



**CONSULTING SERVICES
INDIVIDUAL CONSULTANT**

Re-advertisement

**Consulting Services- Digital Archivist & Librarian within the Directorate of
Information & Communication**

Reference No.: Re advert- **AUC/DIC/IC/327**

1. Background

The African Union (AU) is a Pan African continental body consisting of 55 African countries. The AU was launched in 2002, replacing the Organisation of African Unity (OAU). The AU is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing strategic partnerships worldwide. Its Headquarters is located in Addis Ababa, Ethiopia.

Over the 55 years of its existence, Africa's only pan-African institution has amassed a large library of material documenting the activities of the Union. The library consists of film / video and audio recordings as well as photographs. Whereas a large portion of the material documented in the past 15 years is in easy digital or easy convertible formats, a large portion of the AU library from pre-independence (OAU period) is in traditional analogue formats.

The Directorate of Information and Communication (DIC) of the AU which is charged with disseminating information of the activities of the AU intends to convert the vast library of audio-visual recordings and photography into digital format and invites qualified applicants for the consulting position of **Digital Archivist & Librarian** within the Directorate of Information & Communication.

We are looking for experienced professionals with experience in digitisation of both print and audio visual material including designing standards for archiving, developing policies for data protection and establishing rules and procedures for the effective management of a digital library and preservation of analogue material for historical purposes. The successful applicants will be expected to work with the audio-visual team in the DIC and provide daily guidance and oversee the implementation of the communication material digital archive which will be located in the AU headquarters.

2. Objective of the Assignment

To provide consultative services as relates to the development of a digital library for the African Union Commissions audio, video, photography and print communication material as well as support the development of a data/ document protection and disaster recovery policy.

The ideal candidate or firm should have strong background in designing digital archival collection and retrieval systems and establishment of procedures to ensure the maintenance, preservation and protection of data and documentation. They must have a minimum of 10 years' experience preferably in data conversion and preservation within reputable data digitisation and protection firms, national archives or library services, or national or regional media houses with extensive digital archival systems (ideally resulting from conversion of their analogue material to digital using modern technology)

3. Scope of the Assignment

Under the direct supervision of the Director DIC the Digital Archivist & Librarian will work closely with the audio-visual and web teams to deliver a functional digital database. The consultant will be responsible for conceiving and implementing guidelines and strategies for creating and maintaining a digital archive of the AU's communication material.

Specifically:

- Acts as a lead advisor in the development of digital archive library for audio-visual and photography material
- Develop and document policies and procedures for stewardship of audio-visual and photography materials residing on current or legacy formats.
- Lead evaluation and implementation of tools, standards and systems related to digital stewardship and metadata management
- Designing a data collection, preservation and maintenance policy
- Oversee digitization operations and workflows aimed at building a comprehensive easily searchable digital archive with rigorous attention to metadata creation and quality control
- Appraise, preserve, describe, and provide access to primary source digital materials, both born digital and digital content created in house
- Work with the web teams to ensure development of a searchable online database of AU communication material
- Collaborating with AUC departments and organs to obtain copies of communication material to ensure these are included in the digital archive
- Directing and motivating Audio-Visual team in DIC teams to help them use their talents effectively to deliver on content preservation
- Make recommendations on ideal equipment, technology or facilities to support creation of a comprehensive digital library
- Ensuring that material in analogue format are kept in the right conditions to preserve them as part of AU's history
- Keep abreast of current and developing trends in digital preservation theory, standards and technologies
- Support any other projects as assigned by the Director.

4. QUALIFICATIONS REQUIRED & WORK EXPERIENCE

- Education requirement: Undergraduate degree in Library Science or Masters in Archives or History or a related field
- Licenses or certifications: Certified Archivist and/or Digital Archives Specialist training or certification from professional body.
- Proven experience in senior role preferably as lead digital librarian / archivist in a national, regional or international organisation with sizeable digital archives
- Hands-on experience in designing data preservation and protection policies
- Experience of developing content for digital platforms

- Working knowledge of software such as Adobe (Photoshop, Illustrator, InDesign etc.)
- Experience operating state of the art archiving equipment

Applicants must provide as part of their service proposal, examples of functional digital library and archiving projects which they have worked on successfully. Portfolio of Evidence of work will be required as part of application.

FUNCTIONAL COMPETENCIES

- Establishing, implementing, and maintaining library procedures and guidelines; purchasing and accessing new acquisitions; performing copy and original cataloguing of material
- Experience converting material stored in analogue format e.g. film negatives, cassettes, BETA, VHS and Hi8 into digital format
- Extensive experience in design and implementation of database for Audio Visual material
- Excellent knowledge in designing cataloguing / labelling systems for analogue and digital material (EAD and / or DACS standards)
- Competency in operating modern technological equipment e.g. Hasselblad Flextight X5 Scanner
- Awareness of museum, library, and archival content standards, controlled vocabularies, and data structure standards
- Software: knowledge of video compression software, archiving software and versed in the use of contemporary design software programmes, MS Office and other relevant software
- Ability to take initiative and be a team player and have the ability to work in a high pressurized environment and to deliver in a timely manner
- Ability to manage multiple projects and work assignments
- Excellent interpersonal skills and must possess the ability to work with a team of professional staff and capacity for creativity and initiative as well as capacity to work under pressure.

OTHER RELEVANT SKILLS & COMPETENCIES

- Must be a fast learner and able to quickly and easily assimilate within the organisation
- Excellent oral, writing, proof reading and presentation skills
- The ability to communicate simply, clearly and effectively
- Good planning and organizational skills;
- Ability to work in a multi-cultural environment professionally
- Punctuality and working under tight time schedules;
- Diligence when unsupervised and Professionalism.
- Strong ability to perform reporting function and to draft/present information in a concise and accurate manner;
- Sound judgment in interpretation of instructions and guidelines;
- Ability to Coordinate multiple assignments;
- Ability to work in a team and to organize and motivate others;

LANGUAGE REQUIREMENT:

Must have excellent speaking and drafting skills, written and spoken English. Proficiency in in any other AU official working languages would be an added advantage.

GENDER MAINSTREAMING:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

5. Duration of Appointment

The contract will be for a period of 6 months with the possibility of extension based on the performance of the consultant and availability of budget

The African Union Commission now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested **Individual Consultants** must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultant, but only the experience and qualifications of individual shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract would be signed with the proposed individual. This Call for Expression of Interest will lead to the preparation of a Short List of consultants. For evaluation of the expressions of interest the following criteria will be applied:

- a) General Education Qualification and Relevant Training (15 points);
- b) Experience Related to the Assignment (85 points);

A Consultant will be selected in accordance with the procedures set out in the Africa Union Procurement Guidelines:

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

CV, Professional experience, qualification information and financial proposal must be delivered in a written form to the address below not later than 15:00 hour's local time, December 7, 2018. Electronic submission is not allowed

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