



EAST AFRICAN COMMUNITY

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

FOR

TERMS OF REFERENCE (TORS) FOR A CONSULTANCY TO DEVELOP EAC MEDIATION ROSTER

1. Background

Peace and security threats affecting the EAC region impinge on peace and security which according to article 124 of the EAC Treaty is “a prerequisite to the achievement of the objectives of the community”. They also stand in the way to regional socio-economic and political progress. To this effect, the EAC Strategy on Regional Peace and Security under Goal 14 “Operationalise the East African Community Conflict Prevention, Management and Resolution Mechanism” calls for the development of capacities to anticipate, mediate, negotiate and mitigate disputes and conflicts.

The East African Community (EAC) Conflict Prevention, Management and Resolution Mechanism, the CPMR Mechanism provides for preventive diplomacy, mediation, negotiation, dialogue as means of preventing, managing and resolving/transforming conflicts between and within Partner States.

The Modality for the Establishment and Functioning of the EAC Panel of Eminent Persons and for the Appointment and Deployment of Special Envoys and Representatives details the mandate, the processes and the persons to be deployed for the above missions while the Modality for the Establishment of the EAC Peace Facility is intended to provide resources for peace and security interventions.

In a bid to further advance the EAC’s role in the prevention, management and resolution of violent conflicts, and in particular strengthen its role in preventive diplomacy and mediation, the Peace and Security Department, through its Conflict Prevention, Management and Crisis Response is undertaking to develop a mediation roster which will guide the deployment needs for preventive diplomacy, mediation, negotiation and peace support missions in line with UN and AU requirements.

2. Meaning

A roster means a schedule, a list of people and the times when they are required to work. It may also mean a list of people who participate in an event. A roster is derived from a database and ensures that the information from the database is used for the right purpose. Rostering is defined as a tool for mobilization and efficient use of skilled personnel for rapid deployment.

A database is a collection of information that is organized so that it can easily be accessed, managed and updated without damaging the program. A database is a prerequisite for developing a roster.

A database is needed for to:

- avoid disappearance of available information;
- have a complete overview of who participated in a course/training, etc. and preferable additional information (skills, nationality, gender, deployment, email addresses), etc.

The Roster design is the process of identifying and developing a roster suitable for a specific purpose – in this case for the establishment of the EAC Mediation Capacity to have a pool of resource persons that can be deployed for preventive diplomacy and conflict management/resolution, peace support missions, etc. when the need arises.

3. Objective of the Assignment

The overall objective of the assignment is to develop a Mediation Roster for EAC to facilitate rapid mobilization and deployment of skilled personnel ready to be deployed by EAC whenever the need arises.

4. Expected Outcomes and Deliverables

The following are the expected outcomes of the consultancy services:

In the design and development of the EAC Mediation Roster, the Consultant should ensure that:

- the rostering is merit based;
- the rostering process is transparent;
- the roster is dynamic and interactive;
- professionalism in the design and maintenance of the Roster;
- the rostering is done with representation at all levels;
- linkages between rostering and deployment
- the need for a National Focal Point (NFP)
- the Roster design is coherent with similar initiatives within EAC, AU and other sister RECs;
- the Roster is coherent with existing HR Policies, procedure, rules and regulations that govern selection of candidates;
- the principle of transparency should not compromise confidentiality of information about individuals/candidates;
- The need for collaboration with AU and other regional/international Rosters to avoid overlaps/duplications, etc.

The Roster database should have at least the following information:

- Name
- Date of birth
- Sex
- Marital status
- Next of kin
- Nationality
- Residence
- Education background
- Training
- Areas of Specialty
- Language skills
- Medical reports
- Experience
- Current employment
- Driving experience (4 x 4)
- Availability
- Partner State
- CV (EAC template)

In the compilation of the database, due consideration shall be given to persons with skills and experience in:

conflict management and resolution, negotiation and mediation, conflict analysis expertise, leadership, communication and facilitation skills, country, regional and international experience; other Skills/Expertise/Experiences.

The Roster should have the following basic specifics/elements:

- Must be detailed;
- Connects with/considers data from other rosters, within EAC, AU, COMESA, IGAD, etc.;
- Connects with EAC Partner States through the NFP;
- Provides for multi data transmission system

5. Methodology

The Consultant will develop the appropriate methodology for the conduct of the assigned task.

6. Qualifications and Competencies

The Consultant should have:

- An Advanced degree in Political Science, International Relations, Peace Studies, Conflict Resolution or International Law;
- At least ten (10) years relevant work experience in a Government, in an international or regional organization, in a policy research think tank;
- Proven experience in the design of mediation rosters; in mediation, negotiation and associated forms of conflict resolution;
- Excellent communication and presentation skills;
- Creativity, initiative as well as capacity to work under pressure;

- Excellent command of English and proficiency in both written and spoken English – the official EAC language;

7. Duration and Consideration of the Expert Services

The Consultant's services shall be for twenty seven (27) days.

8. Time Schedules

The following time-frame will define the implementation of the consultancy:

- 1) 28th February 2019; commence the preparation of the task;
- 2) 11th March 2019; submit the inception report to EAC Secretariat;
- 3) 2nd April 2019; submit the draft report to EAC
- 4)April 2019, travel to EAC to present the report.

9. Contract

The Consultant will enter into a written contract for the delivery of the above mandate, which includes the duties and responsibilities of the Consultant and the Client (EAC Secretariat) and remuneration among other things.

PROPOSAL SUBMISSION

The selection will be based on ability to meet minimum relevant requirements, and proven relevance of experience, qualifications, and capability to carry out the assignment.

Interested and qualified individuals are invited to submit their proposal(s) comprising of the following:

- An understanding of the consultancy requirements, elaborate methodological approach and work-plan for performing the assignment.
- Copies of their CVs and evidence of academic credentials.
- Detailed reference list indicating the scope and magnitude of similar assignments successfully executed.

Qualified and experienced consultant will be recruited through a competitive process according to EAC Rules and Procedures for procurement of service providers.

SELECTION OF THE EXPERT

The selection will be based on the following broad criteria:

- a) General qualification and suitability for the task to be performed based on the CV: 30%
- b) Experience in the specific assignment

	described in the Terms of Reference:	40%
c)	Work plan and proposed methodology:	25%
d)	Knowledge of the region (EAC):	5%

ADDRESS FOR SUBMISSION OF THE PROPOSAL

Interested individual consultant may Express their Interest and provide the following information in the EOI. General and specific experience in the field of the assignment over the last 3 years provide a detailed list of similar consultancies previously done in the past three (3) years; provide evidence of at least previous copies of contracts / orders of similar assignments.

Interested individual consultant may obtain further information at the address below during office hours 08:00hrs – 16:00hrs (East African Time). No liability will be accepted for loss or late delivery and late submissions will be rejected.

Expressions of interest must be delivered to the address below by **21stFebruary, 2019 at 11:00hrs**labelled **“Expression of Interest for the (Description)”**.

Attn: Secretary, Procurement Committee
 East African Community (EAC) Headquarters,
 AfrikaMashariki Rd. / EAC Close,
 P. O. Box 1096, Arusha, Tanzania
 Tel: +255-27-2162100
 Facsimile (fax): +255-27-2162199
 E-mail: eacprocurement@eachq.org

For more information or clarification, please contact us on the address above or through e-mail: eacprocurement@eachq.orgE-mail submissions will be accepted.

Any changes or modifications or updates will be communicated on the EAC Website: www.eac.int.