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Website: [www.au.int](http://www.au.int)

## SECTION I: LETTER OF INVITATION

Procurement Reference Number: AUC/CIDO/C/007

30<sup>th</sup> June 2021

Dear Applicants,

### Request for Expressions of Interest: SHORT TERM CONSULTANCY ON THE FORMULATION OF THE ENGAGEMENT PLAN FOR THE AFRICAN DIASPORA

1. African Union Commission (AUC), seeks to recruit a competent and eligible Individual Consultant to provide **SHORT TERM CONSULTANCY ON THE FORMULATION OF THE ENGAGEMENT PLAN FOR THE AFRICAN DIASPORA**.
2. The AUC now invites interested Individual Consultants to submit CVs for the assignment as per attached Terms of Reference (TORS). AUC policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own interests.
3. *Consultants will be selected under the Fixed Budget selection method where the Consultant who has submitted the highest ranked technical proposal within the set pass mark and within the budget will be selected for award of contract. The consultant will be paid an amount not exceeding Fifteen Thousand United States Dollars (USD \$ \$15,000.00). The consultancy will be for an initial period of 180 days (spread over a 6 - month period) after the signing of the agreement between the two parties.*
4. The title of the procurement must appear as subject of e-mail submissions (CVs, covering letter, additional supporting documents) with a maximum size of the attachment not exceeding 10MB and send to: Email: [tender@africa-union.org](mailto:tender@africa-union.org) Copy: [TizitaT@africa-union.org](mailto:TizitaT@africa-union.org)
5. All submissions must be address to: The **Chairperson, Tender Board, African Union Commission, Building C, 3rd floor, TENDER BOX, Roosevelt Street, P. O. Box 3243, Addis Ababa, Ethiopia.**
6. The Deadline for submission is **16<sup>th</sup> July 20201 at 15:00 hours Addis Ababa Time. Late applications will not be considered.**
7. *Selection procedure shall be in accordance with the African Union Commission's "Procurement Manual version 2.0" dated July 2016 which is available on the Commission's website at: <https://au.int/>*
8. This call for Request for Expression of Interest (REoI) comprises of the following:
  - a. Section I – This Letter of Invitation
  - b. Section II - Terms of Reference

Yours sincerely,

**Head, Procurement, Travel and Stores Division.**

# SHORT TERM CONSULTANCY ON THE FORMULATION OF THE ENGAGEMENT PLAN FOR THE AFRICAN DIASPORA

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## 1. BACKGROUND AND RATIONALE

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The existence of approximately 19 million African migrants globally (IOM: 2019) emphasises the need for Diaspora engagement as a strategic priority for the African Union. To this end, the Constitutive Act of the African Union openly “invites and encourages the full participation of the African Diaspora as an important part of the continent, in the building of the African Union”.

Leveraging migration and diaspora for development has emerged as an integral component of development theory and policy to which many governments in Africa have consequently created separate ministries and government units specifically to engage their diaspora. This renewed emphasis on diaspora engagement as an integral part of development policy was the impetus behind the African Union’s decision to hold the first Global African Diaspora Summit in Johannesburg in May 2012. The Action Plan developed from the Diaspora Summit provides the framework for the African Union’s diaspora programme.

The engagement plan project, themed “Power of Networks” is a component of CIDO’s diaspora engagement processes which ensures the establishment, strengthening and engagement of global African Diaspora groupings to organize themselves as Networks to support development initiatives in African Union member states, and facilitate their representation as the 6<sup>th</sup> region.

The project seeks to develop a pilot diaspora networking programme/system that enables African diaspora to appreciate the “power of networks” and its marginal benefits in their quest for recognition and noble efforts to develop projects, both in their host countries/regions and in Africa. The importance of capacity development to successfully bring diaspora organisations together to form networks cannot be gainsaid, hence the need to sensitize the African diaspora.

## 2. SCOPE OF WORK

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The scope of work for the Consultant will be as Lead facilitator of the implementation leader. The consultant will lead the implementation of the “Power of Networks” pilot project, undertaking research on the nature of African diaspora networks, influencing and advocacy, programme promotion, and organisational development.

Amongst other things, the pilot phase shall include the following:

- I. **Initial Consultations:** virtual consultations to carry out a feasibility study of the African diaspora formations and groupings, taking into cognisance, the peculiarities of various groups, professions, and regions. Meeting with the

Diaspora Division of CIDO to understand its operations and a formal briefing of the methodology to be used to diaspora Division of CIDO.

- III. Technical Meetings;** Organise technical meetings to introduce the project to various diaspora organisations, existing networks and stakeholders. Understand the types of existing networks, and interactions between the networks, and its development impact in both the country of residence and country of origin. Organise series of capacity building sessions to prepare diaspora organisations towards the strength of the different existing and possible networks and on the political, social, economic and structural standards they should attain to be represented at the AU.
- IV. Recommendations:** Document effective good practices of organizing African diaspora groupings into networks. Provide practical recommendations to diaspora groups, Member States in host and home countries, and the African Member States to support the building of formidable networks to represent the 6<sup>th</sup> region of Africa.

### 3. TERMS OF REFERENCE

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**Educational Qualification:** A degree in Political Science, Development/ Migration Studies or a related field.

#### Experience

- Key skills in social and academic research
- At least 3 years' experience in Organisational Development Process or related field
- At least 5 years' experience in facilitation of workshops and fora
- Working with Multi - Stakeholder institutions or projects
- Good drafting skills, ability to communicate effectively both orally and in writing, ability to clarify information, good computer application skills, good organizational skills;
- Excellent conceptual and analytical skills;
- Knowledge in Migration and Development sectors
- Experience in working with Diaspora related matters, this includes:
  - o Knowledge of, and work with Diaspora groupings, organizations and networks
  - o Experience with project management and programme development
- Knowledge of the African Union and other intergovernmental organizations
- Work experience with various Development Partners, and International organizations
- Working knowledge in English. Knowledge of other AU languages would be advantageous.
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#### 4. KEY REPORTING AND DELIVERABLES

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The consultant will directly report to the Diaspora Division of CIDO and will be managed and tasked by CIDO on behalf of the AU.

