

FEE-BASED SPECIFIC TERMS OF REFERENCE – PART A
 Request for Services n° SEA-2023-28735
 LOT 15 – Monitoring
 SUPPORT MEASURES

1 BACKGROUND INFORMATION

The Portuguese-speaking African Countries and East Timor (PALOP-TL) are an informal group of six countries with a common historical and linguistic background (Angola, Cape Verde, Guine-Bissau, Mozambique, São Tomé and Príncipe, East Timor) corresponding to around 70 million inhabitants. The PALOP-TL Group has no legal personality and does not have a permanent management structure or executive secretariat.

The PALOP-TL - EU co-operation aims to strengthen the relationship between Portuguese-speaking African Countries and East Timor with the EU and its Member States. It has been active since 1992 (for the PALOP countries) and was extended to East Timor in 2007. It is based on historical and cultural affinities, with the foundation of the official language and the common traits that characterise the inherited system of governance, particularly in public administration, justice systems and management of public finances.

Under the 11th EDF, cooperation between the EU and its Member States with the PALOPTL was based on a Regional Programme. The (last) Multiannual Programme 2014-2020 PALOP-TL/UE had a financial envelope of EUR 30 million. In the framework of the current EU programming cycle under the new instrument NDICI-Global Europe 2021-2027 there is no longer a specific programme for PALOP-TL, but this cooperation continues under the Sub-Saharan Africa Regional Indicative Programme (SSA RIP).

Since 2017, the National Authorising Officer (NAO) of Mozambique is in charge of the Group's coordination. Regular coordination meetings ("technical meetings") between the PALOP-TL NAOs and the EU were held twice a year, aiming to give orientations to the programme and ensure its efficient implementation. Until 2021, these meetings were followed by a yearly Ministerial (NAO) meeting. Due to Covid-19, no Ministerial meeting was held in 2020; the 2021 Ministerial meeting took place in Bissau; and the last Ministerial meeting took place in March 2023 in Brussels. At that occasion, the EU's proposal to organise technical meetings yearly (instead of semi-annual) and the Ministerial meetings bi-annually (instead of annual) was agreed.

It was also agreed that the next XV Ministerial Meeting of the PALOP-TL with the EU would take place in Timor-Leste in 2025. The Ministerial meetings are chaired by the Presidency (that rotates annually among the PALOP-TL countries). The Ministerial meetings sit at the same table representatives of the 6 countries at Minister level together with a representative of the EU. Until 2019, the Director General of INTPA represented the EU side, but since 2021 the Managing Director for Africa of the EEAS represented the EU too and discussions were also held on political issues such as "Peace and Security" in 2021 and Mozambique's mandate at the UN Security Council in 2023.

Under the new instrument NDICI-Global Europe, the governance structure of the PALOPTL cooperation has changed. The National Authorising Officers and Regional Officers (NAO and RAO) are progressively ceasing to exist. The responsibility for the coordination of the cooperation with EU in Cape Verde and Guinée Bissau has already been transferred to the Ministry of Finance, and in São Tomé and Timor Leste to the Ministry of Foreign Affairs. In Angola and Mozambique, the coordination role has for the moment remained with the NAO within the Ministry of Foreign Affairs.

The NAOs had no intervention at project level, except for monitoring and participation in Steering and National Committees. Their role was nevertheless important in what concerns the organisation and participation of the government representatives of the 6 PALOP-TL countries in the annual technical and biannual Ministerial meetings between the PALOP-TL and the EU.

The 2021 Ministerial Meeting identified 3 strategic areas for cooperation between the PALOP-TL and the EU for the period 2021 – 2027.

- i) Economic and financial governance: continuing the work started under the previous 2 projects “Programme for Consolidating Economic Governance and Public Finance Management systems in the PALOP-TL” (Pro PALOP-TL SAI – Phase I and Phase II) in the area of transparency of public finances through the reinforcement of capacities of public institutions and civil society organisations. The third phase of this project entitled "Boosting PFMS and Budget Oversight" (EUR 8 million) implemented by UNDP was launched in January 2024. The EUD Cabo Verde is on the lead for the management of this project.
- ii) Strengthening the Rule of Law: continuing the work that started under the previous project “Support to the consolidation of the Rule of law in the PALOP-TL” (PACED) that ended in June 2022. The EUD Mozambique is on the lead for the formulation and management of the new project, entitled “PRO-JUST - Strengthening the criminal justice chain in PALOP-TL” with a total amount of EUR 10 million. Pro-Just will focus on strengthening the capacities of public institutions and the creation of regional networks in the area of anti-corruption, combating money laundering and drug trafficking. A contribution agreement is currently under negotiation with Camões Institute, in partnership with INTERPOL.
- iii) Culture and employment: continuing the work that started under the current ongoing project “PROCULTURA – Promotion of employment and income generation in the culture sector in the PALOP-TL” that will end in June 2025. Culture is a common link of projection of the region beyond borders, but also as a means of economic dynamisation through export leverage and creation of employment and income generation. A final evaluation of the current PROCULTURA project is ongoing, also in charge of the formulation of a new follow-up project (EUR 10 million).

