



## **CALL FOR PROPOSAL**

### **Appointment of National and International Short-Term Expert**

### **for “Technical Assistance to the Strengthening of the African Human Rights System Programme”**

**(Project Reference Number: Europe Aid/137567/DH/SER/MULTI)**

<b>Description of the Assignment</b>	<i>Assist with conducting a comprehensive job profiling and review of jobs descriptions for the Pan African Parliament (PAP) Secretariat as well as training line managers on how to carry out job profiling and review of job descriptions</i>
<b>Related activity of annual work plan</b>	<i>Evaluation of Activity 1 Result 2</i>
<b>Duration and Location of assignment</b>	<i>1 expert for 30 days in Midrand, South Africa</i>
<b>Category</b>	<i>Short Term Senior Expert</i>
<b>Time of assignment</b>	<i>September 2018</i>

### **1. Project information**

The Pan African Parliament (PAP), based in Midrand, South Africa, is the fourth African Union organ that are beneficiaries of the EU supported Technical Assistance to the “Strengthening of the African Human Rights System Programme: The PAP’s chief role is to promote the ratification, domestication and implementation of treaties, protocols and legal instruments of the African Union in the areas of human rights, rule of law and democracy throughout the African continent. It however, suffers from limited capacity which has affected progress on its mandate to promote the ratification and domestication and implementation of the AU protocols and human rights legal instruments by member states as well as developing model laws. The Parliament is committed to address the problem, but needs technical support for the Secretariat in order to achieve its mandate. This project aims at increasing the capacities of the Secretariat of the PAP, which provides technical, logistical and administrative support.



## **2. Background and Context of the assignment**

*The Pan African Parliament (PAP) was established as an organ of the African Union by the Protocol to the Treaty establishing the Economic Community relating to the Pan African Parliament to provide a common platform for the full participation of the African peoples, the diaspora and the grassroots organizations in discussions and decision making on issues and challenges facing the continent. The Pan African Parliament is based in Midrand, South Africa.*

*The ultimate aim of the Pan African Parliament is to evolve into an institution with full legislative powers, whose members are elected by universal adult suffrage. The new protocol granting these powers was adopted by the AU in 2014 and is currently under ratification by the member states. However until such a time that the new protocol comes into force, the Pan African Parliament continue to provide consultative and advisory powers within the AU.*

*The objectives of the Pan African Parliament are to:*

- Facilitate the effective implementation of the policies and objectives of the OAU/AEC and ultimately the African Union.*
- Promote the principle of human rights and democracy in Africa.*
- Encourage good governance, transparency and accountability in Member States.*
- Familiarise the peoples of Africa with the objectives and policies aimed at integrating the African Continent within the framework of the establishment of the African Union.*
- Promote peace, security and stability.*
- Contribute to a more prosperous future for the peoples of Africa by promoting collective self-reliance and economic recovery.*
- Facilitate cooperation and development in Africa.*
- Strengthen continental solidarity and build a sense of common destiny among the peoples of Africa.*
- Facilitate cooperation among Regional Economic Communities and their Parliamentary fora.*

*In the performance of its functions, the Pan African Parliament is assisted by the Secretariat with an approved structure of 74 posts out of which 47 are professional and 27 are general services positions. In an effort to enhance the capacity of the Secretariat as the Parliament is moving towards a full legislative body and within the general framework of the institutional reforms of the African Union, the Pan Parliament is currently undertaking a review of its organizational structure.*

*As part of this process, the PAP intends to engage the services of an independent consultant to undertake a job profiling exercise and a review of the existing job descriptions.*

### **3. Objective**

*The specific objective of the consultancy are as follows:*

- i. Undertake a generic job profiling exercise.*
- ii. Review the existing job descriptions and reporting lines.*
- iii. Make recommendations on the draft revised organisational structure.*

#### **4. Expected Outputs/Deliverables**

The selected consultant for this assignment is expected to carry out the following core activities:

