Terms of reference (ToR) for Planning, Monitoring and Evaluation Consultant

PANAF/2020/419-773: Reinforcing the Role of ACHPR to Enhance the African Human Rights System

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# Terms of reference (ToR) for Panning, Monitoring and Evaluation Consultant

## List of abbreviations

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<th>Abbreviation</th>
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<tr>
<td>ACHPR</td>
<td>African Commission on Human and Peoples’ Rights</td>
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<td>AGA</td>
<td>African Governance Architecture</td>
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<td>AU</td>
<td>African Union</td>
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<tr>
<td>EU</td>
<td>European Union</td>
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<td>MEAL</td>
<td>Monitoring, Evaluation and Accountability Learning</td>
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<td>M&amp;E</td>
<td>Monitoring and Evaluation</td>
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<td>PANAF</td>
<td>Pan-African Programme</td>
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1. Context

The African Commission on Human and Peoples’ Rights (ACHPR) is an Organ of the African Union (AU) established by the African Charter on Human and Peoples’ Rights (the African Charter). The ACHPR’s Secretariat is in Banjul, The Gambia. It is the oldest and most accessible continental human rights treaty body in Africa. The ACHPR is mandated to promote and protect human and peoples’ rights in Africa, interpret the African Charter and to perform any other tasks which may be entrusted to it by the AU Assembly of Heads of State and Government. In this regard, the ACHPR carries out sensitization, public mobilization and information dissemination through seminars, symposia, conferences, workshops and missions in execution of its human rights promotion mandate. Within the framework of its protection mandate, the ACHPR ensures protection of human and peoples’ rights through its communication/human rights complaints handling procedure, amicable settlement of disputes, referral of cases to the African Court on Human and Peoples’ Rights, state reporting (including consideration of Non-Governmental Organizations’ shadow reports), provisional measures, urgent appeals and other activities of special rapporteurs and working groups and missions. With regards to the interpretation of the African Charter, the ACHPR is mandated to interpret the provisions of the Charter upon a request by a State Party, Organs of the AU or individuals.

The Commission consists of eleven members chosen from amongst African personalities of the highest reputation, known for their high morality, integrity, impartiality and competence in matters of human and peoples’ rights. Members of the Commission are elected for a six-year term and are eligible for re-election. The Commission elects a Bureau for a term of two years, which is responsible for coordinating the activities of ACHPR, including supervising and assessing the work of the ACHPR Secretariat.

Apart from the members of the ACHPR, the main actors involved in the work of the ACHPR in promoting and protecting human rights on the continent include: State Parties to the African Charter; AU organs; NGOs; National Human Rights Institutions; individuals (complainants); the general public, including those who consult the ACHPR as a mechanism for the promotion and protection of human rights in Africa; academic institutions, researchers and students; the media; international institutions, and the donor community.

Notwithstanding the efforts and achievements made since it was created, the ACHPR has been facing a number of challenges in the execution of its mandate, which to an extent resulted in its sub-optimal performance. One of the ways for the ACHPR to overcome such challenges is to build strategic partnership with AU and international institutions with a focus on human rights and good governance. Indeed, Article 45(1)(c) of the African Charter empowers the African Commission on Human Rights and Peoples’ Rights to co-operate with other African and international institutions concerned with the promotion and protection of human and peoples’
rights while Article 136 of the ACHPR’s Rules of Procedure (2020) provides that the ACHPR, in fulfilling its mandate, shall establish formal relations of cooperation as necessary with all African Union (AU) organs and institutions that have a human rights mandate. African Union organs and institutions with human rights mandates are gathered under the African Good Governance Architecture (AGA).

AGA members received funding from the EU under the Pan-African Programme (PANAF) to reinforce the AGA Platform’s role to enhance the African Human Rights System. One key component of the PANAF Grant is to boost the ACHPR’s staffing capacity, which over years has been a major area of concern and setback in the work of the Commission. Thus, the PANAF Grant aims to enable the ACHPR to recruit well-qualified consultants/ experts and professionals on the basis of short-term consultancies to support the work of the Commission.

