**REQUEST FOR EXPRESSION OF INTEREST**

**Individual Consultant to Develop a Research and Programme Management Framework for CERAPE.**

**(ACBF/REOI/010/24/CERAPE/SALCA)**

**MAY 2024**

# Background

The African Capacity Building Foundation (ACBF) is implementing the “Strengthening African Leadership for Climate Change Adaptation” programme, which aims to improve the performance of organizations working in the area of climate change adaptation to a sustainable ecosystem for adaptation to climate change on the African continent. The overall expected outcome of the program is to have a strong group of African-based and African-led organizations capable of shaping Africa's response to climate change through effective policy dialogue, advocacy and using a common voice to raise awareness and influence policy.

More specifically, the program will strengthen the capacity of selected organizations to play a leading role in climate adaptation by improving their efficiency, effectiveness, relevance, and sustainability, while improving their capacity to develop an organizational culture of excellence, with the overall aim of improving the continent's capacity to undertake the necessary actions to prepare for and adapt to the current and future impacts of climate change.

The program emphasizes a data- and evidence-based approach in its implementation, as well as gender sensitivity and social inclusion in the climate adaptation strategies of selected organizations. As part of its implementation strategy, the program will develop and implement customized performance improvement plans to address priority capacity challenges of target organizations working with poor and vulnerable African communities to develop sustainable and resilient climate adaptation strategies.

As part of the implementation of this program which will last 4 years, four organizations in Sub-Saharan Africa have been selected, including the Center for Studies and Research on Economic Analysis and Policies (CERAPE) whose headquarters regional is based in Brazzaville. The latter has four research units located in Congo, CAR, DRC, and Cameroon. Its main objective is to carry out research work. For this purpose, the missions below are devolved. It is:

* Create a framework for exchanges and sharing of knowledge between researchers;
* Carry out research projects in the socio-economic field;
* Disseminate research results to decision-makers:
* Train and supervise young researchers.

An assessment carried out by the ABCF in September 2022 revealed weaknesses in the area of research and programme management. Based on this, it was recommended that a Programme and Research Management Strategy and Manual be developed to inform CERAPE’s processes. It is in this context that ACBF seeks to recruit a consultant to support the development of the CERAPE **Research and Programme Management Framework.**

**2.Objective**

**2.1. Primary Objective**

The main objective of this Terms of Reference (TOR) is to engage a consultant to develop a research and programme management framework for CERAPE.

**2.2. Specific Objectives**

The specific objectives consist of **:**

* Development of a Research and Programme Management Framework – outlining a research and programme strategy and manual, based on a detailed assessment and diagnosis of CERAPE’s activities.
* Development of a Research and Programme Framework which aligns with the CERAPE Strategic 2025-2030 Strategic Plan.
* Identifying and outlining the specifications and installation of relevant and cost-effective digital tools or systems that can enhance effective programme and research management within CERAPE.
* Provide training for CERAPE staff in the application of the programme and research management framework and software/identified digital tools.

# 3. Tasks and Responsibilities

* Conduct a thorough assessment of the organization’s research and programme management, identifying priorities areas for capacity enhancement.
* Analyse existing resources, including processes, technologies, and staff skills, to determine strengths and gaps, by engaging with CERAPE staff in Congo, CAR, Cameroon, and DRC.
* Review the research and program management frameworks of similar organizations to provide a good basis and adherence to international standards.
* Design **Research and Programme Framework (***Strategy and Manual***)** that responds to the needs and focus of CERAPE.
* Facilitate a virtual meeting to present initial drafts to ACBF and CERAPE.
* Integrate the comments and suggestions made by CERAPE and stakeholders in finalizing the **Research and Programme Management Framework.**
* Facilitate training on the use of program management tools that support the CERAPE programme and reach framework.
* Develop Research and Programme Management Manual as well as recommend relevant research and programme tools key to streamlining research and programme processes within CERAPE.
* Support the installation of relevant software.
* Facilitate training for CERAPE staff on the research and programme management manual and software.

