

RECRUITMENT OF A SHORT-TERM CONTRACTOR TO DEVELOP A SADC REGIONAL ANTI-CORRUPTION MONITORING AND EVALUATION FRAMEWORK

TERMS OF REFERENCE (TOR)

ANNEX 1

Contract 83388915

1. Introduction / Background

SADC is a Regional Inter-Governmental Organisation comprising 16 Southern African countries, headquartered in Gaborone, Botswana. SADC's mission is to promote sustainable and equitable economic growth and socio-economic development through efficient, productive systems, deeper co-operation and integration, good governance, and durable peace and security. The SADC Programme of Action is outlined in the Regional Indicative Strategic Development Plan (RISDP) (2020-2030).

1.2 Current situation in the sector

The SADC Protocol against Corruption adopted in 2001 entered into force in July 2005. Implementation of the Protocol is overseen by the SADC Anti-Corruption Committee (SACC) which is established under Article 11 of the protocol. In 2018, the Ministerial Committee of the Organ (MCO) adopted the SADC Anti-Corruption Strategic Action plan for 2018-2022 which provides the framework for operationalization of the SADC Protocol against Corruption. Article 11 (3)(e) of the Protocol provides that the SACC shall among other responsibilities evaluate programmes to be put in place and a programme of co-operation for the implementation of the Protocol. Presently no framework exists at regional level that provides the basis and a mechanism for Anti-Corruption reporting. To SADC to track progress of activities and other interventions being implemented in line with the protocol against corruption and the Strategic Action plan (2018-2022). It will further provide a basis for evaluating the effectiveness of protocol against corruption and the Strategic Action plan (2018-2022) in terms of achieving their objectives. It will also provide a basis for drawing lessons learned from protocol and the Strategic Action plan implementation so as to inform future actions

2.0 OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of the assignment is to develop a framework for the SADC Region for reporting progress in Anti-corruption efforts within the framework of the SADC Protocol against corruption and the SADC Anti-Corruption Strategic Action Plan (2018-2022). Specifically, the assignment will:

- i. Propose the overall approach and methodology for Anti-corruption monitoring and evaluation taking into consideration of the Protocol against Corruption, the Strategic Anti-Corruption Action Plan and existing M&E policies in SADC.
- ii. Propose key indicators that the M&E Framework will monitor, and milestones
- iii. Propose data collection, compilation and analyses, and respective responsibilities and associated templates
- iv. Outline management responsibilities for the M&E Framework at Member States and SADC Secretariat levels
- v. Identify any gaps in the existing systems mainly at Member State level which will need to be addressed to enable effective integration with the Regional M&E framework.

2.2 Results to be achieved by the Contractor

Result 1: Prepare and Submit an Inception Report.

Result 2: Review of key documentation: Undertake a detailed review of key documentation and undertake virtual consultations with Member States, specifically Anti-Corruption agencies with support from the SADC Secretariat and other key stakeholders mainly within SADC Secretariat.

Result 3 Submit a Draft report with the suggested draft of the Regional Monitoring and Evaluation Framework.

Result 5: Validate the report and Regional Monitoring and Evaluation Framework with Member States through a virtual interface or other ways that will be agreed with the SADC Secretariat.

Result 6: Submit the Final Regional Monitoring and Evaluation Framework for consideration by SACC in 2022.

3.0 ASSUMPTIONS & RISKS

3.1 Assumptions underlying the project

- SADC Member States will fully cooperate, support and provide the contractor with the necessary inputs timely to complete the assignment within the envisaged timeframe.

3.2 Risks

- Slow responses from Member States in providing inputs required by for this assignment may delay completion of the assignment leading to possible time and cost overruns.

