



## TERMS OF REFERENCE N° 004/FP-CIRGL/HR/2021

### **Recruitment of a Consultancy firm / a Consultant to Assess the 2017-2021 Strategic Plan and to Develop the 2022-2026 Strategic Plan of FP-ICGLR (RE-ADVERTISED)**

#### **1. Background and rationale**

The Forum of Parliaments of the Member States of the International Conference on the Great Lakes Region (FP-ICGLR) is an inter-parliamentary organization made up of national parliaments of twelve ICGLR member States, namely: the Republic of Angola, the Republic of Burundi, the Central African Republic, the Republic of Congo, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of the Sudan, the United Republic of Tanzania, the Republic of Uganda and the Republic of Zambia.

The FP-ICGLR was established on December 4, 2008 in Kigali, Republic of Rwanda, by the signing of the Inter-Parliamentary Accord by the Speakers of Parliaments to promote, maintain and strengthen peace, security and development in the Great Lakes Region in accordance with the political will expressed by the respective Heads of State and Government in the Dar-es-Salaam Declaration signed in November 2004.

The organs of FP-ICGLR are:

- 1) The Plenary Assembly;
- 2) The Executive Committee;
- 3) The Committees;
- 4) The General Secretariat.

The FP-ICGLR is a regional institution with legal personality whose administrative, financial and technical coordination is conducted by the Secretary General, who is its Legal Representative.

The General Secretariat of FP-ICGLR is located on Avenue Batetela, Immeuble Crown Tower, 10th level, premises 1004-1007 in the Commune de la Gombe, Ville province de Kinshasa, Democratic Republic of the Congo.

## **2. Main objective and areas of intervention**

The main objective of FP-ICGLR is to serve as a framework for dialogue, exchange of experiences and conflict resolution for the Parliaments of ICGLR member States.

The FP-ICGLR intervenes in five priority areas:

- a) Democracy and Good Governance;
- b) Peace and Security;
- c) Humanitarian and Social Issues;
- d) Economic Development, Natural Resources and Regional Integration;
- e) Gender, Children and Vulnerable Persons.

In order to enable the General Secretariat of FP-ICGLR to fully play its role and effectively, it is necessary to carry out an evaluation of its 2017-2021 strategic plan, which was adopted by the Plenary Assembly at its seventh ordinary session held from 6 to 8 December 2016, in Khartoum, Republic of the Sudan.

It is within this framework that this tender is open, on equal terms, for the recruitment of a Consultancy Firm / Consultant from a member-state of the ICGLR that / who will carry out this assessment and design the strategic plan for the next five (5) years.

The firm/consultant will work under the authority of the Secretary General of FP-ICGLR and under the direct supervision of the Administrative and Financial Manager.

## **3. Scope of the work:**

The consultant will have the following duties and responsibilities:

- Compare the 2017-2021 strategic plan and the annual action plans (adopted for its implementation) with the annual activity reports from 2017 to 2021, with a view to identifying the gaps between forecasts and achievements, determining the level of materiality and the causes behind them;
- Make proposals for the next five (5) years on the activities to be carried out and the mechanisms for their implementation;
- Produce the final version of the 2022-2026 strategic plan in two versions, French and English.

## **4. Expected results**

- The 2017-2021 strategic plan is assessed;
- Activities to be carried in the next five years (2022-2026) and mechanisms for their implementation are proposed;
- The 2022-2026 strategic plan is produced in both French and English, and (hard copy and electronic one).

## 5. Documents to avail to Consultant

- The founding documents of FP-ICGLR;
- The existing versions of the Strategic Plans;
- Activity reports;
- Annual action plans;
- Other necessary documents.

## 6. Consultant's Profile

- Be a national of one of ICGLR Member States;
- Have a university degree, at least a PhD, in economics, management, and development, or equivalent;
- Have proven experience in the development of Strategic Plans;
- Excellent command of French and/or English;
- Computer literacy and have working equipment.

## 7. Evaluation and comparison of proposals

The evaluation of the Proposals will take place in two stages. The evaluation of the technical proposal and the comparison of the financial proposals.

### a. Technical proposal

The technical proposal will be assessed based on the following criteria:

Item description	POINTS
<b>1. Expertise du Consultant</b>	
1.1 General experience (minimum 5 years)	5
1.2 Relevant experience (certified copies of original documents proving expertise in similar works)	15
S/TOTAL	
<b>2. Compliance with work plan and methodology</b>	<b>20</b>
7.1. Understanding of mission;	
7.2. Proposed methodology;	25
7.3. Average period of time for achieving the mission	15
S/TOTAL	10
<b>3. Qualification and competence of key staff</b>	<b>50</b>
3.1 Mission Coordinator (C.V)	
3.2 Members of the mission (C.V)	20
S/TOTAL	10
	<b>30</b>
<b>TOTAL</b>	<b>100</b>

### b. Financial Proposal

The Consultant shall be required to include in his financial proposal all costs incurred in the performance of the assignment, including travel to and from the place of

contract execution, which is Kinshasa. All costs shall be quoted in US dollars or other convertible currency.

### **8. Selection Criteria**

Technical proposals will be selected if they obtain 70% of the maximum score of 100 points, this score will be weighted at 70%.

A financial score will be calculated for each financial proposal on the basis of the following formula:

$$\text{Financial score} = \frac{(\text{Lowest financial proposal})}{\text{Financial proposal of A}} \times 30$$

The Consultant with the highest cumulative score (technical and financial) will be awarded the contract.

### **9. Language of Proposals**

All correspondences and documents relating to this invitation to tender shall be written in English or French.

### **10. Deadline for submission**

The deadline for submission of bids is October 12, 2021 at 15:00 GMT.

Applications must be submitted via e-mail to the following address: [fpcirgl@gmail.com](mailto:fpcirgl@gmail.com), or physically at the premises of the General Secretariat of FP-ICGLR at the address indicated above.

For more information, please consult the FP-ICGLR website: [www.fpcirgl.org](http://www.fpcirgl.org)

**Amb. ONYANGO KAKOBA**

**Secretary General**

**Kinshasa, August 2021**