

**TERMS OF REFERENCE:
INDIVIDUAL CONSULTANT
2024-2028 STRATEGIC PLAN OF THE PAN-AFRICAN PARLIAMENT**



**MIDRAND, SOUTH AFRICA
MAY 2024**

CALL FOR INDIVIDUAL CONSULTANT TO DEVELOP THE 2024-2028 STRATEGIC PLAN FOR THE PAN AFRICAN PARLIAMENT

REF: PAP/006/24

TERMS OF REFERENCE

1. BACKGROUND

The Pan-African Parliament (PAP) is the continental quasi-legislative body that serves as one of the principal organs of the African Union (AU). The Pan-African Parliament was established in March 2004, by Article 17 of the Constitutive Act of the African Union, as one of the Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991. The establishment of the Pan-African Parliament was informed by a vision to provide a common platform for African citizens, particularly those at the grassroots level, with an institutionalized platform for systematic engagement, discussions and decision-making on matters affecting the continent.

The Protocol to the Treaty Establishing the African Economic Community relating to the Pan-African Parliament, (2001), mandates the Pan-African Parliament to faithfully uphold and work towards the realization of the African Union's objectives and principles. Of particular interest are Articles 3 and 11 which encompass a wide range of objectives, functions, and powers, including giving a voice to the African Diaspora and peoples, promoting human rights and democracy, upholding the rule of law, enhancing transparency and accountability among member states, fostering peace, stability, and security, facilitating cooperation and development, and strengthening continental unity, development, and collaboration toward a shared future. In theory, these objectives, functions, and powers place the Pan-African Parliament at the heart of addressing social, political, and economic challenges affecting the African continent.

At present, the Pan-African Parliament predominantly plays an advisory and consultative role within the African Union's institutional architecture and monitors the implementation of African Union programs and initiatives. Given the unique position of the Pan-African Parliament, it serves as a platform for raising awareness and advocating for key issues affecting Africa, including peace and security, trade, infrastructure development,

democracy, human rights good governance and the rights of women and children. The African Parliament's vision is to evolve from an advisory and consultative body to a legislative institution with full powers, including the election of members through universal adult suffrage.

2. DESCRIPTION OF THE PROJECT

The Pan-African Parliament Strategic Plan for 2019-2023 came to an end on 31 December 2023, in this regard the Pan-African Parliament intends to initiate the development of a new Strategic Plan for 2024-2028. The process of developing a new strategic plan for 2024-2028 will be led by an individual consultant under the auspices of the Clerk of Parliament and assisted by a Steering Committee. Policy direction in the development of the 2024-2028 strategic plan will be under the patronage of the Permanent Committees, the Bureau, and the Plenary.

Noting the austerity measures of the African Union budget, the Pan-African Parliament has received funding from the African Governance Architecture Support Project (AGA-SP) sponsored by the European Union to facilitate the development of the 2024-2028 strategic plan with its associated operationalization plans through an individual consultant who will consider the following considerations:

- i. Facilitate the evaluation of the 2019-2023 Strategic Plan: The expert will review the internal evaluations that have already been completed and will carry out any remaining consultations with stakeholders that have not yet been done including the Bureau of the Pan-African Parliament, the Permanent Standing Committees and African Governance Architecture (AGA) organs, amongst others.
- ii. Alignment with Agenda 2063 Second Ten-Year Implementation Plan including the Moonshots of the African Union-Wide strategic plan for 2024-2028.
- iii. Assessing the human and financial capacity of PAP to be able to carry out its mandate; and
- iv. Develop the 2024-2028 strategic plan with operationalization frameworks in monitoring and evaluation, resource mobilization and communication.

3. OBJECTIVE

The primary objective of the individual consultancy will be to undertake a thorough and participatory process of strategic plan formulation involving all the Pan African Parliament governance structures (the secretariat, the Permanent Committees, the Bureau, and the Plenary) stakeholders within the African Union and key partners. The consultant will be expected to support the process and provide technical expertise to develop methodologies and instruments to be used in guiding the strategic plan development process and deliverance of the final document. The specific objectives will include:

- i. Assess progress attained towards realization of PAP Strategic Plan 2019-2023, through the strategic objectives, program results and delivery of key outputs and outcomes.
- ii. Develop a comprehensive inception report with a work plan and an independent view of lessons learnt from implementing the strategic plan.
- iii. Develop, validate, and finalize the 2024-2028 strategic plan with operationalization frameworks in monitoring and evaluation, resource mobilization and communication.

