

TERMS OF REFERENCE – Part A

Provision of Technical Assistance to Support the Cooperation between the European Union and the Kingdom of Eswatini

FWC SIEA 2018- Lot 1 – Sustainable management of natural resources and resilience

EuropeAid/138778/DH/SER/multi

1. BACKGROUND INFORMATION

1.1 Country background

The Kingdom of Eswatini (formerly known as Swaziland) is a small landlocked country in Southern Africa with a land area size of 17,364 square kilometres and a population of about 1.148 million, with 76% living in rural areas. The country is classified as a lower middle-income country with an estimated GDP per capita of about USD 3,894¹. The 2017 population census highlighted that 58.9% of the population lives below the national poverty line, below US\$1.90 per day, and this is more pronounced in rural areas with about 70% affected persons, compared to 19.6% in urban areas. Nonetheless, the poverty headcount rate has seen a remarkable decline as it dropped from 69.0% in 2001 to 63.0% in 2010. Approximately 20.1% people are living in extreme poverty (2017 Population census). Additionally, unemployment stands at 23.4% and is especially high amongst the youth (an estimated 47.4% of 15- to 24-year-olds being without a job).

The country's economic growth was impressive during the 1980s with an average annual GDP growth of 8.5%, which dropped to 4.9%, 3.35% and 2.61% in the 1990s, 2000s and 2010s respectively, as net foreign direct investment, inflows and domestic total investment levels dwindled. The domestic economy's structure is now skewed towards services rather than manufacturing which makes it harder to produce productive jobs particularly for the youth. In terms of economic integration, The Kingdom of Eswatini is highly connected with the South African economy. Not only the Swazi Lilangeni is pegged to the South African Rand but also South Africa accounts for 70% of Eswatini's imports, 60% of its exports, and 60% of its electricity. The Southern African Customs Union (SACU) receipts averaged 52% of the total Government revenue base between 2003 and 2017. The country suffered from a fiscal crisis beginning in 2010 the global economic crisis, reduced SACU revenues, the narrowing of domestic revenue base, and high levels of Government spending (increasingly dominated by recurrent expenditure) hit it.

In 2020 the economy of the Kingdom of Eswatini contracted by 1.9%, with the fiscal deficit widening to 8.6% of GDP from 5.3% in 2019, mainly as a result of the economic impact of COVID-19 containment measures. Government has so far financed its operations by drawing down on gross international reserves. The country's gross international reserves level stood at 2.9 months statutory import cover in December 2018, and averaged 2.6 in 2019. This put at risk the pegging of the Lilangeni to the South African Rand since the international benchmark for reserves is set at 3 months' worth of import cover. The expenditure pattern has become unsustainable putting in jeopardy government services. The wage bill is difficult to cover; it stands at 47.6% to total revenue (above the 27% benchmark by other developing nations).

¹ <https://data.worldbank.org/>

The Kingdom of Eswatini also has the highest prevalence rate of HIV/AIDS at 27.20% amongst adults and amongst the highest prevalence rate of tuberculosis in the world, particularly amongst the youth, which has led to a co-epidemic and resulted in the reduction of the life expectancy to 59.40 years amongst the population.

Strategic policy framework of the Kingdom of Eswatini

The overall country's development strategy efforts is informed by the *National Development Strategy (NDS)*, which is a 25-year national development framework, running from 1997-2022. The national Vision guides the NDS and it states: "*By the year 2022, Kingdom of Eswatini will be in the top 10% of the medium human development group of countries founded on sustainable economic development, social justice and political stability*". The Poverty Reduction Strategy and Action Plan (PRSAP) operationalised the NDS and was rolled-out through the three-year rolling National Development Plan (NDP). NDPs guide the budgeting process and contain specific sectoral development plans.