**4. Expected Deliverables**

* 1. Development and submission of Inception Report
  2. Assessment of CERAPE research and programme management capacity to inform targeted strategies.
  3. Development of research and programme management strategy with a focus on digitalization and the use of technology to enhance Research and Programme management of CERAPE.
  4. Development of research and programme management Manual for CERAPE
  5. Develop specification and recommendations for cost effective programme and research management tools and software to be deployed in CERAPE.
  6. Development of training plan and facilitation of programme on the research management manual, including training on the use of relevant and adopted programme management software for CERAPE.

**Table 1. Schedule of Deliverables**

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| **N°** | **Deliverables** | **Tentative Timelines** |
| 1. | Development and submission of Inception Report. | July 5, 2024 |
| 2. | Assessment of CERAPE programme and research management capacity to inform targeted strategies. | July 22, 2024 |
| 3. | Submission of first draft of research and programme management strategy and manual. | August 18, 2024 |
| 4. | Submission of Software specifications. | August 23, 2024 |
| 5 | Submission of final draft of research and programme management strategy and manual. | August 31, 2024 |
| 6 | Development of training programme and facilitation of CERAPE Staff Training. | September 30, 2024 |

# 5. Academic Profile, Experience, Skills

* 1. Hold a Master’s degree in a relevant field such as Programme Management, organizational management, social sciences, development studies or any related discipline.
  2. Provide evidence of professional experience, with at least 10 years’ experience in programme and/or research management.
  3. Extensive experience in programme management within the context of development/research institutions.
  4. Proven experience facilitating training on programme management within development/research institutions.
  5. Proven experience and demonstrated familiarity with the use of programme/research management software and digital tools.
  6. Proficiency in French and working knowledge of English.

# 6. Submission and Application

Interested consultants must submit an application file including the following:

* **Technical Proposal** – this should include a brief presentation of the methodological approach (accompanied by a timeline)
* **Curriculum Vitae** - Highlighting experience acquired in similar projects and at least 3 references.
* **A financial proposal** – Financial proposals with encrypted password must include a detailed breakdown of the costs of the services proposed to be offered in response to this call. The financial proposal should be guided by Table 1. Schedule of Deliverables.

**7. Supervision and Duration of the Assignment**

This assignment is envisaged to be implemented between **30th of June 2024 and 30****th of September 2024**. The Consultant will be contracted by ACBF on behalf of CERAPE who will lead the supervision of the assignment.

**8. Content, Schedule, and Submission**

The results must meet quality standards. The document must be submitted no later than October 30, 2024. The tentative schedule is presented in the deliverables in section 4.

**9. Work Arrangements**

The Consultant is expected to work from his/her own office or that of the regional coordination in Brazzaville. The consultant will have access to relevant information necessary to carry out the tasks planned as part of this mission. The consultant will be required to provide their own workstation (laptop, internet, phone, scanner/printer, etc.) and have access to a reliable internet connection.

**10. Language**

All reports and documents must be presented in French.

**11. Evaluation Criteria**

The proposals will be evaluated based Consultant’s Qualifications Selection.  The technical evaluation committee shall consider the technical proposals based on their responsiveness to the Terms of Reference, with a minimum technical score required of 70 points.

**Table 2. Criteria and point system for the evaluation of the technical proposals**

|  |  |  |
| --- | --- | --- |
| N° | Criteria | Points maximum |
| 01 | Hold a master's degree in a relevant field such as Programme Management, organizational management, social sciences, development studies or any related discipline. | 10 |
| 02 | Provide evidence of professional experience, with at least 10 years’ experience in programme and/or research management. | 30 |
| 03 | Extensive experience in programme management within the context of development/research institutions. | 20 |
| 04 | Proven experience facilitating training on programme management within development/research institutions. | 10 |
| 05 | Proven experience and demonstrated familiarity with the use of programme/research management software and digital tools. | 20 |
| 06 | Proficiency in French and working knowledge of English. | 10 |
|  | **Total** | **100** |

**Submission**

Consultants that meet the required profile are requested to submit their files no later than **28th** **May 2024** to the following address: [procurement@acbf-pact.org](mailto:procurement@acbf-pact.org) no later than 5:00 p.m. (Harare local time) with the subject: Ref: **ACBF/REOI/010/24/CERAPE/SALCA** “CERAPE’s **Research and Programme Management Framework****”.**