

AFRICAN UNION

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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICES FOR DEVELOPMENT OF THE BI-ENNIAL REPORT
ON THE PROGRAMME OF ACTION FOR THE IMPLEMENTATION OF THE
SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION (2015-2030) IN
AFRICA**

PROCUREMENT NUMBER:

SECTION I: LETTER OF INVITATION

28 March 2019

Dear Applicants,

REF: Consultancy Services For Development Of The Bi-Ennial Report On The Programme Of Action For The Implementation Of The Sendai Framework For Disaster Risk Reduction (2015-2030) In Africa

1. The African Union Commission wishes to recruit a team of three (3) highly qualified African experts to undertake the above assignment. :

2. The AUC now invites interested **Individual Consultants** to submit CVs for the assignment as per attached Terms of Reference (TORS). **EoIs will be evaluated on an individual basis hence no joint submissions are required.**

3. Consultants will be selected under the **Fixed Budget** selection method and the maximum amounts payable are specified in the ToRS.

4. The EoIs must include the following:

(i) A Cover Letter outlining the understanding of the assignment and methodology

(ii) CV demonstrating experience with similar assignments.

(iii) Expected Fees for the assignment

5. The EoIs must be submitted e-mail to Tender@africa-union.org or in hard copy 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 title of the Procurement must appear as subject of e-mail submissions or on the envelope for hard copy submissions.

6. The Deadline for submission of EoIs is 12 April 2019 at 1700 hours Addis Ababa Time. Late applications 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,

Ag. Head, Procurement, Travel and Stores Division

SECTION II: TERMS OF REFERENCE

For

DEVELOPMENT OF THE BI-ENNIAL REPORT ON THE PROGRAMME OF ACTION FOR THE IMPLEMENTATION OF THE SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION (2015-2030) IN AFRICA

1. Background

Over the past decade, Disaster Risk Reduction (DRR) in Africa has been guided by the Africa Regional Strategy for Disaster Risk Reduction (ARSDRR) which was adopted by African Union (AU) Heads of State and Government in 2004. The implementation of the Strategy has been undertaken through the Programme of Action for the Implementation of the ARSDRR developed in 2005, subsequently extended in line with the Hyogo Framework for Action (HFA) 2005-2015. The Sendai Framework for Disaster Risk Reduction (2015-2030) was adopted at a Global Platform held in 2015 in Sendai, Japan.

The targets of the Sendai Framework are:

- a. Substantially reduce continental disaster mortality by 2030
- b. Substantially reduce the number of affected people continentally in Africa by 2030
- c. Reduce direct disaster economic loss in relation to continental gross domestic product (GDP) by 2030
- d. Substantially reduce disaster damage to critical infrastructure and disruption of basic services, among them health and educational facilities, including through developing their resilience by 2030
- e. Substantially increase the number of countries with national and sub-national/local disaster risk reduction strategies by 2020
- f. Substantially enhance international cooperation to developing countries through adequate and sustainable support to complement national actions for implementation of the Sendai Framework by 2030
- g. Substantially increase the availability of and access to multi-hazard early warning systems and disaster risk information and assessments to people by 2030

After the adoption of the Sendai Framework, the African Union (AU) Member States developed the Programme of Action for the implementation of the Sendai Framework in Africa (PoA). The African Union's Heads of State and Government in the 28th Extraordinary Summit that took place on 22-31 January 2017 in Addis Ababa, Ethiopia, adopted the PoA. The PoA is the strategic plan for the implementation of the Sendai Framework in Africa.

In addition to the seven global targets of the Sendai Framework above, the PoA has an additional 5 targets meant to promote the implementation of the Sendai Framework in Africa. These 5 additional targets are:

1. Substantially increase the number of countries with DRR in their educational systems at all levels, as both stand-alone curriculum and integrated into different curricula;
2. Increase integration of DRR in regional and national sustainable development, and climate change adaptation frameworks, mechanisms and processes;
3. Substantially expand the scope and increase the number of sources for domestic financing in DRR;
4. Increase the number of countries with, and periodically testing, risk-informed preparedness plans, and, response, and post-disaster recovery and reconstruction mechanisms;
5. Substantially increase the number of regional networks or partnerships for knowledge management and capacity development, including specialized regional centers and networks.

The PoA requires the African member states compile data by 2020 for the above additional targets. Indicators for the 7 global targets of the Sendai Framework have been developed by the UNISDR, through the Open-ended Intergovernmental Expert Working Group. The Sendai Framework Monitoring System has a total of thirty-eight (38) indicators that will track progress in implementing the 7 global targets of the Sendai Framework. The Monitoring System for these 38 indicators was developed by UNISDR and trainings of the focal persons responsible for reporting was done in Africa during 2018. Countries are already reporting through this system.

