1. **Background – The UCLG-Africa**

The United Cities and Local Governments of Africa (UCLG-Africa) is a Pan African Membership Association of Local Authorities, Cities, and Regions seeking as its vision *Building African Unity from, and Driving African Development through the Grassroots*. In order to realise this Vision, the UCLG-Africa has espoused its Mission Statement as follows:

- Unite African local government, place it in the continental political and economic development context and represent it in all relevant forums;
- Strive for the establishment of local government as a distinct sphere of government, working in support of national and other sphere of governments in Africa;
- Ensure democracy, equality and respect for human rights at the local level;
- Promote sharing of human and intellectual capital as well as other resources among local authorities in Africa;
- Empower local governments through research, training and capacity development; and
- Pursue sustainable development in partnership with institutions, structures and programmes of the same mission.

In consistency with the vision and mission, the UCLG-Africa has further adopted the following overall strategic intent: *The establishment, consolidation and sustainability of decentralised local government as a distinct sphere of government and the development of the UCLG-Africa network, provide for the incorporation of the concerns of the African people in the development and cooperation agenda of Africa, in order to improve their livelihoods.*

The project, Regional Information and Knowledge Resource Centres (RIKRCs) is, thus, being undertaken under the overall context of the Governance Advocacy and Decentralised Development Programme for Africa (GADDEPA)¹.

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¹ Governance, Advocacy and Decentralized Development Programme for Africa (GADDEPA): Concept Paper for a long term Strategic perspective, United Cities and Local Governments of Africa – Policy Document
2. Introduction – The Regional Information and Knowledge Resource Centre

The UCLG-Africa is implementing a project to establish Information and Knowledge Resource Centres in each Africa region that will service local governments in the respective regions, taking into account the regional, national, and local peculiarities, and contributing to the building of a strong learning network at local governments’ level in each region. These centres will also serve as a ‘clearing house’ for the identification of contextual development tools and technical services needs to help the national associations and individual local governments to formalize their needs for assistance and partnerships.

The project seeks to define the scope and specific functions and ‘modus operandi’ of the Regional Information and Knowledge Resource Centres also taking cognizance of regional contexts and aspirations of the clientele.

3. Information and Knowledge Management – The Challenges

The rise of the electronic information systems, the internet and various other information media has created a ‘sea’ of information and knowledge in a manner that has simplified access to vital information and knowledge for personal and organisational use. It has, however, also become a maze or jungle containing both accurate and inaccurate information and data. While, therefore, the advent of advanced information and knowledge storage and retrieval systems has been of tremendous benefit to informed decision-making, it has also created high risks of misinformation and ‘false’ knowledge that could adversely affect the resolution of divergent views on important developmental issues. Furthermore, decision-makers are often confronted by ‘information overload’ that begins to negate the gains from the global access to information and knowledge that information technology has enabled. Local governments are no exception to these risks as they increasingly rely on the internet for both statistical/data information and as they seek innovative thinking and practices in this fast changing world.

Thus, local governments require support in, at least, three critical areas (1) access to accurate, reliable information and knowledge relating to the sector (2) minimisation of ‘information overload’ through sifting and evaluating of information that is relevant to the sector in order to ensure that the information is up-to-date and relevant. (3) Access to sector-generated information and knowledge proven by peers to be reliable and practical.

The proposed Regional Information and Knowledge Resource Centres seek to address these concerns as well as establish a facility that pools expertise and processes sector specific information and knowledge for the benefit of local governments and their national associations. The Centres should benefit the professionals working in the local government sector and the political leadership that make vital development decisions as well as other stakeholders such as civil society organisations, universities and other learning centres, and government departments. These also act as contributors to the information and knowledge pool of the RIKRC.

4. Scope and Specific Terms of Reference of the Project and Deliverables

4.1 Project Scope and Terms of Reference

The primary purpose of this project is to define the role, functions, ‘modus operandi’ and
in Institutional and organisational requirements for the operationalization of Regional Information and Knowledge Resource Centres in Eastern Africa, Southern Africa and Western Africa. In order for the result to reflect the needs of the sector, the purpose of the project must be undertaken in a participatory mode. The project entails, inter alia, the following:

a. Assessing the information, mapping of needs and knowledge profiles that could be most appropriately pooled and provided for local governments within a regional context;
b. Defining the institutional and organisational structure that would best deliver the needs of local governments and national associations for information and knowledge relevant to the sector as identified under this section;
c. Defining and elaborating the mechanisms for managing sector-generated information and knowledge and external sources relevant to local governments and their national associations, including universities and other learning centres, relevant internet based learning sources, and central government information and knowledge resources

4.2 Specific Terms of Reference for Consultant

In order to deliver the project scope it is proposed to engage a consultant qualified in the area of knowledge management, especially in the public sector and with local government sector experience.

