

**Commonwealth Women Parliamentarians (CWP) Africa Region
An organ of the Commonwealth Parliamentary Association Africa Region**

**CALL FOR CONSULTANCY SERVICES TO DEVELOP THE 2026-2030
CWP AFRICA REGION STRATEGIC PLAN**

The CPA Africa Region is calling for firms and Individual Consultants to submit a comprehensive proposal for carrying out Consultancy services to review the 2021-2025 CWP Africa Region Strategic Plan and develop the 2026-2030 Strategic Plan.

The proposal submission is eligible to all competent and experienced consultants as per attached Instructions and Terms of Reference (TOR).

Kindly write and send to the address provided below.

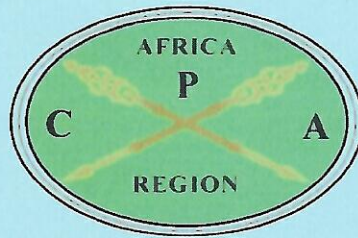
The deadline of submission is on 27th April, 2026 **at 17:00 HRS EAST AFRICA TIME**

Please submit your proposals, one original and a copy (Technical and Financial) in a Soft copy through cpa.secretariat@bunge.go.tz

You may contact the undersigned for details and further clarification regarding this assignment:

Thanking you in advance for your cooperation.

Baraka Leonard
Regional Secretary
CPA Africa Region
25th March, 2026



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CWP AFRICA REGION STRATEGIC PLAN

Assignment duration	May 11 th – 23 rd June, 2026
Evaluation consultancy budget	TBA

Background

The Commonwealth Women Parliamentarians (CWP) Africa Region is an organ of the Commonwealth Parliamentary Association (CPA) Africa Region, which operates within the Constitution of CPA Africa Region and its founding Rules. Its affairs are managed by a Steering Committee, which reports to the CPA Africa Region and the Annual General Meeting (AGM) of the Africa Region. More importantly, CWP Africa Region exists to:

- (i) Promote the representation of women in CPA Parliaments.
- (ii) Work towards the mainstreaming of gender within all CPA activities and programmes.
- (iii) Facilitate the networking of women Parliamentarians for the socio-economic and political development of the Region.

The Steering Committee of the CWP Africa Region, which is headed by a chairperson, provides strategic direction of the Organ. Consequently, in order to ensure a well-structured and systematic operationalization of its mandate, the work of the CWP Africa Region is anchored on strategic plans. Currently, the CWP Africa Region Strategic Plan expired in December, 2025, a situation that requires its review and development of a new Strategic Plan.

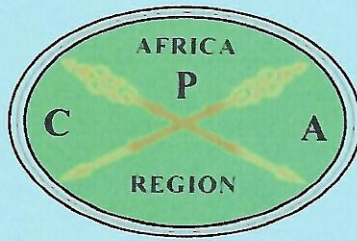
Objectives

The overarching objective of this consultancy is to review the 2021-2025 CWP Africa Region Strategic Plan and develop a five-year strategic plan for the period of 2026-2030.

Scope of Work

The scope of work for the Consultant will include but not be limited to the following:

- i. Review the 2021-2025 CWP Africa Region Strategic Plan;



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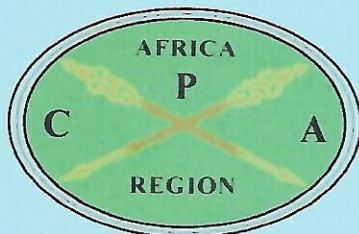
- ii. Review the vision and mission based on CPA Africa Region mandate;
- iii. Undertake stakeholder mapping and analysis;
- iv. Undertake a situational analysis of CWP Africa Region operations to date;
- v. Through a consultative process and application of an appropriate tool of analysis, identify focus areas and develop strategic objectives and key result areas for the strategic plan;
- vi. Review the institutional capacity, organizational set-up of the Secretariat and the work of the Steering Committee against the CWP Africa Region mandate and the identified strategic objectives and key result areas, and make recommendations, if any;
- vii. Propose an adaptive oriented strategy for achieving the strategic objectives and key results;
- viii. Develop an implementation plan and a results framework for the strategic plan;
- ix. Facilitate various consultative and stakeholder engagements to secure input and for purposes of validating the draft 2026-2030 CWP Africa Region Strategic Plan;
- x. Finalize draft of the 2026-2030 CWP Africa Region Strategic Plan and submit to the Secretariat for onward facilitation of approval processes by the Steering Committee and the general membership.
- xi. Ensure alignment of the 2026-2030 CWP Africa Region Strategic Plan with the CWP International Strategic Plan and broader Commonwealth Parliamentary Association strategic frameworks.

Deliverables

- i. A five-year CWP Africa Region Strategic Plan including a results framework and implementation plan.
- ii. A report on the Strategic Plan review and development process including stakeholder engagements.

