

RECRUITMENT OF A SHORT-TERM CONSULTANT TO DEVELOP OF STRATEGIC PLAN FOR THE SADC ELECTORAL ADVISORY COUNCIL (SEAC)

Contract: 83374130

TERMS OF REFERENCE (TOR ANNEX 2)

1.0 Background

The SADC Electoral Advisory Council (SEAC) was established in 2005 in terms of Article 9.2 of the SADC Treaty, and was formally constituted in August 2010 as the SADC advisory body on issues pertaining to elections and the enhancement of democracy and good governance. SEAC's relevance is seen in its potential to ensure electoral accountability; enhancing understanding of electoral processes and building a broad consensus across the region on common electoral standards; strengthening SADC observer missions; building confidence in electoral processes and providing a platform for sharing of best practices in electoral processes across the Region. In this role, the SEAC amongst supports the entire electoral cycle activities of the SADC Electoral Observation Missions (SEOMs), as well conducting other non-electoral cycle activities such as regular technical advisories and electoral capacity building in Member States.

In terms of paragraph 1.2.3(iv) of its *Structure, Rules and Procedures*, SEAC is also tasked with the development of a five-year strategic plan driven by annual workplans. In this regard, SEAC implemented its activities in accordance with the SEAC Strategic Plan 2016-2020.

2.0 Objectives

The objective of the assignment is to develop a five-year (2021-2025) strategic plan for SEAC informed by:

1. The SADC Treaty, the Protocol on Politics, Defence and Security Cooperation, and the Protocol on Gender and Development;
2. The *Regional Indicative Strategic Development Plan (RISDP, 2020-2030)* and the *SADC Vision 2030*;
3. SADC Decisions (Summit, Council, MCO, and SEAC, 2015-2020) on the consolidation of democracy;

4. *SADC Principles and Guidelines Governing Democratic Elections*;
5. Findings and recommendations of SEAC pre-election Goodwill Missions, and reports of post-election missions;
6. Findings and recommendations of the reports of the SEOMs conducted between 2015-2020;
7. *SEAC Strategy on the Prevention of Electoral Related Conflict*; and
8. Relevant agreements between the SADC Secretariat and International Co-operation Partners (ICPs), including with the GiZ and the European Union.

3.0 Scope and financial implications of the proposed Strategic Plan

In line with the Decision of the MCO of August 2016, the SEAC Strategic Plan (2021-2025) is expected to strengthen the design elements of SEAC programme and ensure there is an articulated, and up to date logical framework that will guide implementation and will enable monitoring of impact; as well as strengthening understanding and awareness of SEAC across the region through a comprehensive outreach programme aligned to SEAC post-election missions.

As the proposed strategic plan will have resource implications, it is critical to ensure that planned activities and the work programme are aligned with the existing resource base in accordance with the;

- (i) RISDP (2020-2030);
- (ii) Five-Year SEOMs Funding Plan (2020-2025);
- (iii) EU funded Support to Peace and Security in the SADC Region Programme (SPSS); and
- (iv) GiZ Peace Support and Good Governance (PSGG) programme.

It is therefore expected that any proposed work programme that has additional financial resource requirements beyond the above resource frameworks will be matched with the identified source of funding.

4.0 Deliverables and Timeframes

4.1 The individual consultant is expected to deliver the following:

- (i) An Inception Report explaining the understanding of the ToRs, and presenting the methodology, work plan, and deliverables: 10 working days of the signing of the contract;
- (ii) Draft SEAC Strategic Plan 2021-2025, within: 25 working days after approval of the inception report;
- (iii) Presentation of the Draft Strategic Plan to a Validation Workshop: 15 days after submission of the Draft Strategic Plan.
- (v) Revised Draft Strategic Plan: within 20 days after the validation workshop.

The assignment shall take 35 working days starting 16th March 2021 as follows;

ACTIVITY	OUTPUT	TIMEFRAME
Preparation and presentation of the inception report	Inception Report	5 Days
Facilitating Strategic Planning workshop of SEAC	Workshop Report	5 Days
Drafting of SEAC Strategic Plan 2021-2025	1 st Draft Strategic Plan	15 days
Presentation and Facilitation of Validation Workshop for SEAC	Workshop Report	5 Days
Finalization of SEAC Strategic Plan 2021-2025	Final Draft Strategic Plan	5 Days
TOTAL DAYS		35 Days

5.0 Experts profile

The individual consultant from SADC region only is expected to have the following specific qualifications from each, attributes and experience:

- (a) Advanced degree in Social Sciences, Management or related fields.
- (b) At least 10 years' experience in the design, review, formulation of Electoral Management Legislation and Tools.
- (c) At least 10 years' experience in design of strategic plans, monitoring and evaluation.
- (d) At least 10 years proven experience in election administration, and management.

- (e) Five years proven experience in election observation, and/or facilitation of election observation.

6. Reporting Arrangements

The Consultant shall report to the SADC Executive Secretary through the coordination and day to day supervision of the Director of the Organ on Politics, Defence and Security Affairs.

The consultant may be required to travel to SADC Secretariat in Gaborone, Botswana, if the COVID-19 situation and regulations allow.

7. Selection Criteria

Eligible individual consultant is requested to submit, in their application packages, sample(s) of their previous work related to objectives in Section 2, and Experts Profile in Section 5. The evaluation criteria will be based on the following:

Category	Maximum Score
Academic Qualifications	40
Relevant Work Experience supported by samples of relevant work	60
Total	100