

TERMS OF REFERENCE FOR A CONSULTANCY ASSIGNEMENT

Subject : Study of the training needs of African Diaspora organisations in Europe and development of the implementation strategy of ADEPT academy

1. Context

ADEPT is the Africa-Europe Diaspora Development Platform, a pan-European network created in 2017 and based in Brussels. Its mission is to amplify the influence and impact of African diaspora individuals and development organisations in Africa and Europe. Its vision is a world where Africa, its people and its diaspora are empowered and transformed.

ADEPT has a network of over 200 African diaspora organisations and individuals based in Europe. Bridging the gap between the two continents, ADEPT members are active in the EU and AU member states, as well as in Norway, Switzerland and the UK.

ADEPT's activities rely on three pillars: capacity development, diaspora engagement, policy and advocacy. The capacity development department is composed of trainings, financial support and technical support.

In 2016, a training strategy known as « Diaspora Academy » was elaborated to bring together the capacity building activities offered by ADEPT, especially through trainings. However, this strategy could not be implemented at that time.

Building on the work already done in this first phase, ADEPT needs to update this strategy and make it operational and sustainable, taking into account the recent changes in the implementation context (multiplication of training offers, reinforcement of initiatives led by and for the diaspora, strenghtening of diaspora organisations, digitalisation of activities, existing offer of free and online courses, such as MOOC).

2. Objectives of the consultancy assignment

- To provide an overview and understanding of the different capacity building schemes offered to and requested by diaspora organizations
- To identify the strategic positioning of ADEPT in terms of capacity building activities – and especially trainings- to be offered to diaspora organizations (format and content)
- To support ADEPT in the elaboration of a new training strategy, including a financial sustainability component, to be fully implemented starting 2023

3. Mission of the expert

With the support of ADEPT technical team to identify and connect to resource persons/organisations and documents, the expert is expected to perform the following tasks :

- Prospective review (mapping) of existing capacity building schemes including training offers, elaborated by and/or for the African diaspora in Europe or in Africa. These schemes can be offered by organisations in Europe or outside Europe. Short interviews could be conducted with a limited number of resource persons.
- Elaborate a survey and conduct interviews with diaspora organisations, and especially members of ADEPT, to collect information on :
 - o their capacity building needs, and especially training needs
 - o their training offer, if applicable
 - o their idea of what ADEPT should offer in terms of capacity building and especially trainings

- Make suggestions for a new training strategy for ADEPT taking into account the existing activities and the findings of this new study,
- Present a concise and relevant concept note, including a financial component or suggestions to move towards economic sustainability, with the aim to attract potential partners

4. Timeline and deliverables :

The expert will be under contract from the date of signature of the contract until **15/04/2022 (estimated date of delivery)**. The number of days is estimated at a maximum of **14 days**, according to the schedule below. The estimated starting date is planned for 24/02/2022 the latest.

Désignation	Estimated days	Estimated deadline
Steering meetings and internal exchanges	1,5	/
Prospective review (mapping) of existing capacity building schemes including training offers	5	March
Collect information on the needs, offers and expectations of diaspora organisations in terms of capacity building and especially trainings	4.5	March
Analysis and writing of the concept note, including a financial strategy	3	April

Given the limited number of days, the scope of the preliminary research may be restricted in agreement with the steering committee.

The expected deliverables are :

- A study report presenting in a succinct and operational manner the results of the mapping of capacity building and training mechanisms for diaspora organizations and the needs expressed by the organizations.
- A concept note presenting a strategy and a positioning of ADEPT in the field of capacity building of diaspora organizations and especially through trainings

5. Qualifications of the expert

Profile

- Experienced consultant in capacity building and needs assessment
- Experience working with African Diaspora organizations in Europe or abroad
- Experience in designing and facilitating training for diaspora organizations

Qualifications and skills

- Minimum of 5 years experience in the field of capacity building and training
- At least 2 years of cumulative experience in training facilitation
- Experience in conducting surveys and interviews appreciated
- Appetence for digital tools and the development of training through digital tools
- Excellent oral and written English and French. Another European language is appreciated(ability to conduct interviews)
- Good writing and synthesis skills

6. Formulation of the offer

The expert is requested to send to the following e-mail address cdm@adept-platform.org before **10/02/2022**

- A brief methodological note;
- CV and time allocation if applicable;
- A financial offer including fees;

7. General information

Status: The expert(s) must be able to work under a freelance status / independent consultant.

Invoicing: The expert(s) must provide a VAT number if applicable and submit a commercial invoice. According to the internal procedures of ADEPT (reverse charge of VAT), only the amount free of taxes will be paid to the provider, ADEPT being responsible for declaring and paying the VAT to the tax authorities.

Availability: February – April 2022 (exact dates to be defined)

Global envelope available: The maximum envelope available is 5 600€ TTC with a daily rate fixed at 400€ TTC. The financial proposal will have to take into account this envelope and include all the expenses charged to the completion of the mission.