Previously, under the EDF, the PALOP-TL Technical and support measures were used to support coordination through technical assistance and programme estimates. A long-term expert was based at the NAO office in Mozambique, to support the Authorising Officer in the coordination of the programme including technical and administrative tasks, planning and monitoring of the PALOP-TL cooperation at the regional level, and the organisation of the regular meetings (technical, ministerial). He was in charge of the revision of a Communication and Visibility Strategy (C&V) based on a PALOP-TL/EU programme website (palopt-tl.eu), IT Platform and a Facebook Page. He helped to organise ‘circular missions’ by the coordinating Mozambican NAO, the latest ones taking place in October 2023 in Guinea Bissau and Cape Verde as well as Timor Leste in 2024. The TA finished his contract in March 2024. The support measures also financed a Programme Estimate for the NAOs in each of the PALOP-TL countries, in order to finance expenses related to the participation at annual technical and ministerial meetings and any C&V activities related to the PALOP-TL programme and projects, attendance of international events of relevance to the programme, etc. The 6 Programmes Estimates ended between December 2023 and July 2024.

Under NDICI, there is no PALOP-TL programme as such, and no programme estimates, but there was an agreement that support measures should be provided in order to preserve and promote the coordination of the EU-PALOP-TL cooperation.

The SSA Regional MIP thus includes support measures for the coordination of the PALOPTL

cooperation¹, which are the objective of this Request for Services. A parallel Request for Services is also being launched under FWC Events 2020 with two successive contracts: one for the mobilisation of a contractor in charge of the logistics for the 2025 technical and ministerial meetings in Timor Leste and the 2026 technical meeting (place tbc) and another one for the mobilisation of a contractor in charge of the logistics for 2027 and 2028. The EUD to Mozambique will ensure the monitoring of activities implemented under the support measures, in coordination with the other five Delegations.

2 OBJECTIVE, PURPOSE AND EXPECTED RESULTS

> Global objective

The support measures will contribute to the successful cooperation between the EU and the PALOP-TL countries, achieving the objectives set in the Regional MIP, ensuring that actions have a clear regional added value, and coherence with national programmes and overall alignment with EU priorities.

> Specific objective(s)

Specific objective: the provision of technical assistance in support of ongoing and future PALOP-TL cooperation (operational and policy dialogue level). This includes monitoring of ongoing programmes, supporting the Government of Mozambique (in its role of PALOPTL coordinator) and the EU Delegations in the organisation of the technical and ministerial regular meetings, performing a strategic assessment of PALOP-TL cooperation (in 2026/2027), and the development of content of communication and visibility activities.

> Requested services, including suggested methodology

The provision of technical assistance in support of ongoing and future PALOP-TL cooperation (operational and policy dialogue level) includes:

- Mobilisation of a long-term consultant to provide intermittent support to the GON and the EU Delegation to Mozambique for:
 - i) the monitoring of the ongoing/future PALOP-TL projects;
 - ii) coordination among the network of technicians and focal points in the PALOP-TL countries (formerly attached to the NAO offices) as well as the EUD Delegations;
 - iii) provision of support for the organisation of the regular technical meetings: 4 meetings, in 2025 (Timor Leste), 2026 (Sao Tome & Principe), 2027 (location tbc), and 2028 (Guinea Bissau, tbc); and ministerial meetings: 2 meetings, in 2025 (Timor Leste, back to back with the technical meeting) and 2027 (Sao Tome & Principe). This includes, among others: preparation of the agenda, coordination with implementing partners, EU Delegations and the contractor in charge of the logistics (being mobilised under a parallel contract, under FWC Events 2020), elaboration of speaking points for certain sessions, elaboration of presentations and/or coordinating presentations by other

¹ According to the Commission Decision, the support measures may: 1) Support to identification, formulation, implementation, monitoring & evaluation and audit of the PALOP programme; and 2) support the political dialogue and the organization of annual technical meetings and biannual ministerial meetings between the EU and the PALOP-TL countries, as well as the support and monitoring of the PALOP-TL projects.

experts/participants, meeting reports, facilitation of certain sessions, etc.

