



*"The Parliamentary Diplomacy for Peace, Stability and sustainable Development in the Great Lakes Region".*

*"La Diplomatie parlementaire au service de Paix et de la Stabilité pour le Développement durable dans la Région des Grands Lacs ».*

## **TERMS OF REFERENCE N° 005/FP-CIRGL/HR/2021**

### **Recruitment of a Consultancy Firm / Consultant to Supervise the Recruitment of the Administrative and Protocol Assistant**

#### **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 Congo (DRC), 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 Dar-es-Salaam Declaration led to the signing of the Pact on Stability, Security and Development in the Great Lakes Region by the Heads of State and Government on December 15<sup>th</sup>, 2006 in Nairobi. The Pact provides for the establishment of a Forum of Parliaments to oversee the implementation of ICGLR programmes, projects and activities.

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

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.

The above five areas of intervention also correspond to the five Committees of the FP-ICGLR, which are technically led by Programme Managers. Thus, the fourth ordinary session of the Plenary Assembly of FP-ICGLR held in November 2013 in Bujumbura, Republic of Burundi, adopted, among other things, the organizational chart of FP-ICGLR General Secretariat which includes the post of Administrative and Protocol Assistant. The General Secretariat is in the process of recruiting an Administrative and Protocol Assistant.

It is within this framework that the General Secretariat of FP-ICGLR **is launching the recruitment process for a consultant who will be responsible for supervising the recruitment process of the Administrative and Protocol Assistant.**

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

The consultant will have the following duties and responsibilities:

- Produce a shortlist of candidates (pre-select candidates);
- Compose the written recruitment test;
- Correct the written recruitment test;
- organize the interview;
- Submit the final recruitment report.

### **4. Consultant's Profile**

- Be a national of one of ICGLR Member States;
- Have a university degree, at least a PhD, in a field related to human resources management, management of international organisations, secretariat, or equivalent;
- Having prior experience in recruitment is an advantage;
- Have an excellent command of French and English;
- Having working knowledge of another language of FP-ICGLR would be considered an asset;
- Be computer-literate.

### **5. Application file**

Interested candidates are encouraged to submit the following documents:

- A motivation letter to the Secretary General of FP-ICGLR;
- An updated curriculum vitae;
- A technical and financial offer.

### **6. 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. <u>Expertise du Consultant</u></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. <u>Compliance with work plan and methodology</u></b>	<b>20</b>
2.1. Understanding of mission;	
2.2. Proposed methodology;	25
2.3. Average period of time for achieving the mission	15
S/TOTAL	10
<b>3. <u>Qualification and competence of key staff</u></b>	<b>50</b>
3.1 Mission Coordinator (C.V)	
3.2 Members of the mission (C.V)	20
S/TOTAL	10
<b>TOTAL</b>	<b>30</b>
<b>TOTAL</b>	<b>100</b>

### b. Financial Proposal

The Consultant shall be required to include in his/her financial proposal all costs incurred in the performance of the assignment, including travel to and from the place of contract execution, which is Kinshasa for DRC applicants and online for applicants from other countries. All costs shall be quoted in US dollars or other convertible currency.

### 7. 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.

## **8. Language of Proposals**

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

## **9. Deadline for submission**

The deadline for submission of bids is September 3, 2021 at 15:00 GMT.

Applications must be submitted via e-mail to the following address: [fpcirgl@gmail.com](mailto:fpcirgl@gmail.com)

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

**Amb. ONYANGO KAKOBA**  
**Secretary General**

**August 18, 2021**