



## **SADC – EU REGIONAL POLITICAL COOPERATION (RPC) PROGRAMME**

### **DIRECTORATE OF THE ORGAN ON POLITICS DEFENCE AND POLITICAL AFFAIRS**

#### **TERMS OF REFERENCE FOR SHORT TERM CONSULTANCY FOR THE DELIVERY OF DIPLOMATIC, PROTOCOL AND ETIQUETTE TRAINING**

##### **1.0 INTRODUCTION**

The SADC Secretariat, through the European Union funded “Support to the SADC Regional Political Cooperation Programme (RPC)”, seeks to facilitate the delivery of a three day diplomatic communication, protocol and etiquette training. The training will primarily target staff in the Directorate of the Organ on Politics, Defence and Security Cooperation.

##### **2.0 BACKGROUND**

Under its mandate to promote effective regional integration in the SADC political and security sectors, the Directorate of the Organ on Politics, Defence and Security Affairs with the support of European Union is implementing a programme titled: “SADC Regional Political Cooperation”. The programme is designed to strengthen the capacity of the SADC Secretariat and more specifically the Directorate of the Organ on Politics, Defence and Security Affairs (“the Organ”) in implementing its mandate. Through activities at the regional and national levels, the programme addresses the needs of Member States depending on national priorities under the areas of democratic elections, conflict prevention and mediation, disaster risk reduction, management and

humanitarian assistance and combating trafficking in persons, among other major evolving priorities.

The overall objectives, purpose and result areas of the programme of Support to SADC Regional Political Cooperation are as follows:

**Overall Programme Objective:**

To promote peace and security, as a basis for economic growth and poverty reduction in the SADC Region

**Purpose:**

To strengthen the capacity of the SADC Secretariat to perform its mandate in facilitating the pursuit of the SADC's objectives the area of politics, governance, peace, defence and security.

**Result Areas:**

- Result 1: Democratic institutions in the region are strengthened through consolidated institutionalisation of the SADC Principles and Guidelines Governing Democratic Elections.
- Result 2: Regional capacities to prevent and manage conflicts reinforced
- Result 3: Enhanced Regional Capacity in Respect of Disaster Risk Reduction, Disaster Management and the Coordination and Support of Humanitarian Assistance
- Result 4: Raised Awareness, Cooperation and Action Against Trafficking in Persons, Especially Women and Children, in the SADC Region
- Result 5: The RPC programme is rationally managed and implemented in the most economic, efficient and effective manner.

The actions implemented from the aforementioned key result areas build upon existing regional and national initiatives undertaken to enhance regional integration and acceleration of sustainable development in the SADC region.

**3.0 OBJECTIVES OF THE CONSULTANCY**

The overall objective of this short consultancy is to produce and deliver a short, tailor-made diplomatic communication, protocol and etiquette training programme targeting staff in the Organ.

**3.1 Specific objectives**

In order to accomplish the above objective, the Consultant will carry out the following tasks:

- a. Produce a short diplomatic communication, protocol and etiquette training course with specific tools and interactive methods suitable for adult learning
- b. Develop short case studies (audio and visual) and specific examples focusing on specific scenarios or issues relevant to the SADC region and the Secretariat.
- c. Submit a professionally packaged training package (including training manuals, programme/schedule, handouts etc.)
- d. Deliver three day training, using the training package developed, for staff in the Organ Directorate.

### **3.2 Description of tasks**

In order to perform the above tasks, the consultant (s) shall:

- a. Undertake a desktop review of relevant diplomatic communications, protocol and etiquette training resources and methods utilized in the various SADC MS in order to identify synergies that can be maximized, and inconsistencies or contradictions needing clarification.
- b. Consult extensively with staff in the Organ Directorate to establish current levels of knowledge and experience with diplomatic communications, protocol and etiquette ;
- c. Identify and propose (in close consultation with the Mediation Support Unit) a structure for the training programme;
- d. Prepare and develop the draft training materials, and submit to the MSU team for inputs prior to finalization;
- e. Finalize the training package (presentations, handouts, activities etc.) incorporating the comments from the MSU
- f. Deliver training to staff in the Organ Directorate, and submit a final Report to SADC MSU team, highlighting observations from the exercise, including identified strengths and capacities, gaps and

challenges amongst Organ staff in relation to diplomatic communication, protocol and etiquette.

### 3.3 Required Outputs and Deliverables

The outputs will be:

- a. An inception report, including the conceptualization and a detailed production schedule for the assignment;
- b. A presentation of the draft training package and programme to the Mediation Support Unit;
- c. A tailored and contextualized three day training programme delivered to staff of the Organ Directorate.

### 4.0 Duration of the Assignment and Timelines

The assignment is expected to last 15 working days spread over a maximum period of one month.

<b>Time frame</b>	<b>Consultant's deliverables</b>
Two (2) days after signature of the contract	Submit an inception report including a proposal on the conceptualization, work plan for the assignment
Five (5) days after signature of the contract	Submit the first draft of the training programme/schedule and an outline of the areas/issue to be covered
Within two (2) days after receiving draft	SADC MSU Team and other stakeholders review and provide comments on the draft programme and programme outline.
Five 5 days after receiving feedback	Submit and present a revised draft programme, with fully developed training modules and tools etc.
2 days after submission of revised draft training programme	Receives inputs on the draft training material from MSU Team
Two (2) days after receiving feedback	Delivers a three day training targeting staff in the Organ Directorate
5 days after delivery of training	Submits Final Report

## 5.0 Reporting

The consultant shall report to, and perform the assigned tasks under the guidance and direct supervision of the Mediation Officer, within the Mediation Support Unit, Botswana. The Mediation Officer will among other things, facilitate the consultant's contacts with key actors and key stakeholders, and facilitate access to relevant documents and information.

## 6.0 Expertise Required

Minimum Requirements:

**Education:** An advanced University Degree in International Relations, Development studies, International/Mass Communication, Journalism, Public Relations, International Relations, Marketing and any related Social Science disciplines or related fields. Possession of a PhD will be an added advantage.

**Experience:** A minimum of five years of experience and competency in conducting similar assignments of regional/international magnitude particularly in the context of Southern or Sub-Saharan Africa. He/she must have a good understanding of result oriented and /or impact driven capacity building for regional or international programmes and projects. A good training and facilitation record will be an advantage.

**Languages:** He/she must be fluent in English and must possess excellent written and oral communication skills. Proven working knowledge and experience in the other SADC languages, i.e. French and Portuguese will be an added advantage

**Other Skills:** Computer skills for compilation, analysis and dissemination of customer oriented information are required. Proficiency in development of documentary /audio–visual report production, information management and technology is an advantage. He/she must have proven ability to speak in public.

He/she must have sound knowledge of the regional institutions in southern Africa and of the SADC political landscape and Organ's modus operandi.

## 7.0 Remuneration

The consultant(s) shall be paid maximum honoraria of US\$6,000 (\$400/day) for the entire duration of the assignment in accordance with the following payment schedule:

- a. 50 (**Fifty**) per cent upon submission and acceptance by SADC of the draft training programme and training content outline
- b. 50 (**Fifty**) percent upon finalization and submission of all outputs and its acceptance by SADC.

The payment shall cover the consultant's fee and costs (excluding travel and accommodation costs if necessary)

## 8.0 Evaluation Criteria

All applications received will be assessed using the following criteria:

Category	Points
<b>Education</b>	25
<b>Experience</b>	45
<b>Language Skills</b>	15
<b>General Skills</b>	15
Total	100