4. SCOPE OF SERVICE

The following will make up the scope of service:

- i) Collect and document relevant information to be used in the development of a new strategic plan through desk research, and analysis of the internal and external environment.
- ii) Assess and carry out an end-term review of the current strategic plan from Pan African Parliament offices including scheduling interactions with divisional and unit heads and other employees, as well as with Pan African Parliament permanent committees and partners as and when needed.
- iii) Document lessons learnt so far from implementing the Strategic plan.
- iv) Establish linkage of the new strategic plan with the African Union Mandate and Africa's Agenda 2063.
- v) Facilitate the formulation of strategies that will guide the implementation of the identified strategic goals and objectives (both short and long-term).
- vi) Help identify a clear strategic direction that will guide the Pan African Parliament's operations in the new plan period.
- vii) Assist in establishing the Pan African Parliament's ideal human and financial resource capacity requirements for the effective implementation of the plan.
- viii) Synthesize the results and identify strategic goals and opportunities using up-to-date information, and communication technology.
- ix) Draft and finalize the new Pan African Parliament four-year strategic plan (2024-2028).
- x) Facilitate the development of performance measurement, risk management, monitoring and evaluation, resource mobilization and communication frameworks.

5. REPORTING AND COMMUNICATION

The Consultant shall account directly to three layers of reporting channels. Firstly, to the Pan African Parliament Bureau for policy direction and institutional ownership, and secondly to the Steering Committee for compliance and quality assurance. Lastly, to the Clerk of Parliament through the Office of the Clerk for general coherence and guidance.

6. DELIVERABLES

The following are the expected deliverables of the individual consultant

- i. Inception report
- ii. First draft of the 2024-2028 strategic plan
- iii. Final 2024-2028 strategic plan with
 - a. Monitoring and Evaluation Framework
 - b. Resource Mobilisation Plan
 - c. Communication Plan
 - d. Risk Management Plan

7. Qualification and Experience

The consultant is expected to fit the following profile:

- A master's degree in strategic planning, Monitoring, and evaluation, Project management, development Studies, Business Administration, Public Administration, or any social science-related field.
- Minimum of ten years (10) relevant experience in strategic planning & strategic review, policy development, change management, human resource management, performance monitoring and improvement.
- Demonstrable experience in undertaking and completing similar assignments in National Parliaments and regional Parliaments or international institutions.
- Familiarity with the African Union mandates and Agenda 2026.
- Practical application and good knowledge of monitoring and evaluation systems, theory of Change formulation, logical framework matrix and proficiency in computer and information communication technology.

8. EVALUATION AND SELECTION CRITERIA

NO.	TECHNICAL EVALUATION	MARKS
a)	Educational Qualifications	40 Points
b)	Experience relevant to the assignment	30 Points
c)	Work plan/ Time and activity schedule	30 Points
d)	Total	100 Points

Only bidders who will attain a threshold score of 70% and above in the technical evaluation will be considered technically responsive and subjected to financial evaluation.

9. FACILITIES AND SERVICES TO BE PROVIDED BY THE CLIENT

The Client will provide:

- i. Access to all information and stakeholders to facilitate the assignment.
- ii. Adequate office space with essential office furniture and office equipment; and
- iii. Access to Internet, and network resources, where necessary

10. DURATION OF THE ASSIGNMENT AND PAYMENT

The assignment shall commence in June 2024. The expected duration for the assignment will be three (3) months. The consultant will be required to agree to a flexible work schedule. The sequencing of the deliverables and specific timelines will be agreed upon in the inception report and contract.

11. CONSULTANCY FEES

The total for this consultancy is a lump sum of up to a maximum of US Dollars Twenty-four Thousand (\$24,000.00). The payment will be made in instalments based on outputs/ deliverables specified in the TOR and upon certification of satisfactory work as per the work plan and endorsed by the PAP.

The payment schedule is arranged as follows:

- i. 20% on the submission and approved of the Inception report.
- ii. 40% on completion of the first draft of the 2024-2028 strategic plan
- iii. 40% on the submission the final 2024-2028 strategic

12. CONFIDENTIALITY

The information shared with the consultant is confidential and shall not be disclosed to anyone else or used in any other publication. The consultant must refrain from using any of the information shared in other publications. The final product of the consultancy will be submitted to the PAP for approval by the Bureau. The PAP reserves the right to amend the final documents before their submission for approval and owns the final products.

13. LETTER OF INVITATION

- The Pan African Parliament now invites eligible individual consultants to express their interest to undertake the assignment. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment.

Documents required:

- Cover letter – Understanding of the assignment / TOR
- Curriculum Vitae (CV) and certified copies of academic qualifications
- Contacts of three most recent work – based referees.
- Your financial quote.

Further clarifications can be obtained at tender@panafricanparliament.org;

Proposals should be submitted by email to the address by the email to the address below no later than 4:00 pm South Africa time on 27th May 2024. Proposals received after the deadline will be rejected.