28th June 2022

Dear Sir/Madam,

EXTENSION OF SUBMISSION DATE
“CALL FOR PROPOSAL FOR A CONSULTANCY FOR THE
DEVELOPMENT OF A HUMAN RIGHTS AWARD”

Receive greetings from the All Africa Conference of Churches (AACC).

As you might be aware, on 17th June, 2022, we sent a call for proposal for a consultancy for the development of a human rights award; for an externally funded project that is being implemented by this organization from November 2021 – April 2025.

We have come to the realization that the submission period was short – and therefore, would like to extend the period to allow more companies / firms ample time to do their submissions.

Please find enclosed the revised terms and conditions of the intended assignment for your perusal and necessary action.

Kindly note that, those companies / firms which had made their submissions – need not to resend – unless if they wish to make any revisions.

The closing date for the submission is 11th July 2022; and should be addressed to:

The General Secretary
All Africa Conference of Churches
P. O. BOX 14205 – 00800
Westlands, Nairobi – Kenya
Email: secretariat@aacc-ceta.org

Thank you.

Yours sincerely,

REV. DR. FIDON MWOMBEKI
GENERAL SECRETARY
1. SUMMARY

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Enhancing capacities of the AACC to heighten its advocacy role for Human Dignity &amp; Justice in the continent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>AF-AFK-2021-0366</td>
</tr>
<tr>
<td>Project Duration</td>
<td>November 2021 – April 2025</td>
</tr>
<tr>
<td>Target Location</td>
<td>Africa</td>
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<tr>
<td>Duration of the Assignment</td>
<td>25 working days.</td>
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2. ORGANIZATION BACKGROUND

The All Africa Conference of Churches (AACC) is a continental ecumenical body that accounts for over 200 million Christians across the continent. AACC is the largest association of Protestant, Anglican, Orthodox and Indigenous Churches in Africa and is a member of the worldwide ecumenical network. AACC is a fellowship of 204 members comprising of Churches, National Christian Councils (NCCs), Theological and Lay Training Institutions and other Christian Organization in 43 African Countries. AACC works through member Churches and Councils in the continent to address issues facing the people of the Africa. AACC also works with and collaborates with global ecumenical partners (in and out of Africa), multilateral bodies (African Union (AU), United Nations (UN) agencies, Development Agencies, Civil Society Organizations (CSOs), Foundations and Private Businesses etc.

3. DESCRIPTION OF THE ACTIVITY

The issue of Human Rights and the Rule of Law has been placed on the African agenda in recent years as part of the overall democracy drive. It is now a part of common African legislation. However, there are different influences on how the rule of law is operationalized across countries.

Aspiration 3 of Agenda 2063 provides: **An Africa of good governance, democracy, respect for human rights, justice and the rule of law**

The idea is for Africa to have a universal culture of good governance, democratic values, gender equality, and respect for human rights, justice and the rule of law.

This is to promote a society with respect for democratic values, practices, universal principles for human rights, justice and rule of law entrenched by consolidating democratic gains and improving the quality of governance.

Furthermore, to build an Africa with capable institutions and transformed leadership in place at all levels by building strong institutions for a development state; and facilitating the emergence of development-oriented and visionary leadership in all spheres and at all levels.
As a continental body accounting for over 140 million Christians across Africa, the AACC shares the vision of a concrete manifestation of the pan-African drive for unity, self-determination, freedom, progress and collective prosperity pursued under Pan-Africanism and African Renaissance. This can only be achieved in a society where there is respect for democratic values, fundamental human rights and rule of law.

Through the “Enhancing capacities of the AACC to heighten its advocacy role for Human Dignity & Justice in the continent” Project, the AACC is instituting a biennial Pan African award to recognise the contributions of Individuals and Organisations across the continent who made it their life’s mission to champion Human Rights, Good Governance and the rule of Law.

This is to encourage African Citizens to commit to the transformation of the Continent in attaining an inclusive and sustainable economic growth and development for the Africa we Want.

4. **SCOPE OF ASSIGNMENT**

Being the first of its kind at the AACC, we invite Consultants and individuals in the fields of Democracy, Human Rights, Good Governance with expertise in the designing, promotion and implementation of annual awards in the field of Human Rights, Governance, Promotion of Democratic Values or related themes to advise the AACC on the design, promotion and implementation of a biennial Pan African Award for the promotion of Human Rights in Africa.

