

AFRICAN UNION



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ECOSOCC Secretariat

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICES TO DEVELOP A MANUAL ON
“STRATEGIC PLANNING FOR CIVIL SOCIETY ORGANIZATIONS”**

Procurement Reference No. ECOSOCC/03/11/235.21

SECTION I: LETTER OF INVITATION

15th October 2021

Dear Applicants,

REF: DEVELOPMENT OF A MANUAL ON “STRATEGIC PLANNING FOR CIVIL SOCIETY ORGANIZATIONS”

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)

As part of the organ’s efforts to continuously execute its mandate of promoting and strengthening the institutional, human and operational capacities of the African civil society, ECOSOCC is seeking a qualified consultant(s) to develop a policy manual on **“Strategic Planning for Civil Society Organizations”**.

2.0 Objectives

The overall objective of this consultancy is to develop a policy manual to enhance the capacity of CSOs in Africa to develop concrete operational strategic plans that guide their vision towards actualization.

The toolkit will allow the CSO to quickly and effectively develop customized action plans to realize their visions. Whatever the stage in the planning process they will be, capacity or community size, this toolkit will still work for them.

The specific objectives of the policy manual will be to enhance the capacity of CSOs to:

- a) Develop organizational visions, missions and approaches that regulate their operations;
- b) Establish an action plan/long-term goals set out for achievement within a specified planning period;
- c) Develop key strategies that will help the organization to achieve the goals set out in the planning period;

- d) Identify key focus areas over the planning periods;
- e) Set out expected outcomes from the operational programs to be implemented;
- f) Determine its operational capacity and budgetary line through the planning period.

3.0 Scope of the Services

, The consultant is expected to perform the following services/duties/activities within the context of the assignment:

3.1 Prepare an **inception report** providing the following: a detailed description of the methodology that will be used; schedule of activities; a list of all data sources that will be used; description of the data collection tool(s) that will be used, and a proposed outline of the contents of the toolkit.

3.2 Construct the data collection tool(s) and present the tool(s) to ECOSOCC for validation before embarking on the data collection exercise.

3.3 Upon validation of the data collection tool(s), the consultants will conduct a desk review of existing toolkits and best practices on the conduct of advocacy for CSOs, to inform the consultancy process.

3.4 Prepare a **Draft report** based on the comprehensive analysis and synthesis of collected data. This draft should be accompanied by a facilitator's guide which includes training objectives, content, methodologies, timing, guides, tools, exercises and case studies to be used per module, in accordance to the standard acceptable to ECOSOCC. The draft report will be reviewed by a technical team from ECOSOCC.

3.5 Prepare the **Final report (toolkit)** that will combine and refine the recommendations from the review of Draft report. Furthermore, consultant is expected to make a power point presentation to selected groups of high level stakeholders for final validation. The

approved document (**final report**) should be submitted to ECOSOCC within **five (05) days** after its presentation and validation.

4.0 Transfer of Knowledge/Training

The consultant in liaison with ECOSOCC will organize for a forum to present the reports to internal and external stakeholders and discuss the recommendations made and the action plan for their implementation.

5.0 Deliverables

The final deliverable shall be a comprehensive policy manual develop a policy manual to enhance the capacity of CSOs in Africa to develop concrete operational strategic plans that guide their vision towards actualization. The consultant (s) shall however have process deliverables including:

- An **inception report** following the signing the contract. This report is aimed at showing the consultant's understanding of the assignment. It should provide a detailed description of the methodology that will be applied including a work plan for the consultancy period, data collection tools, and a proposed outline of the contents of the toolkit.
- A **draft report** shared with ECOSOCC for review and comments after the initial collection and analysis of data for the study.
- A draft manual with the facilitators' guide. ECOSOCC will provide comments on the draft facilitators' guide and the consultant will finalize the guide in view of these comments;
- Final training tool and facilitators guide: The tool and guide should be logically structured, contain evidence-based findings, conclusions, lessons and recommendations, and should be free of information that is not relevant to the overall analysis. Both documents should respond in detail to the key focus areas described above. It should include a set of specific recommendations formulated

, and identify the necessary actions required to be undertaken, who should undertake those (If any)

6.0 Assignment Reports and Schedule of Reports

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

ACTIVITY	Timeline
Inception report	Four weeks (4) after signing the contract.
Draft report	Seven weeks (7) after signing of the contract.
Final report	One week (1) 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 of **8 weeks** after the signing of the contract. The breakdown of the period within which the various activities for this assignment are expected is as presented in the table below.

9.0 Assignment Management & Administration

9.1 This assignment will be managed by ECOSOCC. 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 assigned to 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 Selection Criteria and Qualifications

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

- At least a master's degree in a relevant field in the area of planning, public policy, development studies, social sciences or any related field.
- Extensive experience and knowledge of organizational development.
- Proven experience of similar assignments for major institutions, preferably at regional and continental level.
- A good understanding of the AU/ECOSOCC and its operating mechanisms will be an asset.
- Civil society experience and linkages, within an African context, will be considered an asset.

- A good understanding of the operations framework of ECOSOCC and the AU in general will be an added advantage;
- Must be an African, from the continent or Diaspora
- The individual must represent a diversity of relevant technical skills that proves a wealth of expertise that best fits the requisite skills of the assignment including leadership and strategic management, project management, monitoring and evaluation, statistics etc.
- Fluency in spoken and written English. Knowledge of French will be an added advantage

11.0 Budget and Payment

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

12.0 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.

13.0 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.

14.0 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