In 2019, the Government of Eswatini put forward the *Strategic Roadmap 2019-2022* to kick-start the journey to economic revival and inclusive growth. The roadmap is a top-down policy framework of how the country will work in turning around the ailing economy. It sets fiscal consolidation and macroeconomic stability as the main priorities to be achieved and it aligns the targets of the updated National Development Plan for radical economic transformation. The Strategic Roadmap is one of the most recent strategy document that aims to address the long-term impacts of the current COVID-19 pandemic.

In 2019, the *National Development Plan 2019/20 – 2021/22 Towards the Economic Recovery* was put forward and it integrated the Strategic Roadmap and established the link between the Kingdom of Eswatini strategic frameworks and the Sustainable Development Goals (SDGs). Another important document to consider is the *Post Covid-19 Kingdom of Eswatini Economic Recovery Plan*, which identifies key areas for intervention in order to mitigate the economic and social impacts of the COVID-19 pandemic.

1.2 Current situation in the country

11th European Development Fund (EDF) 2014-2020

The main way of cooperation between the European Union and the Kingdom of Eswatini is bilateral. The National Indicative Programme (NIP) under the 11th European Development Fund (EDF) for the period 2014-2020 (62M€) for Eswatini was in line with the country's Poverty Reduction Strategy and Action Programme. As the Kingdom of Eswatini is not yet eligible for budget support under the EU, the EU bilateral cooperation is mainly implemented through a programme approach arrangement. To support the Kingdom of Eswatini's efforts towards an inclusive and sustainable growth, the 11th EDF (2014-2020) focused on two key areas:

- ***Agriculture*** was regarded as crucial to eradicate food insecurity and has considerable potential to contribute to the country's economic development.
- ***Social protection*** was assisted to develop a comprehensive system, to fight poverty and make sure no one is left behind.
- ***Support measures*** and the support to ***civil society and human rights*** project.

Focusing on these two priority sectors was also in line with the general EU priorities for Africa, namely: to combat the root causes of migration, reduce poverty, create jobs, support good governance and address inequalities of all sorts.

The following is a list of ongoing programmes under the 11th EDF/Budget:

1. Capacity Strengthening and Technical Cooperation Project (CSTCP).
2. Eswatini Livestock Value Chain Development Program (ELVCDP).
3. High Value Crop and Horticulture Project (HVCP).
4. Support to Agriculture Value Chains via Sustainable and Inclusive Energy Investment in Eswatini.
5. Support to Job Creation and the Investment Climate.
6. Support to the Implementation of the EU-SADC EPA.
7. Water Harvesting, Small and Medium Earth Dams Project (WHDP).
8. Ongoing grants under CSO/LA Civil society/ Local Authorities and EIDHR Human rights thematic Budget lines.

Regional cooperation

Since the Kingdom of Eswatini is both part of the Southern African Development Community (SADC) and the Common Market for Eastern and Southern Africa (COMESA), it benefits from the EU Regional Indicative Programme for Eastern Africa, Southern Africa, and the Indian Ocean (EA-SA-IO), both as concerns the envelopes dedicated to SADC and COMESA (2014-2020). Eswatini is also part of the EU-SADC Economic Partnership Agreement (EPA) since 2016. These regional cooperation schemes promote capacity building, peacebuilding and democracy, industrialisation and investment, cross-border trade, private sector engagement, market access, and overall regional integration.

Post 2020 Programming

At the beginning of 2020, the EU Delegation to the Kingdom of Eswatini, in collaboration with the Government of the Kingdom of Eswatini began working on the post 2020 programming. A consultative process, involving the Government of Eswatini, EU Member States in Pretoria and Maputo, Development Partners and other European cluster members as well as civil society was launched with the aim of identifying potential areas of support for the EU covering the period 2021-2027.

The sectors identified for support reflected the Eswatini national priorities as well as the EU interests and overarching priorities: Green Economy, Human Capital Development and Digitalization.