- iv) In 2026 or 2027, with the support of a short term expert, elaboration of a strategic assessment of PALOP-TL cooperation and proposal for the way forward.
- v) development of content of communication and visibility activities :organise, structure, coordinate and disseminate information about PALOP-TL projects and cooperation, in formats to be proposed by him/her and agreed by the EUDs and partners (for example, newsletter, regular Brief Notes, PALOP/TL websites and platforms, etc.). This task also involves regularly informing the EUD, focal points and beneficiaries on the progress of the projects and global EU – PALOP-TL cooperation; share some products translated into English and French to a broader audience, showcasing the results of previous programs drawing on the evaluation of EU-PALOP TL cooperation; organising communication events (e.g. in Brussels.) to give visibility to the PALOP-TL cooperation in key events in the respective sectors, as well in the framework of events organised by DG INTPA (which the consultant should assist in identifying, e.g. info points, EU development days, etc) or other key stakeholders.

- A short term consultant for a strategic assessment of PALOP-TL cooperation and way forward (to be done tentatively in 2026 or 2027),

> Expected Results

These activities will contribute to :

- Relations between the EU and the PALOP-TL countries reinforced through cooperation activities and policy dialogue in key priority areas.
- Improved coordination and monitoring of PALOP-TL cooperation programmes
- Provide inputs to the agenda and content preparations of the technical and ministerial meetings and coordinate with the FWC Events Program manager to this aim;
- Strategic assessment and proposal for the way forward for PALOP-TL cooperation.
- Enhanced communication and visibility of EU-PALOP-TL cooperation (both internal communication between EUDs, PALOP-TL stakeholders and implementing partners; and external communication/visibility towards a wider public).

3 LOGISTICS AND TIMING

Please also refer to Part B of the specific terms of reference.

4 REQUIREMENTS

Please also refer to Part B of the specific terms of reference.

5 REPORTS /DELIVERABLES

Title	Content	Language	Submission timing or deadline	Number of copies (if report to be provided in Paper or USB/CD/DVD format)
Inception report	Initial report of maximum 15 pages, to be send maximum one month after the start of assignment. Actualization of the methodology, after discussion with EU delegation and NAO/Regional coordinator. The report should include a situation analysis, work plans, detailed chronogram of activities.	Portuguese	Within 30 days after the project start	Electronic format only (email)
Desk report	Progress reports of maximum 20 pages, each 6 months, with description of the progress and the challenges and planned activities for the next period. Reports of the technical and ministerial meetings should be added as annexes.	Portuguese	Within 6 months after the project start	Electronic format only
Strategic assessment and proposal for way forward	Draft report, maximum 1 month after the end of the task Final report, within 7 days after the reception of the EU comments on the draft report	Portuguese	In 2026 or 2027	Electronic format only
Draft final report	Draft report, maximum 1 month after the end of the project, presenting the description of the achievement including	Portuguese	Within 1 month after the project end	Electronic format only

	problems and recommendations.			
Final report	Final report, within 7 days after the reception of the EU comments on the draft report.	Portuguese	Within 2 months after the project end	Electronic format only

For all other matters relating to reports/deliverables, please refer to point 11 of Part B of the specific terms of reference.

6 MONITORING AND EVALUATION

There are no specific performance indicators in this contract.

7 PRACTICAL INFORMATION

Please address any request for clarification and other communication to the following address(es):

delegation-mozambique-fcs@eeas.europa.eu

With cc to: Severine.Arnal@eeas.europa.eu

Mahomed.Anifo-MURARGY@eeas.europa.eu

Clara.MOLERA-GUI@eeas.europa.eu

N.B:

- > Proposals must be sent exclusively via OPSYS/Funding & Tenders portal
- > Proposals sent to project managers will be considered ineligible and the contractor will be excluded from the tender procedure.
- > Proposals must be submitted in PDF format.

8 ANNEXES

Reference documents :

- Support Measures Action Document
- Previous Technical Assistance to the coordination of the PALOP-TL programme : Progress reports
- Reports of the circular mission reports in the PALOP-TL countries : 2022, 2023, 2024
- Decision on the financing of multiannual action plan for Sub Saharian Africa for 2023-2028
- Consulta e analise sobre a implementação do programa PALOP-TL com a União Europeia.

TENDER SPECIFICATIONS – PART B

BACKGROUND INFORMATION

1. Benefitting Zone

Africa

2. Contracting authority

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

3. Contract language

English

LOCATION AND DURATION

4. Location

- **coordination, monitoring and communication:**
 - Normal place of performance of the specific assignment: Home based with intermittent missions to Mozambique and other PALOP-TL countries.
 - Mission(s) outside the normal place of performance and duration(s): At least one week twice a year.
- **Evaluation Expert.:**
 - Normal place of performance of the specific assignment: Home based with intermittent missions to Mozambique and other PALOP-TL countries.
 - Mission(s) outside the normal place of performance and duration(s): At least one week twice a year.