The focus for this Awards will be:
1. To identify and award faith-based leadership (individuals, and or institutions) in areas of promoting democracy, governance, human rights and rule of law

The Consultant should address the following:
1. Outline a comprehensive process for nomination, screening, interviewing, shortlisting final nominees and selection of an eventual winner
2. Identification and Appointment of Independent Selection Panel
3. Development of a sustainable award model/scheme
4. Sustainable funding options for the Awards

5. **ELIGIBILITY**

This call is open to Consultants and individuals in the fields of Democracy, Human Rights, Good Governance in the African continent with expertise in the designing, promotion and implementation of annual awards in the field of Human Rights, Governance, promotion of Democratic Values or related themes.

The Consultant or Individual should have a track record of successfully organising at least 5 editions of the named awards.
6. **SUBMISSION**

The interested Company/Firm should submit the following documents: Evidence of previous awards organised, methodology to be used and a proposed work plan for the assignment.

7. **DELIVERABLES**

Key deliverables for this assignment are:

- Inception report, describing detailed work plan, methodology and timelines
- Draft report
- Final report

8. **TIME FRAME**

The duration of the assignment is a total of **25 days** expected to start no later than **01 August 2022** and must be concluded latest by **07 September 2022**. Proposed timeline is as follows:

<table>
<thead>
<tr>
<th>Deliverable/Activity</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>1 Presentation of work plan</td>
<td>2 day</td>
</tr>
<tr>
<td>2 Review of Work Plan and Signing of Contract</td>
<td>2 days</td>
</tr>
<tr>
<td>3 Draft report</td>
<td>11 days</td>
</tr>
<tr>
<td>4 Final report</td>
<td>10 days</td>
</tr>
<tr>
<td><strong>Total number of days</strong></td>
<td><strong>25 Days</strong></td>
</tr>
</tbody>
</table>

9. **SKILLS AND QUALIFICATIONS**

The AACC seeks a suitably qualified and experienced professional with a strong and demonstrated understanding of Governance, Human Rights, Rule of Law and Development of Democratic Institutions.

The consultant should further demonstrate knowledge and skills in the design and implementation of award schemes. Knowledge in Event Management is an added advantage.

- **a. EDUCATION:**
  - Advanced University Degree (minimum Master's degree in Development Studies, Political Science, Human Rights, Law or other related fields). A superior academic qualification and work experience is a definite advantage
  - Excellent writing and communication skills
  - Fluency in written and spoken English

- **b. EXPERIENCE:**
  - Minimum Seven (7) years experience in governance, democracy, human rights and the rule of law
  - Strong knowledge of the African region.
  - Strong knowledge in the design and implementation of award schemes
  - Multi-cultural experience within Africa and a strong understanding of global, regional and national frameworks and structures related to governance,
democracy, human rights knowledge.

- Good communication skills, both orally and in writing.
- Ability to plan, manage and deliver on time.

10. REMUNERATION.
The AACC will remunerate the consultant in accordance with its policy. AACC rate is $300 per day. Therefore, the proposed remuneration is **25 days x 300 = $7500 USD** which is subject to the Kenya Revenue Authority (KRA) withholding tax guidelines of 5% for Kenyan resident, 15% for EAC residents and 20% from rest of the Continent. Payments shall be made as follows:

   a) 20% at commencement of the assignment.
   b) 60% upon submission of the draft report.
   c) 20% upon submission and acceptance of the final report.

In addition, a maximum of $500 will be allowed as reimbursable to the consultant to cater for costs such as online meeting with stakeholders, communication, transport, stationaries etc upon submission of relevant valid receipts.

11. ADMINISTRATIVE ARRANGEMENTS
The consultant will work closely with the AACC Director – African Union Office, Program Executive, Research, Human Rights and Governance at the AACC- African Union Office and the Regional Coordinator for the AACC in Lome. AACC will further facilitate access to relevant information, and to respondents to be involved in the study process.

12. NON-DISCLOSURE AGREEMENT (NDA)
The terms of engagement will be subject to a non-disclosure agreement between the Consultant and the AACC.

13. APPLICATIONS PROCEDURE
Applications should be submitted by **11th July, 2022 at 17:00** (Nairobi, Kenya time) electronically and addressed to: -

   The General Secretary
   All Africa Conference of Churches (AACC)
   P. O. Box 14205-00800
   Nairobi, Kenya
   Email: secretariat@aacc-ceta.org