Key deliverables of the consultant include:

- An Inception report that explains understanding of the ToR, key resources/materials to be used, questionnaires, a standard assessment framework, outline for the report (*CIDO will comment and decide*), survey instruments and detailed work plan within two weeks following the signing of the agreement;
- Compile and compare relevant information related to the subject matter, analyze and present the information to CIDO to discuss and agree on its feasibility, representativeness and reliability;
- A first draft report as per the report outline agreed during the inception phase with a recommended model project/system which could be acceptable for the work of CIDO
- Presentation of the findings of the report in a virtual session to CIDO and selected stakeholders; and
- The final report; including comments and inputs given by various stakeholders.

**The schedule of the consultancy is as follows:**

- The consultancy will be for an initial period of 180 days (spread over a 6 - month period) after the signing of the agreement between the two parties.
- Payments will be made in three stages: one-third when the contract is signed; one-third on 30 September, 2021 and the final one-third when the final deliverables and reports are submitted (31<sup>st</sup> January, 2022).

#### 5. DURATION AND SCHEDULE

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The duration of the consultancy is 180 days (spread over a 6 - month period) after the signing of the agreement between the two parties.

Detailed schedule is presented below:

S/N	Activity	Date	Remarks
1	Inception report	30 <sup>th</sup> September, 2021	
2	Presentation on the inception report and methodology (virtual)	8 <sup>th</sup> November, 2021	

3	A copy of the full information and dataset containing the data collected;	15 <sup>th</sup> November, 2021	
4	Submit/Present the compilation and analysis of the information and data feasibility, representativeness and reliability;	30 <sup>th</sup> November, 2021	
5	The first draft report as per the report outline agreed by CIDO	15 <sup>th</sup> December, 2022	
6	Presentation of the report to CIDO and stakeholders	15 <sup>th</sup> January, 2022	
7	The final report; including comments and inputs given by various stakeholders	31 <sup>st</sup> January, 2022	

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## 6. APPLICATION SPECIFICATIONS

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- A Technical proposal (e.g. conceptual framework, detailed methodology, workplan, Explanation of the consultancy firms' suitability for the assignment (1 page) including names and contacts of three recent professional referees, examples of similar works, names and CVs of team members and their roles);

### MANAGEMENT OF THE ASSIGNMENT

The AUC will be the contracting agency. The assignment will be carried out under the oversight of the Acting Director CIDO.

## SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

SN	Award Criteria	Allocated Points
<b>1</b>	<b>Required Qualifications and Skills</b>	
a	A degree in Political Science, Development/ Migration Studies or a related field.	20
<b>2.</b>	<b>Experience:</b>	
a.	<ul style="list-style-type: none"> <li>- Key skills in social and academic research</li> <li>- At least 3 years' experience in Organisational Development Process or related field</li> <li>- At least 5 years' experience in facilitation of workshops and fora</li> <li>- Working with Multi - Stakeholder institutions or projects</li> <li>- Good drafting skills, ability to communicate effectively both orally and in writing, ability to clarify information, good computer application skills, good organizational skills;</li> <li>- Excellent conceptual and analytical skills;</li> <li>- Knowledge in Migration and Development sectors</li> <li>- Experience in working with Diaspora related matters, this includes:               <ul style="list-style-type: none"> <li>o Knowledge of, and work with Diaspora groupings, organizations and networks</li> <li>o Experience with project management and programme development</li> </ul> </li> <li>- Knowledge of the African Union and other intergovernmental organizations</li> <li>- Work experience with various Development Partners, and International organizations</li> <li>- Working knowledge in English. Knowledge of other AU languages would be advantageous.</li> </ul>	20
b	<p><b>a) Personal Capacity Statement</b></p> <ul style="list-style-type: none"> <li>i) Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)</li> <li>ii) Contacts of at least 3 organizations previously worked for</li> <li>iii) Curriculum Vitae of the Consultant</li> </ul>	20
<b>3.</b>	<b>Technical Proposal not exceeding 8 pages on:</b>	
a.	Understanding and interpretation of the TOR	20
b	methodology to be used in undertaking the assignment	10
c	Time and activity schedule/Workplan	10
	<b>Total Points</b>	<b>100</b>

**Minimum technical score is 70 points. Consultants will be selected under the Fixed Budget selection method where the Consultant who has submitted the highest ranked technical proposal within the set pass mark and within the budget will be selected for award of contract. The consultant will be paid an amount not exceeding Fifteen Thousand United States Dollars (USD \$ \$15,000.00). The consultancy will be for an initial period of 180 days (spread over a 6 - month period) after the signing of the agreement between the two parties.**

Any travel necessary for the successful completion of the assignment, duly authorized in advance by the Commission will be paid for at the rate of the most direct economy return flight, as well as a subsistence allowance in accordance with the AUC Rules and Regulations.

Interested candidates are requested to submit the following documents for AUC's consideration:

**b) Technical Proposal not exceeding 8 pages on:**

- i) Understanding and interpretation of the TOR
- ii) methodology to be used in undertaking the assignment
- iii) Time and activity schedule

**c) Personal Capacity Statement**

- iv) Relevant experience related to the assignment (include samples of two most recent similar works and/or references for the same)
- v) Contacts of at least 3 organizations previously worked for
- vi) Curriculum Vitae of the Consultant