4.0 SCOPE OF THE WORK

4.1 General

4.2 Description of the assignment

- a) Prepare an Inception Report of maximum 15 pages to be produced after 2 weeks from the start of implementation. The report shall outline the consultant's understanding of the assignment and its Terms of Reference, the activities, methodology and timeframes for developing the framework, and outline their proposed work plan. The consultant will proceed with their work after the contracting authority approves the inception report.
- b) Undertake a detailed review of key documentation. This will include among other documentation the Strategic Anti-Corruption action plan (2018-2022), SADC M&E System, the SADC Protocol against Corruption. The consultant will also undertake consultations with key stakeholders. These will mainly be from Public Security and also Directorate of Policy Planning and Resource Mobilization Unit.
- c) Undertake consultations with Member States, specifically Anti-Corruption agencies through focal persons with support from the SADC Secretariat.
- d) Submit a Draft Report for Comments. The report will present proposals on the suggested approach that SADC can use to Monitor and Track progress in implementation of interventions, proposed indicators that the M&E Framework will monitor, and milestones, the method(s) to be applied in the monitoring, Sources of Data, data collection, compilation and analyses, and respective responsibilities, draft template and guidelines to be used, stakeholders to be involved, management responsibilities for the M&E Framework at Member States and SADC Secretariat levels, potential challenges as well as the identified gaps between the proposed framework and Member States Monitoring and Evaluation Systems and how these can be addressed. The consultant shall provide the Secretariat at least 2 weeks to review and comment on the various deliverables submitted.
- e) Validate the report with Member States-The Consultants will validate the draft M & E framework virtually with Member States or through other means that will be agreed with the SADC Secretariat.
- f) Submit the Final Report and and Regional Monitoring and Evaluation Framework for consideration by SACC in 2022.

4.3 Geographical area to be covered

The Analysis Paper is meant to cater for all the sixteen SADC member states which are: *Republics of Angola, Botswana, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Zambia and Zimbabwe, Democratic Republic of Congo (DRC), the Kingdoms of Eswatini and Lesotho, Union of Comoros and the United Republic of Tanzania.*

4.4 Target groups

The primary target groups for this assignment will be the SADC Member States, specifically Anti-Corruption agencies in the SADC Region.

4.5 Project management

4.5.1 Responsible body

The Public Security Sector within the Directorate of Organ on Politics Defence and Security Affairs will be responsible for managing the consultancy.

4.5.2 Management structure

The contractor shall perform the assigned tasks under the guidance and direct supervision of the Senior Officer of the Public Security Sector at the SADC Secretariat.

5.0 LOGISTICS AND TIMING

5.1 Location

The contractor will operate remotely through virtual contacts with the SADC Secretariat in Gaborone, Botswana including during the Inception meeting.

5.2 Start date & period of implementation of tasks

The intended period of implementation of the contract will be 30 days to complete between the months of September to October 2021. Please see Articles 2.1, 2.3 and 2.4 of the special conditions for the actual start date and period of implementation.

6.0 REQUIREMENTS

6.1 Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.2 Key experts

The contractor should:

- a) Have a Post-graduate qualification in a relevant field (economics Social Science, statistics or related fields)
- b) Be based in the SADC region;
- c) Have knowledge and at least 10 years of demonstrable experience in working on research, monitoring and evaluation of governance and/or specifically Anti-Corruption programs,
- d) Specific experience in the Anti-corruption sector in the SADC Region will be an advantage
- e) Have excellent report writing skills.
- f) Be Proficient in verbal and written English Language.

6.3 Project Management

6.3.1

The Public Security Sector within the Directorate of Organ on Politics Defence and Security Affairs will be responsible for managing the consultancy.

6.4 Office accommodation

No office space will be provided since the assignment will be done remotely.

6.5 Facilities to be provided by the contractor

The contractor may where necessary be assisted by the Secretariat in securing relevant contacts with partners, Member States and other information sharing platforms which the Secretariat has links with for purposes of this assignment.

6.6 Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7.0 REPORTS

7.1 Reporting requirements

The contractor will at various stages of the assignment be expected to submit the following reports in English in one (1) original and one (1) copy:

- a) Inception Report-within 2 weeks after the contract is signed.

- b) Draft Report with suggested draft of the Regional Monitoring and Evaluation Framework.
- c) Final Report and the Regional Monitoring and Evaluation Framework - within 2 weeks after the comments on the draft report are provided by the SADC Secretariat and Member States.

7.2 Submission and approval of reports

The report referred to above must be submitted to the Director of the Organ on Politics Defence and Security Affairs through the Senior Officer-Public Security who is responsible for approving the reports.

The assignment is expected to run over a period of **30 days**.

8.0 BUDGET FOR THE ASSIGNMENT

The application should include a detailed budget. The reports are Inception (work & methodology), Draft and Final.