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## **CALL FOR EXPRESSION OF INTEREST TO DESIGN AND DELIVER A TRAINING ON PROJECT PLANNING AND DEVELOPMENT**

### **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 project planning and development skills.

### **4. Target Participants**

The training will target thirty (30) Senior Officers, Policy Officers, Planning and Budgeting Officers, Technical Assistants and relevant stakeholders within African

Union Commission, AU Regional Offices Staff, and AU organs that are fully involved in design and implementation of projects in collaboration with Member States and Partners.

### **3. Objective of the service**

The course is expected to enable participants develop project proposals, prepare project budgets and plan for the monitoring and evaluation of projects within the African Union.

### **4. Scope of the service**

Project Planning and Development involves preparing proposals, creating a set of plans to guide teams through the implementation, monitoring, evaluation, execution and closure of projects.

The plans created during this phase will help you to manage time, cost, quality, change, risk and issues. They will also help you manage staff and external suppliers, to ensure that the project is delivered on time and within budget.

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:

1. Drafting the project proposal; developing goals and objectives, what elements must be included in the proposal;
2. Preparing a budget for the project proposal: what needs to be included, what resources need to be considered when preparing a budget;
3. Developing a work breakdown structure and a work plan;
4. Drafting reports to provide feedback on the progress of the project;
5. Problem Tree Analysis;
6. Monitoring the progress of the project;

### **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 project planning and development skills, tools and best Practices, and related subjects; and have background in project planning and development. 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

Project Management, certification by the Project Management Institute. They should also be specialized in the 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.

## 7. Deliverables

The service provider is expected to provide on-site training on project planning and development 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 staff will acquire the skills required for them to adequately plan and implement projects and defend those proposals during formal negotiations with donors and key stakeholders as well as monitor and evaluate the progress of those projects.

## 9. Training Delivery Details

Activity/ Training Topic	No of Participant s	Duration of training	Language of Delivery	E s t i m a t e d Cost	Trainin g Venue
P r o j e c t P l a n n i n g a n d D e v e l o p m e n t	30	5 days	English		TBC