The Multi-annual Indicative Programme (MIP) for the period 2021-2027, will:

- Contribute to the implementation of the external dimension of the “(i) partnership for sustainable growth and jobs, (ii) green deals economy, alliances for science, (iii) technology and innovation and digitalisation and (iv) good governance and human development towards the achievement of the Sustainable Development Goals (SDGs), the UN agenda 2030 and agenda 2063”.
- Establish linkages to the priority areas of the National Development Plan 2019/2020 – 2021/2022 Towards Economic Recovery, the Strategic Road Map 2019-2022 as well as the Post COVID-19 Kingdom of Eswatini Economic Recovery Plan.

Within the 11th EDF (2014-2020), there is a continued need to strengthen the cooperation between EUD and the Government of the Kingdom of Eswatini through the National Authorising Officer (NAO) and the Ministry of Economic Planning and Development (MEPD), and in particular, the Aid Coordination Management Section (ACMS), to effectively implement EU-funded projects currently ongoing under the 11th EDF. The aim is to enhance coordination and effectiveness of implementation through appropriate utilisation of project cycle management and contract procedures for European Union external action.

There is, therefore, need to support the Government of the Kingdom of Eswatini reach its Sustainable Development Goals (SDG) targets and other national priorities and targets, e.g., under the Poverty Reduction Strategy and Action Programme, as well as to ensure that implementing ministries effectively manage EU funded programmes.

Finally, a systematic approach to monitoring and evaluation of project and programme activities and results also needs to be adopted including the development of EUD website/social network systems.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Global objective

The global objective is to contribute to the implementation, monitoring, coordination and visibility effective and successful of the cooperation between the European Union and the Kingdom of Eswatini.

2.2 Specific objectives

- Improve the effectiveness and efficiency of the government of the Kingdom of Eswatini to absorb and manage EU assistance through the strengthening of the managerial and operational capacities of the MEDP/ACMS acting as NAO of the 11th EDF.
- Mobilize specialized expertise to meet specific needs in the priority areas of cooperation between the EU and Eswatini, including the communication and visibility of the current EU assistance and EU Delegation social media outreach.

2.3 Requested services, including suggested methodology²

These Terms of Reference are drawn up for an assignment relating to technical assistance services to the NAO/ACMS for coordination and implementation of EU programmes funded under the 11th EDF, by liaising with project teams, the European Union Delegation, line Ministries and projects beneficiaries.

The services to be provided by the Contractor are essentially:

- Support ACMS and EUD in ensuring smooth implementation of EU funded programmes and projects and provide quality control in accordance with the PRAG requirements (drafting of the annual work plans, preparation of tender dossiers including Terms of

² Contractors should describe how the action will contribute to the all cross cutting issues mentioned above and notably to the gender equality and the empowerment of women. This will include the communication action messages, materials and management structures.

References, project proposal/logical frameworks, evaluation of tenders/calls for proposal, award of contracts, contract management).

- Support ACMS staff with the conducting of quality checks of EU funded project documentation, such as progress reports, tender documents, evaluation reports, financial documents and other relevant documents as per project requirements
- Advance on the draft guidelines initially prepared by the EUD and then launch a Call for Proposal for the Energy grant component under the Support to Agriculture Value Chains via Sustainable and Inclusive Energy Investment in Eswatini programme.
- Support EUD/MEPD in developing communication and visibility activities and assist the organization of communication and visibility events to promote both the EU assistance and the EU Delegation according to the EUD communication and visibility strategic calendar.
- Provide the EUD with relevant social media content for their Website, Facebook and Twitter accounts and online communication, in particular to promote the European Year of Youth during the course of 2022 as well as other identified issues within the EUD strategic calendar (e.g. Climate Diplomacy weeks, 16 days of activism); contribute/review the communication and visibility strategies of the ongoing EU funded projects in terms of social media.

The contractor will mobilize specialized expertise for activities related to communication and visibility, including the elaboration of visibility material (printed, online and realisation of video/movies) and organization of events (hiring of equipped meeting rooms for workshops/seminars), relevant to the EUD needs and development of appropriate messaging for online communication.