- Review of job descriptions of positions in the approved organizational structure.
- Review of person specifications for the positions.
- Carry out a job/functional analysis.
- Recommend a ranking of jobs/functions within the draft proposed organization structure within the framework of the AU job grading matrix and taking into account the basic concept of equal pay for equal value of work.
- Training work shop for line managers on how to carry out job profiling and review of job descriptions

#### **5. Activities**

The review will be conducted by an independent consultant who will coordinate with the Administration and Human Resources Division, all Heads of Unit and representative of the Pan African Parliament Staff Association (PAPSA). Activities to be carried out include but are not necessarily limited to the following tasks:

- Review of the existing organisational structure, reporting lines, categorization of staff, job classification and grading structures.
- Review and evaluate existing 74 approved positions and compare functions carried out by the staff holding similar functional grades and analogous responsibilities in the different Departments/Divisions/Units.
- Ensure that the job descriptions are classified appropriately based on the functional responsibility of the position within the framework of the AU job grading system.
- Interview jobholders, supervisors, human resources unit and members of management team.
- Review and determine job families at PAP.
  - Training of line managers on how to conduct job descriptions
- Make recommendations on the draft organisational structure.

#### **6. Required skills and competencies**

The consultant is expected to possess the following:

- Must have a minimum of a Master's Degree in Human Resources Management/Development, Organisation Development.
- At least 10 years of relevant experience of which 5 year's should be in senior positions in a reputable management consultancy or regional /international organizations.
- Experience in human resource management and organization development theory, methodology and practices in international organizations.
- Excellent analytical skills, and ability to understand and make logical and clear conclusions and recommendations from difficult situations.
- Experience in Parliamentary institutional reforms will be desirable.
- Must be fluent in written and spoken in any of the AU languages (Arabic, English, French, and Portuguese).



### **7. Assignment Duration**

*It is expected that the entire assignment shall be completed within 30 working days from the date of signing the agreement.*

### **8. Location of Assignment**

*Pan African Parliament Precincts in Midrand, South Africa.*

### **9. Reporting**

*The consultant will report to the Deputy Clerk, Finance and Administration through the Head of Human Resources at PAP on a day-to-day basis and to the GFA Project Director through the GFA Project Manager in Hamburg.*

*The consultant will produce an inception report 5 days after signing of contract, draft revised job descriptions and generic job profiles within 17 working days from the start of the consultancy for presentation and discussion with management. The consultant will also conduct a training for line managers for 3 days and thereafter consolidate the report and make changes to the draft revised job descriptions and the generic job profiles within 5 days based on the comments and inputs received from the presentation. The consultant will then submit a final report both electronically and hard copy to the Clerk of the Pan African Parliament.*

### **10. Evaluation Criteria**

*The Pan African Parliament through technical assistance from GFA Consulting Group now invites eligible Individual Consultants to indicate their interest in providing the services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment. Consulting firms may propose individual consultant/s but only the experience and qualifications of the individual/s shall be used in the selection process, and that the contract will be signed with the proposed individual.*

*For evaluation of the expression of interest the following criteria will be applied:*

- a) Education qualification and relevant training (30 points)*
- b) Experience related to the assignment (40 points)*
- c) Technical approach and methodology (25 points)*
- d) Work plan (5 points)*

*Interested candidates are requested to submit the following documents for PAP's consideration in addition to the CV:*

- a) Technical proposal on:*
  - Understanding and interpretation of the TOR*
  - Methodology to be used in undertaking the assignment*
  - Time and activity schedule*
- b) Financial proposal on professional fees only:*
  - Consultant's daily rate in US\$*
  - Other costs e.g. Air ticket*



*Further information can be obtained at the address below during office hours 8:00-13.00 hours and 14:00-17:00 hours from Monday to Friday.*

*Proposal must be delivered in a written form to the address below not later than 15.00 hours local time, **August 15, 2018.***

**Pan African Parliament  
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