The AUC, through the Department of Rural Economy and Agriculture (DREA), has developed a Monitoring and Reporting Framework to facilitate monitoring and reporting on the PoA through a consultative process that took place between 2017 and 2018. The Monitoring and Reporting Framework of the PoA has 13 indicators for the 5 additional targets of the PoA. The Monitoring and Reporting Framework is to be used to generate a biennial report on the implementation of the PoA, which shall be presented to the High Level meetings responsible for DRR. Reporting shall be done based on both the global targets and the additional 5 targets of the PoA.

The Monitoring and Reporting Framework was adopted by the ministers responsible for DRR during the 6th High Level Ministerial Meeting held in Tunis, Tunisia on the 13th of October 2018 at the sidelines of the 7th Africa Regional Platform for DRR. Following the adoption of the Monitoring and Reporting Framework and in accordance with its mandate, the AUC has started the process towards the development of the bi-ennial report.

2. The Assignment

The AUC seeks the consultancy services of a team of individual experts (1 Lead Consultant and 2 Regional Experts) with extensive experience in reporting, research and development to: (i) facilitate data review workshops; (ii) conduct a survey and (iii) compile 5 regional and one continental report on the implementation of the PoA.

2.1. Purpose of assignment

The purpose of this assignment is to compile regional reports and a continental report on the status of implementation of the PoA. The process is also aimed to build the capacity of Regional Economic Communities and Member States on monitoring, evaluation and reporting

2.2. Objectives

In line with the Monitoring and Reporting Framework of the PoA, the following are the objectives of the assignment:

- i. To develop and launch standardized guidelines for review workshops, and survey methodology and tools for monitoring, evaluating and reporting on the implementation of the PoA
- ii. To facilitate regional level data review workshops for the 13 indicators of the 6 Africa specific targets as well as the indicators of the 7 global targets of the Sendai Framework
- iii. To conduct a survey of the state of DRR institutions, policies/strategies and coordination mechanisms in Africa and any additional aspects of the PoA, with reference to the DRR priority areas and targets of the PoA, Sendai Framework, Africa regional Strategy for DRR, Agenda 2063 and any other relevant policy frameworks.
- iv. To compile a bi-ennial continental report and 5 regional level reports covering ECCAS, ECOWAS, IGAD, SADC and UMA on the implementation of the PoA, covering the 13 performance indicators of the additional 5 targets of the PoA and the 38 indicators for the 7 global targets of the Sendai framework and in line with the four DRR priority areas as outlined in the Sendai Framework and the PoA
- v. To train focal points at the RECs and Member States to ensure ownership and accurate use of the monitoring, evaluation and reporting tools.

2.3. Description of assignment

The assignment involves three components:

A. Facilitating data review workshops

A monitoring system for the 38 indicators for the global targets of the Sendai Framework already exists and is operational. Data collection templates for the 13 indicators of the 5 additional targets of the PoA already exist and are annexed in the monitoring and reporting framework document. In order to compile a comprehensive report on the PoA, the AUC would facilitate regional level data review workshops. The objectives of review meetings are to compile qualitative data to compliment the statistical data and to strengthen monitoring, evaluation and reporting capacity in RECs and Member States. In view of these objectives, the Lead Consultant is expected to develop the methodology for the review workshops and train the Regional Experts, AUC and REC staff and any other relevant players on the application of the methodology. The team is to facilitate all data review sessions and collect qualitative data in all the 5 regions of the continent using the methodology.

B. Designing methodology and conduct a survey on additional components of the PoA that are not covered by the 13 indicators

In addition to the already designed indicators above, the AUC would like to evaluate and report on other components of the PoA in line with the four priority areas. In light of this need, a qualitative survey is hereby called for. The survey should evaluate the following:

- The state of DRR institutions, policy frameworks and strategies
- DRR coordination mechanisms
- Any additional aspects of the PoA, with reference to the DRR priority areas and targets of the PoA, Sendai framework, Africa regional Strategy for DRR, Agenda 2063 and other relevant policy frameworks

The Lead Consultant will be responsible for the development of standardised survey methodology and tools and training the staff responsible for monitoring, evaluation and reporting at AUC, RECs and member states on the use of these. The surveys will be conducted at regional levels by the Regional Experts using the standardised methodology developed by the Lead consultant in consultation with AUC, RECs and partners. The Lead Consultant is expected to give oversight and quality control over the process.

Some questionnaires have been developed by the AUC DRR staff that seek to establish the status of DRR institutions and coordination mechanisms for purposes of compiling baseline data and to report to the AUC monitoring and reporting system. The assignment is expected to build upon these existing data collection tools and develop a comprehensive methodology that will be replicated every 2 years.