Within the scope of the project specified under these Terms of Reference, the consultant will undertake the following tasks:

a. Undertake field research to gather the information and knowledge needs and priorities of cities and national associations of local governments necessary to improve their competences of their technical and political human resources. The consultant will travel to three countries selected by the UCLG-Africa Secretariat in each of the three regions – Eastern Africa, Southern Africa and Western Africa. At a minimum, the consultant will meet and interview the following categories of stakeholders in each country: Political and executive officials of the national association, host city officials, officials of the ministry responsible for local government/ decentralisation, local university and other relevant institutions of learning, department responsible for national statistics;
b. Prepare a preliminary prototype scheme for a Regional Information Knowledge Resource Centre;
c. Design a participatory workshop based approach and programme for engaging practitioners and professional stakeholders to input the design of the Regional Information and Knowledge Resource Centres in order to realise the project scope as defined under this section;
d. Facilitate a workshop of stakeholders to validate and gather further appropriate data that contributes to the realisation of the project scope;
e. On the basis of the workshop findings, relevant literature and professional discourse, design the Regional Information and Knowledge Resource Centres for each of the three regions, including recommendations on

- The roles and functions of the Regional Information and Knowledge Resource Centres;
- The institutional and organisational structure required for operationalizing the Centres;
- Human, financial, technology and equipment resources required;
- Define the processes for the operations of the Centres incorporating external and sector sourcing (including expert and stakeholder discussion groups), storage and indexing, monitoring and dissemination of information and knowledge that would best deliver on the project scope;
- Description of the information and knowledge service that will be delivered to the members of the UCLG-Africa;
- Defining a framework for the maintenance of a database on municipal international cooperation and other decentralised cooperation partnerships; and
- Defining a framework for the maintenance of regional statistical information database on local governments.

4.3 Deliverables and Schedule Timelines

The consultant is required to deliver the following:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1 Submission of Expression of Interest</td>
<td>10 February 2017</td>
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<tr>
<td>2 Field Research Findings and Recommendations Report</td>
<td>24 March 2017</td>
</tr>
<tr>
<td>3 Focus Group workshop design concept note and programme</td>
<td>24 March 2017</td>
</tr>
<tr>
<td>4 Facilitation of a workshop as specified under this paragraph (4)</td>
<td>27-28 April 2017</td>
</tr>
<tr>
<td>5 Main report covering all the areas specified under 4.1 and 4.2 of this section</td>
<td>12 May 2017</td>
</tr>
</tbody>
</table>

5. Consultancy Fees and Duration of Study

The consultancy period for this study is as indicate below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Delivery Date</th>
<th>Fee Paid Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Field Research preparation, visits and reporting</td>
<td>24 March 2017</td>
<td>18</td>
</tr>
<tr>
<td>b. Preparation of workshop documents, including project concept note and programme</td>
<td>24 March 2017</td>
<td>1</td>
</tr>
<tr>
<td>c. Preparation and Facilitation of Workshop</td>
<td>27-28 April 2017</td>
<td>3</td>
</tr>
<tr>
<td>d. Preparation and submission of Findings and Recommendations Report</td>
<td>12 May 2017</td>
<td>3</td>
</tr>
<tr>
<td>Total Fee Paid Days at USD600 per day</td>
<td></td>
<td>25 Days</td>
</tr>
</tbody>
</table>

Contract Payment Conditions
5.1 The total consultancy fees payable for the project is United States Dollars Fifteen Thousand (USD15, 000)

5.2 The UCLG-Africa will pay for travel and per diems only for specific journeys sanctioned and approved by the UCLG-Africa prior to execution

6. Submission of Expression of Interest

Qualified consultants are asked to submit an Expression of Interest specifying the following:

a. Personal contact details: names, postal address, email, telephone contacts, next of kin details;
b. Qualifications and Experience
c. Proposal: Demonstrate understanding of the assignment, Approach to be adopted; the methodology and proposed timeline;
d. Date available to commence study and confirmation to abide by the terms of this Call for Expression of Interest

Expression of Interest must be submitted to the following by **10 February 2017**

1. secretariat@uclga.org
2. elongmbassi@yahoo.fr
3. ckpatsika@uclga.org