

**CALL FOR PROPOSAL - CONSULTANCY SERVICES**

**CONSULTANCY SERVICES TO DEVELOP PRINTING POLICY AND  
STANDARD OPERATING PROCEDURE FOR THE PRODUCTION OF  
PUBLICATIONS**

Reference No.: **AUC /DCMP/C/001**

**1.0 Background**

The African Union Commission is the key organ playing a central role in the day-to-day management of the African Union. Among others, it represents the Union and defends its interests; elaborates draft common positions of the Union; prepares strategic plans and studies for the consideration of the Executive Council; elaborates, promotes, coordinates and harmonizes the programmes and policies of the Union with those of the RECs; ensures the mainstreaming of gender in all programmes and activities of the Union.

The African Union Commission is located in Addis Ababa, Ethiopia, Directorate of Conference Management and Publications (DCMP) is the core service providing Department within the AU Commission, which provides Translation, Interpretation, Publishing and Printing Services. The vision of the DCMP is to become a centre of Excellence that is lean, efficient and responsive capable of delivering quality and timely cost-effective services to the clients based on international standards.

The present, DCMP Printing Unit, is tasked with various pre-press, press and post press services which includes, Graphic Designing, Desktop Publishing, Offset and Digital printing, photocopying (both black and white and color), binding/print-finishing activities including badges, nameplates, business cards, invitation cards, ballot papers, magazines, newsletters, brochures, booklets, books, banner designs, t-shirt label design, receipts, headed papers, book covers, calendars, and others for the AU Commission and other Organs of the Union at and away from the Headquarters.

To this end, the AUC DCMP Printing Unit will engage a Consultant to undertake the development of Printing Policy and Standard Operating Procedure (SOPs) (in English) by analyzing the Printing and Publication requests within the Commission in line with the relevant internal policy framework and ISO standards for Printing Services.

**2.0 Objective of the Assignment**

The objective of this assignment is to enable the production of standard publications within the AU Commission through the development of Printing Policy and Standard Operating Procedures to.

**3.0 Scope of Work and Expected Outputs**

The scope of the work and expected outputs/deliverables will be the following:

1. Collect, review and analyze all the necessary documents to fully verify all printing requirements;
2. Collect, review and analyze all the necessary documents to fully understand the administrative framework for production of publications;
3. Collect, review and analyze the international approach to set publication standards;
4. Carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions that play a vital role in the production of various AUC publications;
5. Carry out analysis and set procedure that can enable the transformation of the Unit to ISO certification;
6. Carry out analysis and set Standard Operating Procedures for all prepress, press, and post press works;
7. Analyze the current working methods and identify appropriate policy in regard to:
  - a. Time required for the production of publications;
  - b. Standard color, size and quality for publications;
  - c. Number of copies as per the life span of the various publications and number of participants;
  - d. Who can use the printing services;
  - e. Official documents or publications;
  - f. Copyright documents;
  - g. Procedure;
  - h. Electronic file usage;
  - i. Responsibility of the requestor and the Printing Services;
  - j. Customer's Property;
  - k. Quotations (Estimates);
  - l. Submission and cancellation of work orders;
  - m. Payment for service;
  - n. Discrepancies;
  - o. Priorities;
  - p. Deliveries;
  - q. Scheduling;
  - r. Going Green;
  - s. And other issues a policy should incorporate.
8. Identify and propose procedure to use budget allocated by Departments' for the production of their publications;
9. Identify any other important things that need to be incorporated in the printing policy;
10. Analyze and set a policy on exceptional cases when a publication can be outsourced outside the Printing Unit;
11. Analyze and determine type of publications that can be produced within the Unit;
12. Analyze and set the need to assign a responsible person, from Departments to determine who can give orders for publications;
13. A detailed presentation has to be made by the consultant after the completion of the Policy and SOP on the salient features of the SOP;
14. In general, who should do what and identify responsibilities and measures for not following the policy;

