

REQUEST FOR QUOTATION

CONSULTANCY TO CONDUCT AN IMPACT STUDY ON THE IMPLEMENTATION OF THE APRM PROCESS IN MEMBER STATES.

The African Peer Review Mechanism (APRM) is a voluntary self-assessment tool instituted by African Heads of State in 2003. The mechanism is designed to promote better governance across four thematic areas: Democracy and Political Governance, Corporate Governance, Economic Governance and Management, and Socio-economic Development.

APRM would like to appoint a Research Institution to conduct an Impact study on the implementation of the APRM process in Member States

TERMS OF REFERENCES

Country: South Africa

Duty station: At the Research Institution, and will be required to physically consult and work closely with APRM Secretariat in Johannesburg.

Description of the assignment: Consultancy to conduct an Impact study on the implementation of the APRM process in Member States

Period of assignment/services: for work to be undertaken between 10 October 2016 to 03 February 2017, where the Research Institution: (i) conducts an Impact study on the implementation of the APRM process in Member States (ii) participates in APRM meetings where the study report will be discussed and (iii) presents final Report incorporating comments received from APRM meetings.

1. BACKGROUND

The African Peer Review Mechanism (APRM) is a self-monitoring mechanism to encourage the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable development and accelerated regional economic integration through the exchange of experiences and reinforcement of best practices including identifying deficiencies and assessing the needs for capacity building of the participating countries. To date thirty-five Member States of the African Union have voluntarily acceded to the APRM.

The APRM is Africa's most innovative and ambitious initiative on governance that was launched in 2003. As a voluntary mechanism for self- and peer-assessment of governance policies and practices on the Continent, 35 countries currently participate as members of the Mechanism, 17 of which have completed peer reviews, while others are at different stages towards it. Most of the

countries that have been reviewed have taken actions on the bases of recommendations and their respective national programmes of action, while a few from this group are already preparing for their second reviews.

2. CONSULTANCY OBJECTIVES

The objective of the APRM in-house consultancy is for the consultant to work closely with the CEO and the Country Review Coordination of the APRM Secretariat to prepare an *Impact Assessment of the APRM* that will include i) analysis of different national structures; ii) state of the implementation of the APRM process; iii) impact of the APRM implementation.

The Consultant will have responsibility for developing and administrating the questionnaire, collecting and analysing data and drafting the report including attendance at two sets of APRM validation meetings, (i) Meetings scheduled for 18-24 November 2016 in Cape Town, South Africa; and (ii) Meetings scheduled for January 2017 in Addis Ababa, Ethiopia. The Consultant will facilitate the meetings where the paper will be discussed, and will draft, seek participant input and consolidate all input to the paper. The final paper will capture and succinctly articulate the final consensus that emerges on the paper.

3. SCOPE OF WORK

The Consultant is expected to:

- Conduct an assessment of APRM national structures and impact study of the APRM implementation using an online questionnaire;
- Lead and coordinate data collection and analysis; ;
- Produce the study report
- Participate in the Meetings where the study will be discussed; and
- Capture the core components of any new ideas, comments and suggested and/or agreed points presented during the meeting to further refine the final report.
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4. TIME FRAME

The time-frame for the assignment from 10th October, 2016 to 3rd February, 2017 in accordance with the deliverables as enumerated below.

5. DELIVERABLE SCHEDULE

Task Number	Deliverable	Payment Schedule (Payment will be done after the paper is accepted)	Task Outline and Timeframe
1	Develop a concept paper and questionnaire	0%	Producing the Outline of the paper and questionnaire for submission on 14 October 2016
2	First draft	50%	Producing the first Draft of the paper for submission on 14 November, 2016.
3	Second draft	20%	Producing the second Draft of the paper, after peer review at APRM secretariat and Strategic Partner Institutions. The second draft is to be submitted on 5 th January, 2017.
5	Final paper	30%	Producing the final paper after consultations at APRM January 2017 meetings. The final draft is to be submitted on 03 February 2017.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications & Experience:

- Education: Minimum a Master's degree in governance or related fields with at least ten years relevant experience in governance or development fields
- Experience:
 - Have expert level understanding of the APRM and its constitutive and operational documents and practices
 - Have at least 10 years of national and/or international experience in public or private sector development in various capacities, etc.
 - Knowledge of current trends and best practices in development issues and in particular internationally accepted governance codes and standards;
 - Demonstrate excellent analytical and drafting skills, and ability to excel in a team-based environment ;
 - Have full knowledge of office-based computer applications, including internet navigation and Microsoft Office.
- Language: The applicant must be able to communicate and write in English. Knowledge of French or another recognised official AU language may be an added advantage.

7. EVALUATION CRITERIA

<i>Criteria</i>	<i>Max. Point</i>
<i>The person to conduct this study should have the following</i>	
<i>Technical</i>	
<i>Qualifications</i> <ul style="list-style-type: none"> <i>Minimum Masters Level in a governance-related field</i> 	<i>10</i>
<i>Relevant Expertise and Experience in Governance-related field</i> <ul style="list-style-type: none"> <i>Knowledge and experience in the field of governance in general and in particular, African governance challenges.</i> 	<i>40</i>
<i>Publications and Writing Skills</i> <i>Demonstrated ability to write to a very high standard. Reference to high quality Publications and Research i.e. such as those in academic journals.</i>	<i>40</i>
<i>Project Management</i> <ul style="list-style-type: none"> <i>Experience in managing projects, meetings, teams</i> 	<i>10%</i>
<i>Total Technical</i>	<i>100 %</i>

8. REMUNERATION

The Research Institution is requested to quote for the Consultancy.

The amount quoted does not include costs related to the Research Institution's travel requirements to present the paper as indicated in this TOR; accommodation, and related to the costs of economy class tickets, hotel accommodation in the TOR, such costs shall be covered by APRM Secretariat separately on the basis of economy class travel and AU rules relating to daily subsistence allowance.

APRM will not cover costs of physical consultation and working closely with APRM Secretariat in Johannesburg.

Closing date: 2 October 2016

Please note that submissions received after the closing date will not be accepted.

Please submit the quotes electronically at tender @aprm-au.org