



## CALL FOR CONSULTANCY SERVICES TO DEVELOP THE 2021-2025 SoCATT AFRICA REGION STRATEGIC PLAN

Partners	Society of Clerks-at-the-Table (SoCATT) National Assembly of Zambia Oxfam Zambia
Assignment duration	23 November 2020 – 26 March 2021
Evaluation consultancy budget	TBA

### Background

The Society of Clerks-at-the-Table (SoCATT) Africa Region is an organ of the Commonwealth Parliamentary Association (CPA) Africa Region, which operates within the Constitution of CPA Africa Region and its founding Rules. Its affairs are managed by a Steering Committee, which reports and accounts to the CPA Africa Region and the Annual General Meeting (AGM) of SoCATT Africa Region.

More importantly, the SoCATT Africa Region exists to:

- (i) Provide a means by which the parliamentary practices and experiences of various Legislative Chambers within the CPA Africa Region may be shared among the Clerks-at-the-Table, or those having similar duties, in any such Legislature in the exercise of their professional duties; and
- (ii) Foster an environment of learning among officers of Legislatures/Parliaments with regard to Parliamentary operations.

In order to achieve the above, SoCATT Africa Region pursues initiatives that seek to:-

- (i) Strengthen the administration of member Legislatures;
- (ii) Enhance professional capacity of staff of member Legislatures;
- (iii) Build cooperation, collaboration, commitment and understanding among member Legislatures in the performance of their duties and responsibilities;
- (iv) Promote the interests of SoCATT Africa Region;
- (v) Create an environment of shared learning and information through enhanced communication and strengthening of coordination.

The Steering Committee of the SoCATT Africa Region, which is headed by a chairperson, provides strategic direction. Consequently, in order to ensure a well-structured and systematic operationalisation of its mandate, the work of the SoCATT Africa Region is anchored on strategic plans. Currently, the SoCATT Africa Region has a Strategic Plan for the period running from 2015 to 2020, necessitating review of the existing and development of the new Strategic Plan.

### Objectives

The overarching objective of this consultancy is to review the 2015-2020 SoCATT Africa Region Strategic Plan and develop a five-year strategic plan, running from 2021-2025.



### **Scope of Work**

The scope of work for the Consultant will include but not be limited to the following:

- i. Review the 2015-2020 SoCATT Africa Region Strategic Plan;
- ii. Review the vision and mission based on SoCATT Africa Region mandate;
- iii. Undertake stakeholder mapping and analysis;
- iv. Undertake a situation analysis of SoCATT Africa Region operations to date;
- v. Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the strategic plan;
- vi. Review the institutional capacity, organizational set-up of the Secretariat and the work of the Steering Committee against the SoCATT Africa Region mandate and the identified strategic objectives and key result areas, and make recommendations, if any;
- vii. Propose an adaptive oriented strategy for achieving the strategic objectives and key results;
- viii. Develop an implementation plan and a results framework for the strategic plan;
- ix. Facilitate various consultative and stakeholder engagements to secure input and for purposes of validating the draft 2021-2025 SoCATT Africa Region Strategic Plan;
- x. Finalize draft 2021-2025 SoCATT Africa Region Strategic Plan and submit to the Secretariat for onward facilitation of approval processes by the Steering Committee and the general membership.

### **Deliverables**

- i. A five-year SoCATT Africa Region Strategic Plan including a results framework and implementation plan.
- ii. A report on the Strategic Plan review and development process including stakeholder engagements.

### **Timelines**

This assignment is expected to be undertaken within a period of four months, running from November, 2020 to March, 2021.

### **Institutional Arrangements**

The Consultant will report directly to the Secretariat of the SoCATT Africa Region which is under the supervision of the Chairperson and to Oxfam Zambia. The Secretariat will provide relevant background documents necessary for the assignment including, the current SoCATT Africa Region Strategic Plan, various SoCATT Africa Region reports and the monitoring and evaluation framework. Additionally, the Secretariat shall be responsible for the coordination of stakeholder engagements and other activities under



### **Qualifications and Experience**

- At least a master's degree in a relevant field in the area of planning, public policy, development studies;
- At least ten (10) years professional experience in strategic planning and management;
- Prior engagements with SoCATT Africa Region is an added advantage;
- Demonstrated experience in working with Legislatures/Parliaments and other stakeholders in public sector governance programmes;
- Sound understanding of the role of Legislatures/Parliaments in the attainment of Sustainable Development Goals (SDGs) and Agenda 2063.

### **Skills and Competencies:**

- Ability to work with minimal supervision;
- High level written and oral communications skills in English;
- Sound levels of diplomacy and integrity;
- Excellent interpersonal and professional skills in interacting with Parliamentary institutions, governments and development partners;
- Skills in facilitation of stakeholder engagements;
- Ability and willingness to use virtual platforms/digital tools in carrying out the assignment;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

### **Submitting an expression of Interest**

Interested and qualified candidates should submit their applications, which should include the following:

- Detailed Curriculum Vitae.
- Expected consultancy fee (figure in USD) payment for implementing the assignment and submission of the deliverables set out above.

Applications should be submitted to: [emaseko@oxfam.org.uk](mailto:emaseko@oxfam.org.uk); [clerk@parliament.gov.zm](mailto:clerk@parliament.gov.zm); [elsimpamba@parliament.gov.zm](mailto:elsimpamba@parliament.gov.zm); [jkampamba@parliament.gov.zm](mailto:jkampamba@parliament.gov.zm); and [bwalyab@parliament.gov.zm](mailto:bwalyab@parliament.gov.zm)

**Deadline for submission: 20 November, 2020**

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