



THE AFRICAN CAPACITY  
BUILDING FOUNDATION

FONDATION POUR LE RENFORCEMENT  
DES CAPACITES EN AFRIQUE

## **Call for Expression of Interest**

**Process No.: ACBF/REOI/003/23/NRF**

### **ACBF ROSTER OF EXPERTS**

***“Leveraging World-Class Expertise to Support the Implementation of ACBF Strategic Plan 2023-2027”***

#### **Background**

The African Capacity Building Foundation (ACBF) is the Specialized Agency of the African Union for capacity development. It was established 32 years ago, and its membership is currently made up of 40 African countries. Its vision is “A Prosperous, Resilient and Inclusive Africa” Its mission is “to develop the human capital and institutions required to enable Africa's inclusive and sustainable development”. ACBF delivers on its mission through human capital development, focusing on skills development, institutional development, and knowledge generation and sharing.

ACBF is implementing its Strategic Plan 2023-2027 based on 3 key service offerings: the Institutional Accelerator Model (IAM), the African Capacity Building (ACB) Academy, and the Knowledge Hub. The services include conducting capacity needs assessments, providing embedded advisory, developing skills, delivering technical training on highly relevant topics, and producing and disseminating knowledge. Establishing and effectively deploying the IAM, the ACBF Academy, and the Knowledge Hub requires a comprehensive and complete list of experts who can be easily mobilized to deliver various interventions and provide capacity development services to partners and stakeholders.

Members will be invited to serve in one of the following eight thematic areas based on their demonstrated expertise and experience:

- 1) Climate change adaptation
- 2) Renewable energy for productive use
- 3) Agri-business
- 4) Resilient food systems
- 5) Trade as an engine for economic development
- 6) Economic and social governance
- 7) Youth inclusion and empowerment
- 8) Women inclusion and empowerment
- 9) Data Talent
- 10) Digitization

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#### **THE AFRICAN CAPACITY BUILDING FOUNDATION (ACBF HEAD OFFICE)**

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The roster will also include experts in the following areas:

- Strategic planning
- Project/program management
- Gender mainstreaming
- Policy analysis and advocacy
- M&E
- Knowledge management and learning
- Audits
- Development of e-learning courses
- Curriculum development
- Skills development
- Coaching/mentoring
- Organizational capacity building
- Event management
- Communications support

ACBF seeks to establish a roster by identifying experienced experts with an adequate profile in one of the areas of ACBF Strategic Plan 2023-2027. Selection of candidates and subsequent contract modalities will depend on terms of reference for individual assignments. The inclusion on the ACBF Roster of Experts does not guarantee the offer of consultancy work. The primary responsibilities of experts will be to support ACBF in delivering on specific tasks such as advising stakeholders, conducting research and training, facilitating processes and meetings, serving as members of multidisciplinary team missions, and developing tools/manuals.

### Tasks and Responsibilities

Assignments are based on needs and are usually at short notice. The specific tasks and responsibilities are defined for each individual assignment. However, the following tasks are indicative of what the future assignments are expected to include:

- Draft research papers and studies, including policy briefs, in the various impact areas
- Craft reports for ACBF on relevant activities and programs
- Peer-review documents to ensure quality reports and publications
- Participate in and contribute substantially to knowledge-sharing events together with or on behalf of ACBF
- Conduct evaluations, including capacity needs assessment and M&E assessments, to support program development and implementation
- Develop tools, and other materials for capacity development interventions associated with events such as conferences, workshops, training sessions, and webinars
- Support and provide advice on program design and implementation strategies



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- Prepare and facilitate the delivery of training sessions in the key impact areas and related fields
- Be deployed to support targeted institutions to deliver on their mandate
- Serve as coach or mentor to support the skills development of targeted stakeholders

Tasks will be conducted, and the experts will work within teams.

### Duration and location

Successful experts will be in an ACBF Roster of Experts and will only be called if assignments that match their profile need to be conducted. Assignments will vary in duration. However, the expected duration for every assignment will be specified in the Terms of Reference.

The location of the work will vary. Some assignments might be home-based, while the others will primarily be in African countries. There are also times when the assignment may involve traveling in non-African countries. The Terms of Reference for specific assignments will clarify the location.

No compensation will be provided for being on the roster. Experts in the roster that ACBF and its partners will contract to undertake assignments will be remunerated according to ACBF policies and procedures. ACBF will cover all costs associated with approved assignments that involve travel.

### Contracting Arrangements

All successful individuals will be selected and placed on the ACBF Roster of Experts. While ACBF will endeavor to utilize the services of every expert, the inclusion in the roster does not necessarily guarantee a contract during the period. Moreover, ACBF reserves the right to conduct additional evaluations of experts to ensure that the pre-selected individuals are qualified to undertake specific assignments. But there are instances of urgent and time-sensitive assignments when ACBF will directly contract a qualified candidate from the roster.

Assessments will be conducted at the end of every assignment, which will be a basis for the continued use of the services of the experts. An expert will no longer be on the roster in case of unsatisfactory performance, or s/he declines more than three requests for assignment in one year.

### Profile of the Experts

The experts are expected to be result-oriented, demonstrating excellent communication, facilitation, and presentation skills. To be selected, the experts should comply with the following criteria:

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- An advanced university-level degree in one of the identified impact areas or closely related field
- At least 5 years of work experience in a regional or continental organization dealing with one of the thematic issues of interest
- At least 5 years of practical experience in leading capacity development interventions in one of the impact areas
- At least 10 years of demonstrated experience in conducting similar assignments.
- Good knowledge of the English language, both written and oral. A good knowledge of French and/or Portuguese is an added advantage
- Research and practical work experience in Africa would be considered an asset

### Application procedure

Individuals are invited to send the following documents in English or French to this e-mail address: [Procurement@acbf-pact.org](mailto:Procurement@acbf-pact.org), with the subject: Application for Registration in the ACBF Roster of Experts

- Expert's CV (not more than 3 pages)
- Reference letters from at least three organizations that have used the expert's assistance on similar assignments in one of the thematic areas.

The deadline for application is **28 July 2023, by 17:00 Harare Time (GMT+2)**.

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