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CALL FOR EXPRESSION OF INTEREST TO DESIGN AND DELIVER A TRAINING ON THE AU BALANCED SCORECARD

1. Introduction

The African Union Commission (AUC) has received a grant from the International Development Association (IDA) to implement the "Support for Capacity Development of the African Union Commission and other African Union Organs Project" (P126848) for a period of four years. Through this project AUC aspires to strengthen its capacity to facilitate economic development results and transformation in the Continent.

The African Union Commission (AUC), is the secretariat of the AU, which is the key organ playing a central role in the day-to-day management of the Union. Amongst other mandates, the AUC represents the African Union and defends its interest, elaborates draft common positions of the AU, prepares strategic plans and studies for the consideration of the Executive Council, elaborates, promotes, coordinates and harmonizes the programs and policies of the AU with those of the Regional Economic Commissions (RECs) and ensures the mainstreaming of gender in all programs and activities of the AU. Accordingly, AUC in the context of its new Learning and Development Journey, is looking for a service provider to design and deliver training on contract management and administration for its senior procurement officers in AUC and other organs. The Learning and Development Journey was initiated and implemented in 2015 as a step in our journey toward the realization of Agenda 2063. It is aimed to leading the way forward with a learning and development strategy which will provide the strong foundation necessary to guarantee the future success of the African Union (AU).

2. Background

The AUC operates in a dynamic environment that is characterized by uncertainty and swift socio-political and technological changes. This is coupled with the continued expectation that the AUC upholds its integral values of accountability and transparency. The way to address this increasingly complex and changing needs is to adapt our strategies and processes and develop them in such a way that the AUC and other AU organs are able to face new challenges with vision and preparedness. The Commission has therefore adopted a Learning and Development Strategy that reflects its unique mandate and appropriately prepares the workforce with the skills, capabilities, and competencies needed to ensure a sustainable future.

It is against the above background that it becomes imperative to ensure that all Departments and Directorates within the African Union align their activities to the strategic plan of the African Union and the agenda 2063.

4. Target Participants

The training will target one hundred (100) staff within African Union Commission, AU Regional Offices Staff, and AU organs.

3. Objective of the service

To provide senior staff with information on the balanced scorecard in order to enable them better manage performance within the African Union.

Scope of the service

The balanced scorecard is a strategic planning and management system that is used extensively in business and industry, government, and nonprofit organizations worldwide to align activities to the vision and strategy of the organization, improve internal and external communications, and monitor organization performance against strategic goals.

Therefore, the training provider shall include all the basic concepts and best international practices necessary to achieve the stated objective of this training program by executing, but not limited to, the following:

- Basic concepts of the balanced scorecard and how it can be used to improve organisational performance.
- How the balanced scorecard applies to different types of organisation.
- How to build and implement a balanced scorecard using the nine-step methodology.
- How to develop meaningful performance measures and target.
- How a scorecard system can drive a performance-informed budget and accountability.
- How to better inform decision making through scorecard automation.
- How to cascade the scorecard to all levels of the AU.
- How to design and implement a scorecard where other frameworks have already been introduced.
- How to revise poorly designed scorecard elements.
- How to overcome obstacles and real world challenges.
- How to evaluate planning documents and processes.

4. The African Union Commission will:

- a. Provide the venue for the training, accommodation, and food.
- b. Provide flip chart and projector.
- c. Provide administrative support, including assistance in making appointments, organizing and distributing documents, and other provisions necessary to

facilitate the training. Assist the training institution in ensuring full participating in the training.

5. Qualification and Experience of the Training Provider:

The trainers are expected to have practical experience in organizing and delivering training courses on balanced scorecard, best Practices, and related subjects; and have a background in balanced scorecard. Moreover, trainers must have a track record of delivering similar courses for similar large international organizations.

- **Team members:** The consulting firm must provide a maximum of two consultants as team members. Team members must have certification in balanced scorecard and they should be specialized in internationally accepted tools and best practices in both private and public sector. They must have a minimum of 5- 7 years' related experience.
- **Language skills:** An Excellent English language skill is mandatory.

6. Deliverables

The service provider is expected to provide on-site training on the balanced scorecard and best practices for all staff from African Union Commission as well as regional offices, and organs. At the end of the training program, the participants should be equipped with the skills as stated in the terms of reference and outlined in the training proposal.

The following deliverables are required under this assignment:

- a. Develop training programs and modules.
- b. Conduct and submit pre training assessment report.
- c. Design and develop a training module.
- d. Provide training materials and related documents.
- e. Recommendations and proposals for improved training in the future (if any).
- f. Conduct and submit post training assessment report not later than two (2) weeks upon completion of the training.
- g. Issue Certificates to participants at the end of the training session.

7. Desired Outcome

By the end of the training, it is expected that participants will acquire the knowledge and skills in balanced scorecard align the AUC strategic goals into a set of performance objectives which are measured and monitored to achieve the Agenda 2063.

8. Training Delivery Details

Activity/ Training Topic	No of Participants	Duration of training	Language of Delivery	Estimated Cost	Training venue
AU Balanced Scorecard	100	5 days	English		TBD