



EXPRESSION OF INTEREST - HIRING AN EXPERT CONSULTANT TO DEVELOP A FRAMEWORK ON COLLABORATION BETWEEN THE EASTERN AFRICA STANDBY FORCE (EASF) EARLY WARNING SYSTEM AND MEMBER STATES EARLY WARNING MECHANISMS AND OTHER AGENCIES

CONTRACTING AUTHORITY: EASF SECRETARIAT

A. INTRODUCTION:

The Eastern Africa Standby Force (EASF) is a regional organization composed of ten Member States in Eastern Africa region dedicated to promoting peace, security, and stability in the region. According to the Agreement on the establishment of EASF, its mandate is to handle conflict prevention, management and resolution within the region.

In this regard, the EASF recognizes the critical role of early warning systems in preventing conflicts and effectively addressing emerging security threats. To strengthen the collaborative efforts between the EASF and its Member States, there is a need to develop a comprehensive framework and guidelines for Early Warning collaboration. This document outlines the Terms of Reference for hiring an expert consultant to lead this important initiative.

B. OBJECTIVES:

The primary objective of this consultancy is to develop a comprehensive Early Warning Collaboration Framework and Guidelines for the EASF and its Member States. The specific objectives include:

1. Conducting a thorough assessment of existing early warning mechanisms within the EASF and its Member States, identifying strengths, weaknesses, and areas for improvement.
2. Consulting with relevant stakeholders, including EASF member states, regional organizations, and experts in the field, to gather insights and recommendations for effective collaboration.

3. Developing a framework that outlines the roles, responsibilities, and mechanisms for information sharing, coordination, and joint decision-making in early warning efforts.
4. Creating comprehensive guidelines that provide practical steps and procedures for implementing the framework and enhancing collaboration.
5. Ensuring that the framework and guidelines align with international best practices and standards in early warning systems.
6. Facilitating capacity-building initiatives to enhance the implementation of the framework and guidelines.
7. Establishing a monitoring and evaluation mechanism to assess the effectiveness and impact of the collaboration framework and guidelines.

C. SCOPE OF WORK:

The expert consultant will be responsible for the following tasks:

1. Conducting a comprehensive review and analysis of the existing early warning mechanisms, policies, and frameworks within the EASF and its Member States.
2. Engaging in consultations with key stakeholders, including EASF member states, regional organizations, and subject matter experts, through interviews, workshops, and meetings, to gather insights and recommendations.
3. Developing a comprehensive Early Warning Collaboration Framework that outlines the structure, mechanisms, and protocols for information sharing, processing and coordination.
4. Preparing detailed guidelines that provide step-by-step procedures, tools, and best practices for implementing the collaboration framework effectively.
5. Incorporating feedback and inputs from stakeholders through a consultative process to ensure the framework and guidelines reflect the diverse needs and perspectives of the EASF and its Member States.
6. Facilitating a workshop to collect inputs from Member States and external stakeholders to enhance the framework.
7. Establishing a monitoring and evaluation framework that includes clear indicators and methods for assessing the effectiveness and impact of the collaboration efforts.

D. REPORT

1. The inception report shall be presented within the first three days of the receiving of the ToR

2. The first draft report shall be submitted within five days of the commencement of the work and a debriefing session done to all stakeholders
3. The final draft shall be submitted after final comments are received on the first draft;
4. A final report in English will be made at the end of the assignment and presented to the Member States in both electronic and hard copies.

E. DELIVERABLES:

The expert consultant will be expected to deliver the following outputs:

1. An assessment report on the existing early warning mechanisms within the EASF and Member States, highlighting strengths, weaknesses, and areas for improvement.
2. A comprehensive Early Warning Collaboration Framework document that outlines the roles, responsibilities, and mechanisms for information sharing, coordination, and joint decision-making.
3. Detailed guidelines for implementing the collaboration framework, including step-by-step procedures, tools, and best practices.
4. Training materials and capacity-building initiatives to enhance understanding and implementation of the framework and guidelines.
5. A monitoring and evaluation mechanism that includes clear indicators and methods for assessing the effectiveness and impact of the collaboration efforts.
6. Present the framework on collaboration between the Eastern Africa Standby Force (EASF) Early Warning system and Member States Early Warning mechanisms and other agencies in a workshop organized by the EASF

F. TIMELINE AND BUDGET:

The project is expected to be completed within thirty (30) working days from the date of contract signing. The budget for this consultancy, including the consultant's fees, travel expenses, and any other associated costs, will be determined based on the consultant's proposed plan and negotiation.

G. REPORTING AND COORDINATION:

The expert consultant will report to the designated focal point within the EASF Secretariat. Regular coordination meetings and progress updates will be scheduled to ensure effective communication and alignment with the project objectives.

H. QUALIFICATIONS AND EXPERIENCE:

The consultant should possess the following qualifications and experience:

1. At least a master's degree in the areas of conflict prevention, management, and resolution; or a related degree that could include economics, social sciences, business development. A PhD would be an advantage;
2. Experience/ knowledge in the functioning of conflict early warning systems in Africa, including those of the AU and other RECs/ RMs;
3. Experience/ knowledge in the peace and security issues within the Eastern Africa region;
4. Knowledge of the emerging EASF Early Warning System (E-WARN) would be an added advantage.
5. Excellent report writing and analytical skills, including being conversant with the relevant computer software;
6. Strong inter-personal skills, good communication and stakeholder management skills;
7. Fluency in English, both written and spoken.

I. SELECTION CRITERIA:

The selection of the expert consultant will be based on the following criteria:

1. Relevance and depth of expertise in early warning systems, peacebuilding, and conflict prevention.
2. Demonstrated experience in developing frameworks, guidelines, or policies related to early warning collaboration and coordination.
3. Familiarity with the Eastern Africa region and understanding of the dynamics and challenges faced by the EASF and its Member States.
4. Strong analytical, research, and report writing skills.
5. Excellent facilitation, communication, and presentation skills.
6. Proposed methodology and work plan for conducting the assignment effectively and efficiently.
7. Value for money and cost-effectiveness.

J. CONFIDENTIALITY:

The consultant shall treat all information obtained during the assignment as confidential and shall not disclose it without prior written consent from the EASF.

K. INTELLECTUAL PROPERTY:

All materials developed during the consultancy, including the Early Warning Collaboration Framework, guidelines, and training materials, shall be the property of the EASF.

L. EVALUATION:

The consultant's performance will be evaluated based on the quality and timely delivery of the agreed-upon outputs.

M. CONCLUSION:

The expert consultant will play a pivotal role in developing a comprehensive Early Warning Collaboration Framework and Guidelines for the EASF and its Member States, contributing to enhanced collaboration, information sharing, and joint decision-making in preventing conflicts and addressing emerging security threats in the Eastern Africa region.

ALL EXPRESSION OF INTEREST APPLICATIONS TO BE DELIVERED TO THE UNDERSIGNED BY 14TH JULY, 2023

The Procurement Officer

EASF Secretariat

Westwood Park Road

P O Box 1444 00502

NAIROBI – KENYA

EMAIL: [easbricom@easbrig.org](mailto: easbricom@easbrig.org) / [procurementofficer@easbrig.org](mailto: procurementofficer@easbrig.org)