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CALL FOR EXPRESSION OF INTEREST TO DESIGN AND DELIVER A TRAINING ON DIPLOMACY AND NEGOTIATION SKILLS

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 enhance the capacity of existing staff with the skills required to influence decision making processes, peers, supervisors and key stakeholders during formal negotiations.

4. Target Participants

The training will target sixty (40) Senior Policy Officers, Policy Officers within the Bureau of the Chairperson and the Deputy Chairperson of the African Union Commission.

3. Objective of the service

The training will introduce participants to the strategies and tactics required to engage in constructive round table discussions reach decisions.

4. Scope of the service

This course explores how modern diplomacy and negotiation can effectively address seemingly "intractable" international conflicts and overcome barriers to agreement in trade and finance. Drawing on in-depth cases, the course will develop diagnostic and prescriptive characteristics of effective negotiation and diplomacy as tools of political, economic and financial statecraft.

The course will pay close attention to the "how" of negotiation and diplomacy. How do officials conduct diplomacy at the highest levels? How can leaders most effectively use negotiation, diplomacy and economic and pressure? How can these tools overcome daunting barriers to desired agreements? We will study examples where negotiation and diplomacy succeeded and where they failed. To advance these objectives, the course will draw on case studies about and videotaped interviews with some of recent history's greatest negotiators and about their most challenging negotiations. Through discussion and debate, we will draw out key lessons from this experience. We also expect to make a number of small events featuring high-level visitors (optionally) available to class members.

This course will help students develop and practice negotiation-related skills critical to success in public service as well as in the private sector: deep knowledge of the core issues of our time, analytical thinking, cogent discussion, and effective writing.

Active class participation with cold calling will be the norm. Course readings beyond the case studies will be eclectic and interdisciplinary. Participants should attend all classes having done all readings and prepare to engage in discussion and debate. Beyond full class participation, course requirements include two short paper assignments (1,000 words maximum per paper), and a final exam.

Diplomacy and negotiation refers to the process of improving the ability of individuals to influence others and conduct formal negotiations in the workplace. It is expected to enable them manage their relationships at work using a "win-win approach."

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:

5. 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

6. Qualification and Experience of the Training Provider:

The trainers are expected to have practical experience in organizing and delivering training courses on Influencing and Negotiation skills, tools and best Practices, and related subjects; and have background in influencing and negotiation. 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 carry at least a Master's in economics, management, law, accounting, or engineering, and they should be specialized in advocacy skills, assertiveness techniques, 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 and French language skill is mandatory.

7. Deliverables

The service provider is expected to provide on-site training on influencing and negotiation skills and best practices for Senior Officers 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.

8. Desired Outcome

By the end of the training, it is expected that participants will be better equipped to plan for and conduct their future "real-world" meetings, with enhanced negotiating skills and improved self-confidence.

9. Training Delivery Details

Activity/				
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Activity/ Training Topic	No of Participants	Duration of training	Language of Delivery	Training venue
Diplomacy and Negotiation Skills	40	Two (2) sessions for three (3) days each	English and French	TBC