5. Start date and period of implementation

The indicative start date is 24/12/2024 and the period of implementation of the contract will be 40 Month(s) from this date (indicative end date: 24/04/2028).

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.

- **coordination, monitoring and communication:**
 - General description of the position: The main expert will be in charge of the monitoring

and overall support to the coordination of PALOP-TL cooperation. He/she will work home-based with intermittent missions to Mozambique (twice a year) to support the NAO in its role of coordinator of PALOP-TL cooperation) and to other PALOP-TL countries (2 circular monitoring missions). He will support the organisation of the technical and ministerial meetings, to which he/she will actively participate. He/she will be in charge of internal and external communication, develop the content of the communication and visibility material and may participate in communication events, some of them in Brussels. He/she will be in charge of the strategic assessment of PALOP-TL cooperation (foreseen for 2027 or 2028) as team leader with expert n°2. See ToR Part A (requested services for more detail).

- Expert category: Home Based - Cat. I (>12 years of experience)
- Qualifications and skills required: Completed university studies of at least 3 years, attested by a diploma, in Social Sciences, Economics, Public Finance, Law or related areas. Professional qualifications or equivalent experience in the area of monitoring and evaluation, and/or communication would be an advantage.
- General professional experience: Minimum of 12 years, of relevant professional experience related to development and international cooperation.
- Specific professional experience: At least 6 years' experience providing technical assistance for the development of technical, administrative and financial capacities of public institutions in development countries; monitoring and evaluating development cooperation projects; facilitating policy dialogue and communication. Experience in projects funded by multilateral or bilateral development partners is a requirement; Good knowledge of the PALOP-TL cooperation and experience working in PALOP-TL countries would be an advantage. Experience in EU funded projects and policy dialogues would be an advantage.
- Language skills: Fluency in Portuguese and English (written and spoken) is required.
- Number of working days: **384** days

- **Evaluation Expert.:**
- General description of the position: The Evaluation Expert will be mobilised tentatively in 2026 or 2027 to support the main expert in the strategic assessment of PALOP-TL cooperation and proposal of way forward.
- Expert category: Home Based - Cat. I (>12 years of experience)
- Qualifications and skills required: Completed university studies of at least 3 years, attested by a diploma, in Social Sciences, Economics, Public Finance, Law or related areas. Professional qualifications or equivalent experience in the area of evaluation would be an advantage. Knowledge and experience of EU procedures and Monitoring and Evaluation tools would be an advantage.
- General professional experience: Minimum of 12 years' experience related to development and international cooperation.
- Specific professional experience: Minimum 6 years' experience in evaluation of projects in the fields of rule of law, public finance and/or culture or equivalent. Experience

in evaluation of regional projects would be an advantage. Good knowledge of and experience working in PALOP-TL countries would be an advantage. Experience in EU funded projects and policy dialogues would be an advantage.

- Language skills: Fluency in Portuguese and English (written and spoken) is required.
- Number of working days: **82** days

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:

The provision for incidental expenditure for this contract is EUR 303765. This amount must be included unchanged in the budget breakdown.

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 30000. This amount must be included unchanged in the budget breakdown.

10. Other items defined by Contracting Authority

No other items provided for in this contract.

REPORTS AND DELIVERABLES

11. Reports and deliverables requirements

Title	Content	Language	Submission timing or deadline
Inception report	Initial report of maximum 15 pages, to be send maximum one month after the	Portuguese	Within 30 Day(s) After the project start

Title	Content	Language	Submission timing or deadline
	<p>start of assignment. Actualization of the methodology, after discussion with EU delegation and NAO/ Regional coordinator.</p> <p>The report should include a situation analysis, work plans, detailed chronogram of activities.</p>		
Desk report	<p>Progress reports of maximum 20 pages, each 6 months, with description of the progress and the challenges and planned activities for the next period. Reports of the technical and ministerial meetings should be added as annexes.</p>	Portuguese	Within 6 Month(s) After the project start
Strategic assessment and proposal for way forward	<p>Draft report, maximum 1 month after the end of the task. Final report, within 7 days after the reception of the EU comments on the draft report.</p>	Portuguese	Every 1 Year(s)
Final report	<p>Draft report, maximum 1 month after the end of the project, presenting the description of the achievement including problems and recommendations.</p>	Portuguese	Within 1 Month(s) After the project end