
* Project Management Skills: Ability to manage projects, including planning, execution, monitoring, and reporting, within specified timeframes and budgets.
* Communication Skills: Excellent communication abilities, both written and verbal, with proficiency in English, French, or other relevant African languages.
* Cultural Sensitivity: An understanding and respect for cultural differences and the ability to work effectively in a diverse environment.
* Networking and Collaboration: A strong network within the field of peace and security in Africa and experience in collaborative projects involving multiple stakeholders.

**Desired Attributes:**

* Innovative and strategic thinker.
* Flexible and adaptable to changing environments.
* Commitment to the principles of the African Union and a passion for the role of youth and women in peace and security.

The ideal candidate should merge academic qualifications with practical, on-the-ground experience, ensuring the development of a toolkit that is both theoretically sound and pragmatically useful for its intended audience.

**7. Payment Plan and Structure.**

In recognition of the comprehensive nature of the services to be provided, the consultant will be remunerated with a lump sum fee all-inclusive, covering all costs associated with the execution of the consultancy. In any eventuality, that the Secretariat feels the need to have an in-person working session with the Consultant or any other travel requirements; a DSA (daily substance allowance) and economy class travel ticket will be covered by the former in accordance with the COMESA rules and regulations.

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 from the 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* ***13th May 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 Contract amount for the Expert service/consultants will be 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)1

[B. CURRICULUM VITAE …..12](#_Toc267927846)

[C. FINANCIAL PROPOSAL 1](#_Toc267927847)5

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

REFERENCE NUMBER: CS/GPS/ECOSOCC/1/2024-as

**REQUEST FOR SERVICES TITLE: “DEVELOPMENT OF CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA’’**

[*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/GPS/ECOSOCC/1/2024-as - TO DEVELOP A CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA*’’***,* 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**[[1]](#footnote-1),** 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/GPS/ECOSOCC/1/2024-as - TO DEVELOP A CIVIL SOCIETY ORGANIZATION (CSO) TOOLKIT ON THE ROLE OF WOMEN AND YOUTH IN POST CONFLICT RECONSTRUCTION AND DEVELOPMENT IN AFRICA.**

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

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

Signature [*In full and initials*]:

Name and Title of Signatory:

1. ***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-1)