2.4 Required outputs

Project management, procurement, financial management

- a. Quality control of EU project documents ensured
- b. Monitoring of EU programmes (11th EDF) including standard guidelines developed, and procedures and tools operational
- c. Financial/administrative checking of EU funded project documentation, preparation of financial reports
- d. Sound contractual and financial projects management of ongoing EU projects and programmes
- e. Launch of Energy Call for Proposal and award of the contract to the successful beneficiary

Communication and visibility

- a. Visibility events organised
- b. Finalise an EUD strategic calendar, linked to International days, along with a proposed plan of communication and visibility activities
- c. Elaboration of visibility material (printed, online, videos/movies, t-shirts, bags, notebooks, etc.)
- d. Improved digital media
- e. Social media content provided for EUD website/Facebook/twitter

2.5 Language of the Specific Contract

The language of the Specific contract shall be English.

2.6 Management team member presence required or not for briefing and/or debriefing

The consultant will hold a kick-off and debriefing meetings with the EU Delegation, Government Officials from the National Authorising Office and other key stakeholders, which shall be required for the exercise, in the presence of a member of the management team in remote mode.

3. LOGISTICS AND TIMING

Please refer to Part B of the Terms of Reference.

4. REQUIREMENTS

Please refer to Part B of the Terms of Reference.

5. REPORTS

Please refer to Part B of the Terms of Reference.

All secretarial and other office-related costs (office rental, communications and report production) including logistical, transport and visa facilities are included in the fee rates.

6. MONITORING AND EVALUATION

The required outputs are expected to be of high quality, meeting the set requirements of the ToR, and responding to the input and comments from the ACMS and EU Delegation during the monitoring meetings and any ad-hoc request. The contractor is invited to revise/update indicators for monitoring projects' performance based on respective logical framework.

7. PRACTICAL INFORMATION

Please address any request for clarification and other communication to the following address:
DELEGATION-ESWATINI-CRIS-FWC-OFFERS@eeas.europa.eu

TERMS OF REFERENCE – PART B

BACKGROUND INFORMATION

1. Benefitting Zone

Eswatini

2. Contracting authority

The European Union, represented by the European Commission, B-1049 Brussels, Belgium.

3. Contract language

English

LOCATION AND DURATION

4. Location

- **EDF Project management Expert:**
 - Normal place of posting of the specific assignment: Eswatini
 - Mission(s) outside the normal place of posting and duration(s):
- **Communication and Visibility Expert:**
 - Normal place of posting of the specific assignment: Eswatini
 - Mission(s) outside the normal place of posting and duration(s):

5. Start date and period of implementation

The indicative start date is 27/06/2022 and the period of implementation of the contract will be 457 days from this date (indicative end date: 27/09/2023).

REQUIREMENTS

6. Expertise

For this assignment, one individual expert must be proposed for each position.

The expertise required for the implementation of the specific contract is detailed below.

- **EDF Project management Expert:**
 - General description of the position: Support ACMS and EUD in ensuring smooth implementation of EU funded programmes and projects and provide quality control in accordance with the PRAG requirements (drafting of the annual work plans, preparation of tender dossiers including Terms of References, project proposal/logical frameworks, evaluation of tenders/calls for proposal, award of contracts, contract management).