C. Compilation and validation of of biennial report

Based on the data submitted by member states and RECs on the 38 indicators for the global targets and 13 indicators of the additional PoA targets, as well as the survey on other components of the PoA, the consultancy team is to compile regional level reports as well as the continental PoA report. The targeted RECs are ECCAS, ECOWAS, IGAD, SADC and UMA. The outcome is therefore expected to be 5 REC reports and one continental report. The consultants will facilitate one continental level workshop which will validate the report prior to its submission. Regional level reports will be validated at regional level.

Based on their findings and experiences during the data collection and compilation of reports, the consultants will be required to make recommendations for an online data collection and reporting system for the PoA Biennial Report, as well as any suggestions on effective institutional mechanisms.

2.4. Specific tasks

Under the overall guidance of the Head of Environment, Climate Change, Water and Land Management (ECCWLM) Division and direct supervision of the Technical Coordinator of the DRR Unit within DREA, the consultants shall perform the following tasks, in consultation with the AUC, RECs and relevant partners:

Task	Lead Consultant	Regional M&E Experts
Review framework documents	X	
Develop standard guidelines for data review workshops and qualitative survey	X	
Train team members, AUC, REC and other stakeholders on methodology	X	
Conduct regional level data review workshops and collect relevant qualitative information	X	X
Conduct a qualitative survey on other PoA components as outlined in section 2.3	X	X
Analyse and interpret results of the data review workshops and qualitative survey and compile regional level reports and share with the RECs		X
Based on regional level reports, compile a continental report on the implementation of the PoA	X	
Facilitate a validation workshop at continental level to validate the report	X	
Conduct trainings for REC and national level monitoring and reporting personnel on the methodology and tools.	X	X
Handover the biennial reports to the AUC and RECs ensure ownership by the same	X	X

2.5. Deliverables/Outputs

- i. Inception report demonstrating understanding by the consultants of the TORs and detailing the methodology to be used in carrying out the assignment.
- ii. The Biennial Report Template
- iii. Comprehensive guidelines and data collection tools for data review workshops and qualitative survey.
- iv. Training of experts and AUC, REC and national focal points
- v. Regional level review workshops and qualitative survey conducted in the 5 RECs
- vi. Presentation and validation of preliminary findings of the review workshops and the survey to the RECs
- vii. Presentation of draft continental report to AUC
- viii. Final reports for 5 RECs handed over to the RECs and AUC
- ix. Continental level validation workshop for the PoA report
- x. Final report handed over to AUC

3. Institutional Arrangements

As outlined in the above, the consultants will work under the overall guidance of the Head of ECCWLM Division and direct supervision of the Technical Coordinator for DRR. The African Union Commission will facilitate consultations with all implementing partners and other relevant stakeholders. Regional Experts will work closely with the DRR Units at the regions they are based in. DRR units are to provide office space for the duration of the visits to the Regional DRR offices.

4. Qualifications

The team that will undertake the assignment must meet the following criteria:

Lead Consultant

Education and skills:

- Advanced university degree (Master's degree or equivalent) in Social Science, Public policy, Monitoring and Evaluation, Statistics or Disaster Management. A PhD will be an added advantage

Experience:

- A minimum of 15 years of experience in Monitoring and Evaluation
- At least 5 previous assignments in policy/program/project evaluations, with at least one in the specific field (as team leader) of Disaster Risk Reduction/Disaster Risk Management;
- At least three experiences of leading a team of experts;
- Additional previous experiences working with DRR/Resilience programs/projects is an added advantage
- Proven record of report writing skills, with traceable publication record
- Proven experience in working with multiple stakeholders and inter-governmental organizations in Africa

Language:

- Full working knowledge of English with at least five years working experience in English and/or French speaking countries;

Regional Experts (Two)

Education and skills:

- Advanced university degree (Master's degree or equivalent) in Social Science, Monitoring and Evaluation, Disaster Management or Statistics.
- Demonstrated experience in monitoring and evaluation
- Excellent computer skills.
- Strong data analysis and report-writing skills
- Good understanding Disaster Risk Reduction/ Disaster Management would be an added advantage

Experience:

- A minimum of ten years' experience monitoring and evaluation systems
- Proven experience in working with multiple stakeholders and inter-governmental and international organizations in Africa
- At least 5 years' experience in DRR/DRM-related work in the region applied for [Targeted regions are: ECCAS, ECOWAS, IGAD, SADC and UMA. One Regional Expert will cover ECCAS and UMA while the other Regional Expert will cover IGAD and ECOWAS. The lead Consultant will develop the continental report as well as a regional report for SADC].

Language:

- Fluency in English including oral and written and knowledge of the dominant language in the region they are applying for
- Knowledge of other AU languages an added advantage

NB: EOIs will be assessed on an individual basis hence no need for group submission.

