

AFRICAN UNION



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ECOSOCC Secretariat

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

ON THE ESTABLISHMENT AND OPERATIONALIZATION OF ECOSOCC NATIONAL CHAPTER FRAMEWORK

Procurement Reference Number: ECOSOCC/03/11/232.21

SECTION I: LETTER OF INVITATION

15th October 2021

Dear Applicants,

REF: ESTABLISHMENT AND OPERATIONALIZATION OF ECOSOCC NATIONAL CHAPTER FRAMEWORK

1. The Economic, Social and Cultural Council (ECOSOCC) an advisory organ of the African Union wishes to recruit highly qualified African experts to undertake the above assignment. The ECOSOCC now invites interested Individual Consultants to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. The Consultant will be selected under the fixed budget Selection method and the pass mark shall be 70%.
3. The Eols must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment, methodology, and work plan.
 - (ii) CV demonstrating experience with similar assignments
4. The Eols must be submitted to the following e-mail address: tender@auecosocc.org
5. The title of the Procurement must appear as the subject of e-mail submissions.
6. The Deadline for submission of Eols is on 31st October 2021 at 1500 hours Lusaka (Zambia) Time. Late submissions will not be considered.
7. This call for Request for Expressions of Interest comprise of the following:
Section I – This Letter of Invitation
Section II - Terms of Reference

Yours sincerely,

Head of Administration, Finance and Procurement Department.

1.0 Background

The Economic, Social and Cultural Council (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 regards 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.

ECOSOCC's mandate includes:

- Contributing, through advice, to the effective translation of the AU's objectives, principles and policies into concrete programmes, as well as evaluating those programmes
- 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.

CSO members include but are not limited to:

- Social groups: E.g. those representing women, children, youth, the elderly and people with disabilities and special needs
- Professional groups: E.g. associations of artists, engineers, health practitioners, social workers, media, teachers, sport associations, legal professionals, social scientists, academia, business organizations, national chambers of commerce, workers, employers, industry and agriculture, and other private sector interest groups
- Non-governmental organizations (NGOs), community-based organizations (CBOs) and voluntary organizations
- Cultural organizations
- Social and professional organizations in the African Diaspora (in accordance with the definition approved by the Executive Council)

Since its inception in July 2004 [Assembly/AU/Dec.42 (III)], the Citizens and Diaspora Directorate (CIDO) in the AU Commission acted as the Secretariat for ECOSOCC. The Assembly of Head of States and Government in its Decision No. 4 (XXVI) Rev.1 of January 2016 welcomed the relocation of the Secretariat of ECOSOCC to Lusaka, Zambia. The structure of the Secretariat for ECOSOCC was subsequently adopted during the 30th Ordinary Session of the Assembly of Heads of State & Government in January 2018, Addis-Ababa, Ethiopia. Since December 2019, ECOSOCC has now its dedicated Secretariat operational in Lusaka, Zambia.

Executive Council Decision EX/CL/Dec. 869 (XXVI) of 23-27 January 2015 and Dec. EX/CL 924 (XXVI) of June 2015 consider ECOSOCC National Chapters as a framework for accountability of elected members, as well as a conduit for disseminating information and mobilizing support for AU programs and activities. The same decision calls upon ECOSOCC to collaborate with the Commission and Member States to mobilize all national and regional CSOs and grassroots organizations to facilitate their constant interaction as well as the establishment of National Chapters of ECOSOCC within Member States, to achieve a people-centred Union in line with Agenda 2063 framework.

National ECOSOCC Chapters, also known as National Chapters, are an emanation of the ECOSOCC family and shall operate in accordance with the Statutes and driving philosophy of ECOSOCC. In the absence of an established framework for the National Chapters, the during the 1st Ordinary Session of the Standing Committee of the 2nd Permanent General Assembly, May 2015 (Khartoum, Sudan) guidelines for the setting up of the National chapters were adopted. The proposed framework was first pilot tested during the period 2016-2017. A first draft of the 'Interim Framework for National Chapters' (IFNC) was presented at the Second Ordinary Session of the Second Permanent General Assembly of ECOSOCC in March 2017, Cairo, Egypt. The interim framework was further pilot-tested during the period 2017-2019 with the intent of using meaningful inferences from the piloting phase to develop the official framework for the establishment of National Chapters.

In its quest to enhance and improve the delivery of its mandate, ECOSOCC hereby seeks a qualified consultant to develop a holistic framework that provides an institutional mechanism for the establishment and operationalization of the National Chapters in all AU Member States. Emphasis is on having an '**effective**' framework that can adequately factor in the operational variables that have been identified in the implementation of the interim national chapter framework; including, (i) the varying sizes of Member States, (ii) availability of logistics and support structures from Government , (iii) intra-chapter communication and (iv) internet connectivity and accessibility.

The consultant will work with relevant stakeholders including (i) past and current General Assembly members, (ii) national CSO platforms in Member States, (iii) Regional Economic Communities (RECs) among others. In a nutshell, the consultant

shall elaborate an overall framework for the 'effective' establishment and operationalization of ECOSOCC National Chapters.

2.0 Objectives

The overall objective of this exercise is to develop a framework for the establishment and operationalization of ECOSOCC National Chapters as an institutional mechanism for the participation of civil society stakeholders in the work of ECOSOCC at the national level.