Timelines

This assignment is expected to be undertaken within a period of six (6) weeks from May 11th – 23rd June, 2026.



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Institutional Arrangements

The Consultant will report directly to the Secretariat of CWP Africa Region which is under the supervision of the Chairperson and the Regional Secretary. The Secretariat will provide relevant background documents necessary for the assignment, including the current CWP Africa Region Strategic Plan. Additionally, the Secretariat shall be responsible for the coordination of stakeholder engagements and other activities as requested by the Consultant.

Qualifications and Experience

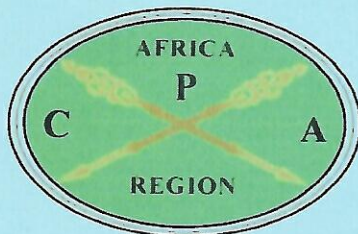
- At least a master's degree in a relevant field in the area of planning, public policy, development studies;
- At least ten (10) years professional experience in strategic planning and management;
- Prior engagements with Women Parliamentary Organs especially the CWP Africa Region is an added advantage;
- Demonstrated experience in working with Legislatures/Parliaments and other stakeholders in public sector governance programmes;
- Sound understanding of the role of Legislatures/Parliaments in the attainment of Sustainable Development Goals (SDGs) (Goal 5 in particular) and Agenda 2063.

Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English;
- Sound levels of diplomacy and integrity;
- Excellent interpersonal and professional skills in interacting with Parliamentary institutions, governments and development partners;
- Skills in facilitation of stakeholder engagements;
- Ability and willingness to use virtual platforms/digital tools in carrying out the assignment;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming related work.

Submitting an expression of Interest

Interested and qualified candidates should submit their applications, which should include the following:



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- Detailed Curriculum Vitae.
- Cover letter demonstrating competency and experience of undertaking the exercise.
- Expected consultancy fee (figure in USD) payment for implementing the assignment and submission of the deliverables set out above.

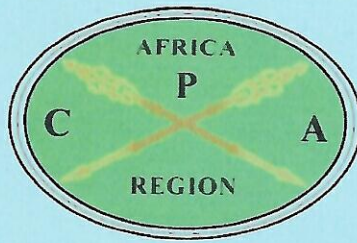
Applications should be submitted to: cpa.secretariat@bunge.go.tz

Deadline for submission: 27th April, 2026

END

INSTRUCTIONS TO CONSULTANTS

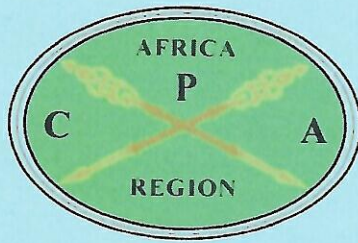
1)	The Procuring Entity is the CWP Africa Region The Method of Selection is Quality and Cost Based Selection
2)	The assignment is to be completed within 6 weeks after signing of the contract.
3)	Materials, equipment and supplies used by the Consultant shall remain the property of the client after the completion of the task
4)	For clarification of proposals the Client 's address is: Regional Secretary, CPA Africa Region, P.O. Box 941, Dodoma, Tanzania. Email: cpa.secretariat@bunge.go.tz
5)	The proposal shall be written in the English language.
6)	Other documents required to be submitted with the proposal are: Curriculum Vitae and Covering letter
7)	Additional information on the proposal includes;



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	Shortlisted consultants must provide information on their credibility to perform the service by bringing their profile, description of similar assignments in the past three years and commitment on their availability.
11)	The client will provide the following inputs and facilities: (unless specified otherwise during the negotiation) <ol style="list-style-type: none"> 1. Logistical support and Programme documents for review 2. The link between the Consultant and key partners. 3. Technical oversight, quality assurance as well as quality control for the assignment as necessary.
12)	Proposal must remain valid for a period of 60 days after the submission date.
13)	The proposal submission: The Consultant shall submit Technical and Financial proposals to the address given above

14)	Criteria, sub-criteria, and points system for the evaluation of proposal are:	
	Criteria, sub-criteria	Points (%)
	(i) General experience, reputation and experience in previous similar assignments -General experience (10) -Experience in similar assignment (20)	30
	(ii) Understanding of the terms of reference, methodology and the overall quality of the proposal -Comments on terms of reference (10) -Work plan and Methodology (35)	45
	(iii) Qualification [General qualifications] [20]	20



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	(iv) Firm/Individual Participation	5
	Total Points :	100
	The minimum Technical Score required to pass is: 75 Points.	
15)	The address for contract negotiations is: Regional Secretary, CPA Africa Region, P. O. Box 941, Dodoma, Tanzania. Email: cpa.secretariat@bunge.go.tz	
16)	The assignment is expected to commence on 11 th May, 2026	