5. Reporting

The Lead Consultant shall submit progress reports monthly to the Head of the Environment Climate Change Water Land Management (ECCWLM) Division at AUC DREA through the Technical Coordinator of the DRR Unit. The Regional Experts will work closely with the DRR units in the regions they are assigned to and will submit updates to them and the Lead Consultant monthly.

6. Duty Station

Home-based with field visits to Addis Ababa, Regional Economic Communities' Offices and sampled countries

7. Duration

The consultancy shall be conducted for the period between May and November 2019 as per workplan below

Task	Timeline (2019)						
	May	Jun	Jul	Aug	Sept	Oct	Nov
Review framework documents	Lead Consultant						
Develop standard guidelines for data review workshops and qualitative survey	Lead Consultant						
Train team members, AUC, REC and other stakeholders on methodology		Lead Consultant					
Conduct regional level data review workshops and collect relevant qualitative information		All Experts					
Conduct qualitative survey in 5 RECs		All Experts					
Analyse and interpret results of the data review workshops and qualitative survey and compile regional level reports and share with the RECs					Regional Experts		
Present first draft Regional reports to RECs for validation					Regional experts		
Compile a continental report on the implementation of the PoA					Lead Consultant		
Facilitate a validation workshop at continental level to validate the report						Lead Consultant	
Finalise reports based on feedback from validation workshop						Lead Consultant	
Handover the biennial reports to the AUC and RECs							Lead Consultant (supported by Regional Experts)

8. Remuneration

A total amount **US\$ 48,000** shall be paid to the Lead Consultant and a total amount of **\$26,000.00 each** to the Regional Experts for the whole assignment. AUC shall cover travel expenses and DSA for the Lead Consultant and Regional Experts during field visits, using the AUC regulations.

Payment shall be made upon completion of key deliverables as follows:

Lead Consultant

- 30% for development of comprehensive guidelines and data collection tools for data review workshops and qualitative survey and completion of training of experts and AUC, REC and national focal points
- 50% at completion of reviews and surveys and submission of drafts for validation at regional and continental level and submitting revised draft to AUC
- 20% upon handing over of final reports to AUC and RECs

Regional Experts

- 30% upon completion of data collection and submission of preliminary regional reports for the 5 targeted regions (ECCAS, ECOWAS, IGAD, SADC, UMA)
- 50% at completion of regional validation workshops and submitting revised drafts to AUC and the Lead Consultant
- 20% upon handing over of final reports to AUC and RECs

SELECTION CRITERIA

Proposals will be evaluated using the following criteria

<u>S/N</u>	<u>CRITERIA</u>	<u>Score</u>
1	Education (Minimum of a Master’s Degree in the fields specified in the ToRs)	20
2	Experience in Monitoring and Evaluation (Minimum 15 years for lead consultant and 10 years for Experts)	30
3	Experience in DRR related work	20
4	Experience in Data Analysis and Report	10
5	Understanding of the Assignment as demonstrated in the methodology	20
	<u>TOTAL</u>	100

The pass mark for Technical proposals shall be 70%.

CONFLICT OF INTEREST

African Union policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of the Client.

Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

- (a) Conflict between consulting activities and procurement of goods, works or services: A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services resulting from or directly related to the firm's consulting services for such preparation or implementation (other than a continuation of the firm's earlier consulting services for the same project).*
- (b) Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants.*
- (c) Relationship with AUC staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with a member of AUC staff (or of the Client staff, or of a beneficiary of the assignment) who are directly or indirectly involved in any part of: (i) the preparation of the TOR of the contract, (ii) the selection process for such contract, or (iii) supervision of such contract may not be awarded a contract.*

The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Consultants, observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy the AU:

¹ *In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.*

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
- (i) “corrupt practice”² is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “fraudulent practice”³ is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice”⁴ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice”⁵ is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false

² “another party” refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, “officer of the AU” includes staff and employees of other organisations taking or reviewing procurement decisions.

³ a “party” refers to any officer of the AU; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

⁴ “parties” refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

⁵ a “party” refers to any participant in the procurement process or contract execution.

statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;

- (b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the.

Submission of Technical Proposal

The Technical Proposal shall provide the following information:

- (i) A brief description of the firm's organisation and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate, inter-alia, the profiles of the staff proposed, duration of the assignment, contract amount, and the firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client.
- (iii) A description of the methodology and work plan for performing the assignment.
- (iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- (v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

- (vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member.

The Technical Proposal shall not include any financial information.

Submission of Financial Proposals

1. Financial Proposals must be sealed in a separate envelope.
2. In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents.
3. The Financial Proposal shall include all the costs the consultant incurs to provide the services (including travel expenses, translation, printing and the taxes the consultant pays for its business requirements by the law of the domicile country of the consultant), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the consultant (such as local sales tax, services tax or withholding tax).