The specific objectives of this assignment will be to develop a pragmatic and effective framework for National Chapters that:

- a) Caters for the full participation of civil society organizations to interface with the AU in the implementation of the AU Policies and programmes
- b) Provides an accountability mechanism for elected members of the General Assembly to their local National Chapters and to the African Union through the ECOSOCC Secretariat.
- c) Supports the implementation of due diligence assessments of CSOs in line with the accreditation criteria stipulated by the ECOSOCC Credentials Committee.
- d) Proposes modalities for the conducting of elections at the national level for CSOs applying for membership of the ECOSOCC General Assembly.
- e) Establishes a clearly-defined reporting mechanism to guide the interaction of National Chapters with the ECOSCC Secretariat and the ECOSOCC Bureau.
- f) Encompasses a Monitoring & Evaluation plan for periodic appraisal of CSOs within the National Chapters and the effectiveness of the National Chapters themselves in their missions to be the interface of the AU within Member States
- g) Includes cost-effective mechanisms for ensuring efficient and effective communications within the National Chapters thus offering a conduit for disseminating information and mobilizing support for AU programs and activities

3.0 Scope of the Services

The successful consultant will be required to carry out the following activities/tasks:

- Undertake online/virtual interviews with various stakeholders to get first hand practical experiences at national, regional and continental levels

- Appraisal of the current practices (both policy and practice) at existing Interim National Chapters
- Develop guidelines for best practices for the National Chapters
- Identify the enablers and available opportunities for CSO working in the continent to interface with the AU and contribute meaningfully to the development agenda of the Union through the National Chapters
- Develop the framework documentation of the establishment and operationalization of ECOSCC National Chapters.

4.0 Transfer of Knowledge/Training

The consultant in liaison with the ECOSOCC Secretariat will organize a number of virtual fora, as required, to present the framework document and discuss the recommendations made and the action plan for their implementation.

5.0 Deliverables

The final deliverable of this assignment shall be the **Final National Chapter Framework** that provides an effective platform for the establishment of ECOSOCC National Chapters in line with Executive Council Decision EX/CL/Dec. 869 (XXVI) of 23-27 January 2015; clearly depicting key responsibilities, ethical conduct and accountability of elected officials and members of the National Chapter. The document must also cater for a streamlined best practice/process for the conduct of elections of CSOs at national level for representation at the ECOSOCC General Assembly.

The framework must also include a Monitoring & Evaluation plan for the periodic assessment of the National Chapters and the financial implications for both the Secretariat and Member States to sustain the operations of the National Chapters.

6.0. Methodology

The consultant is expected to propose the preferred methodology for this assignment. However, due to the current dynamics with the COVID-19 pandemic, travelling will be restricted to the bare minimum and virtual meetings through Zoom platform are highly recommended. The consultant will use participatory and interactive methods, viz, use of online surveys, e-administration of questionnaires, in-depth interviews, use of both empirical and secondary data as appropriate and approaches involving key stakeholders as mentioned in the relevant Executive Council Decisions.

6.0 Assignment Reports and Schedule of Reports

The consultant is expected to prepare and present the following deliverables to the ECOSOCC Secretariat within the set timelines as follows:

ACTIVITY	Timeline
Consultative Workshop Report	Four weeks (4) after signing the contract.
Draft framework Document	Eight weeks (8) after signing of the contract.
Final Framework Document	Two weeks (2) after submission of the Draft report

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

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 entirety (venue, stationery and equipment).

8.0 Assignment Period

The consultant is expected to undertake this assignment within a period twelve weeks after signing of the contract. The consultant shall provide a breakdown (Gantt Chart) of the period within which the various activities for this assignment are expected to complete within the specified time frame.

9.0 Assignment Management & Administration

9.1 This assignment will be managed by the ECOSOCC Secretariat, Lusaka, Zambia. This includes servicing the consultant, support with setting-up appointments with

stakeholders, ensuring that payments are made on time, facilitating meetings and tracking the work plan of the consultant.

9.2 Desk Officers of the Secretariat will be selected who will help in increasing expert opinion in the process. The consultant will also report to the designated focal point on all matters pertaining to the assignment.

10.0 Documents for Review

All relevant policy related reports of the commission and ECOSOCC

11.0 Selection Criteria and Qualifications

The consultant (s) to undertake the assignment is expected to have the following qualifications:

1. Preferably a master's degree in social sciences or any other related discipline
2. Must have proven and substantial experience in designing and developing similar frameworks, or materials of similar kind;
3. Experience and sufficient skills in facilitating interactions with principal heads of large public institutions, Government ministries and intergovernmental organizations will be an added advantage.
4. A good understanding of the operations framework of ECOSOCC and the AU in general will be an added advantage.
5. Must be an African, from the continent or Diaspora
6. Must have proven experience in interacting and dealing with civil society organizations
7. Fluency in spoken and written English. Knowledge of French will be an added advantage

12.0 Budget and Payment

The total cost of this assignment shall be a fixed lumpsum of **fifteen thousand United State Dollars (\$USD 15,000)**.

13.0 Duty station and Travel requirements

The assignment will be 80% home based and 20% travel to conduct the face-to-face and consultative interactions with the relevant stakeholders in cases where virtual interaction prove impractical. Travel will only be approved if there is a motivated reason where virtual engagements are impractical or insufficient. 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 AU rules and regulations.

14.0 Language: Fluency in spoken and written English will be the language requirement for conducting this task however Knowledge of French will be an added advantage.

Also the bid, as well as all correspondence and documents relating to the bid shall be written in English language. Supporting documents and literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language.

15. 0 Selection Criteria and Qualifications

General qualifications and experience	10
Specific experience of the consultant relevant to the assignment	35
Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs) -Technical approach and methodology -Work plan	30 15
Language	10

Total Weight	100
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