- Expert category: Cat. II (>6 years of experience)
- Qualifications and skills required: Education at least Master's Degree, preferably in engineering, project management, agriculture, economics, natural sciences, social sciences, development studies or related field, or, in its absence, equivalent professional experience in project management and/or engineering of at least 8 years.
- General professional experience: At least six (6) years' work experience in the sector related to the Lot
- Specific professional experience:
 - Successfully completed minimum one EDF-funded assignment, as team leader and two assignments as project management expert in ACP countries,
 - Proven experience providing technical assistance for the implementation of development projects under indirect management modality (including support for procurement and/or management of grant scheme and /or Programme Estimates) in accordance with EU/EDF procedures.
 - Must be computer literate and competent in MS Office specifically in Word processing, Spreadsheet applications and PowerPoint presentations.
 - Experience in Sub-Saharan countries would be considered as an advantage
- Language skills:
 - Proven excellent oral and written communication, analytical, presentation and report writing skills in English.
- Number of working days: **210** days
- Additional information: Support ACMS staff with the conducting of quality checks of EU funded project documentation, such as progress reports, tender documents, evaluation reports, financial documents and other relevant documents as per project requirements Advance on the draft guidelines initially prepared by the EUD and then launch a Call for Proposal for the Energy grant component under the Support to Agriculture Value Chains via Sustainable and Inclusive Energy Investment in Eswatini programme.
- **Communication and Visibility Expert:**
 - General description of the position: Support EUD/MEPD in developing communication and visibility activities and assist the organization of communication and visibility events to promote both the EU assistance and the EU Delegation according to the EUD communication and visibility strategic calendar.
 - Expert category: Cat. III (>3 years of experience)
 - Qualifications and skills required: Education Master's degree preferably in information technology and communication, journalism, public relations or any other qualification related to the assignment, or, in its absence, equivalent professional experience in to social media, communication and visibility of at least 4 years.
 - General professional experience: At least three (3) years' work experience related to the Lot.
 - Specific professional experience:
 - Proven experience of at least two (2) assignments over the past five (5) years, in design and implementation of social media awareness campaigns (provide links).
 - Experience in at least 1 (one) assignment in the last three

(3) years as an expert in the field of social media, communication and organising events with international/national organizations. • Must be computer literate and competent in facilitation and communication applications. • Experience of working in Southern African context would be considered an advantage.

- Language skills: • Proven excellent oral and written communication, analytical, presentation and report writing skills in English.
- Number of working days: **100 days**
- Additional information: Provide the EUD with relevant social media content for their Website, Facebook and Twitter accounts and online communication, in particular to promote the European Year of Youth during the course of 2022 as well as other identified issues within the EUD strategic calendar (e.g. Climate Diplomacy weeks, 16 days of activism); contribute/review the communication and visibility strategies of the ongoing EU funded projects in terms of social media.

7. Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use covers:

1 - Travel cost - International flights

4 international flights in economy class from place of residence to the location (indicative) (max EUR 1500/each)

2 - Other limitatively identified reimbursable cost - Workshop/events and videos production

Organization of 4 workshop and visibility events including visibility material production (printed, online and videos) (max EUR 3.200/each)

If applicable, see part A of the Terms of Reference for more details on the use of the incidental expenditure.

8. Lump sums

No lump sums provided for in this contract.

9. Expenditure verification

An expenditure verification report is required for interim and final payments.

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order for the contracting authority to check that the invoices submitted are due.

Tenderers are required to indicate, in their “Organisation and Methodology”, the name and address of the proposed auditor or audit firm that will be in charge of producing the expenditure verification report(s).

The provision for expenditure verification for this contract is EUR 4000. This amount must be included unchanged in the budget breakdown.

10. Other details

No other details provided for in this contract.

REPORTS AND DELIVERABLES

11. Reports and deliverables requirements

Title	Content	Language	Submission timing or deadline
Inception report	Analysis of existing situation and work plan of the mission	English	Within 2 Week(s) After the project start
Progress report	Monthly short update of tasks implemented, problems encountered, plans for the coming month	English	Every 1 Month(s)
Progress report	6-month progress report: short description of progress (technical and financial) including problems encountered; planned work for remaining months accompanied by an invoice and the expenditure verification report.	English	Within 7 Month(s) After the project start
Draft final report	Short description of achievements including problems encountered and recommendations.	English	Within 1 Month(s) Before the project end
Final report	Short description of achievements including problems encountered and recommendations; a final invoice accompanied by the final progress report and a final expenditure verification report.	English	Within 1 Month(s) After the project end