2. Objective of this assignment:

It is against the background above, that the ACHPR, under the EU- AGA SP Project, seeks to recruit a Planning, Monitoring and Evaluation Consultant with the objectives to:

i. Ensure key data are collected and analysed at key milestones of each activity under PANAF Grant; and

ii. Ensure that planned outcomes and results for each activity are tracked and achieved.

3. Tasks to be performed by the Contractor

In consultation with the ACHPR Secretariat, the Planning, Monitoring and Evaluation Consultant is expected to deliver the following 3 (three) deliverables:

a) Develop a robust MEAL System for ACHPR, ensuring that it is institutionalized within the existing ACHPR management framework. This includes establishing policy and procedure;

b) Develop monitoring tools to track ACHPR and other project activities, develop and update M&E Plan consistent with the M&E framework, log frame, in consultation with ACHPR staff;

c) Support ACHPR management team and staff in developing a suite of monitoring tracking and reporting tools.
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4. Timelines and Deliverables

The services shall be delivered up to 22 working days over a period of one month. The assignment is envisaged to begin on 20th of December 2021 and end on 18th January 2022.

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<th>Description of Tasks</th>
<th>Timelines (Working Days)</th>
<th>Expected Deliverables</th>
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<tr>
<td>Inception meeting with ACHPR Secretariat</td>
<td>1 Day</td>
<td>Inception report covering the work program and time schedule</td>
</tr>
<tr>
<td>Development of a comprehensive MEAL System / Framework for the ACHPR</td>
<td>7 Days</td>
<td>Comprehensive MEAL Framework for ACHPR</td>
</tr>
<tr>
<td>Develop Monitoring, tracking and reporting tools the for ACHPR Annual Work Plan</td>
<td>7 Days</td>
<td>Suit of Reporting tools for the ACHPR Annual Work Plan</td>
</tr>
<tr>
<td>Develop a Logframe for 2022 Annual Work Plan of the ACHPR</td>
<td>7 Days</td>
<td>2022 Logframe for Annual Work Plan of ACHPR</td>
</tr>
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5. Minimum Experience and Qualification/Consultant profile

The Consultant is required to provide an up to date CV and should satisfy the following:

- **Education/training:** at least hold a Bachelor’s Degree in Monitoring and Evaluation, Statistics, Operations Management, Program Management or Project Management or other related fields of study with eight (8) years’ experience. Holders of a Master’s Degree in Monitoring and Evaluation, Statistics, Operations Management, Programmer Management or Project Management or other related fields of study must have a minimum of five (5) years postgraduate work experience in related field.

- **Language:** Fluency in at least one of the AU working languages (English, French, Arabic and/or Portuguese).

- **General professional experience:** At least 7 years of experience in managing, developing and executing M&E tools/ strategies in an international or continental environment.

- **Specific professional experience:** Excellent knowledge of and experience with the African human rights system, including proven experience in setting up M&E tools specifically for human rights interventions.
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- **Regional experience**: Demonstrable experience working with international human rights organizations and/or intergovernmental agencies such as AU human rights organs is desired;
- **Experience to donor funded project**: Excellent knowledge and experience with donor funded project of like of EU is desired.

6. **Duration of the Assignment and Reporting Line**

As indicated above, this consultancy is expected to be completed in 22 working days with flexible remuneration. The Consultant will be expected to physically assume tenure at the ACHPR Headquarters in Banjul, The Gambia. The Consultant will work under the supervision of the Acting Secretary of the ACHPR.

7. **Payment schedule**

The project fee will be of an all-encompassing amount of 7,199.00 €.

i. 20% of the total fee be paid upon signing of the contract
ii. 80% of the project fee will be paid up on successful delivery of the final deliverable.

Should the consultant fail to deliver results in any of 4 (four) deliverables then ACHPR will be mandated to withhold payment.

8. **Inputs of ACHPR or other actors**

The ACHPR Secretariat will be responsible for and will endeavour to support the Consultant by:
- Enlisting the support of the concerned Secretariat Units;
- Facilitating access to all required information and documentation; and
- Committing to ensure the assignment is completed within the agreed timelines.

9. **Submission of the bid**

Technical and financial bids may be submitted to achpr.humanresources@africa-union.org with the subject line “Bid for Short-Term Planning, Monitoring and Evaluation Consultant”.

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