#### 15. In General

- a. Analyze the current working methods to the available decisions, and the role of stakeholders;
- b. Analyze the current working methods with international standards and prepare a comprehensive list of contents to be included in the Policy and SOP to ensure that all the required contents are included;
- c. Draft specific, detailed and practical steps for the production of the Policy and SOP;
- d. Facilitate stakeholders working group consultations (organized by DCMP Printing Unit) and present the draft Policy and SOP to the key stakeholders;
- e. Finalize the SOP incorporating all the inputs;
- f. Produce a well-written and comprehensive Policy and SOP highlighting: Current responses by the key stakeholders and recommendations for strengthening responses;

#### **Consideration for Methodology to be Proposed**

The consultant will strictly follow the work plan and the time schedule agreed with the Department in undertaking the contract assignment.

- a) An appropriate methodology will have to be determined by the consultant;
- b) The consultant will work in close collaboration with the user Department and the appropriate stakeholders;
- c) The consultant will undertake collection of all the required data/information from various sources;
- d) The Department shall facilitate in collection of the data/information with required official letters and contact with focal person(s) wherever required;
- e) The consultant will undertake review, assessment and judgment of the data/information in close consultation with the DCMP Printing Unit;
- f) The consultant will facilitate in presentations and coordination of the stakeholder workshops / consultations organized.

#### **4.0 Expected Deliverables /Outputs**

Produce a well written and comprehensive African Union Commission Printing Policy and Standard Operating Procedure (SOP) for the development of publications within the African Union Commission.

#### **5.0 Duration of the Work**

- a) The duration of contract shall be for a maximum of two working months between September – November 2019.

- b) The consultant will work closely with the DCMP Printing Unit Team and will regularly and whenever requested submit and share the progress of activities as agreed.

## **6.0 Duty Station**

- a) The consultant will undertake the work in the African Union Commission, Headquarter office.
- b) The consultant is expected to use own computer and other equipment required for the task.

## **7.0 Required expertise and qualifications**

The assignment will be undertaken by Consultant who is expected to have the following skills and experience profile:

- Education Qualification
  - A post-graduate or equivalent qualification/ degree in Printing and Publication or any other relevant discipline.
- Work Experience
  - At least 5 years of general experience in related fields.
  - Minimum of two proven similar experience on developing policy and SOPs for Organization especially in the area of Printing and Publishing.
  - Demonstrated knowledge and experience in undertaking research especially in the area of Print production.
  - Demonstrated knowledge and experience in developing SOPs especially in the area of printing.

The project seeks to identify experts that fulfill the above criteria and have demonstrated ability to provide relevant expertise and bring a wider perspective in developing the Policy and SOP.

## **8.0 Consultancy Fee and Schedule of Payments**

- a) The consultant will be offered a lump sum fee.
- b) The payments will be made in installments based upon outputs/deliverables specified in the TOR and upon certification of satisfactory work as per work plan and endorsed by AU.

A fixed sum of **USD 36,000**, is envisaged as the total consultancy fees for this assignment. The payment will be phased in accordance with the various stages of the assignment and is inclusive of all assignment costs and profits as well as tax obligations that may be imposed on the Consultant. It also includes all travel Costs envisaged herein. The payment schedule is arraigned as follows:

- 20% on signing the contract and submission of a blueprint including methodology for drafting the policy and SOP (in English).
- 40% on completion of the draft and presentation of this draft to the appropriate stakeholders and submission of the report (in English).
- 40% on submission of final Policy and SOP (incorporating all the input from the key stakeholders (in English)).

## **9.0 Evaluation and Qualification Criteria**

For evaluation of the submission the following criteria will be applied:

- a. General Education Qualification and Relevant Training of the Consultant (20 Points);
- b. Experience in undertaking similar assignments (40 points);
- c. Technical approach and methodology (30 points)
- d. Work plan (10 points)

## **10.0 Documents**

While submitting the Technical Proposal, the Consultant shall, in particular, ensure to attach the following:

1. CV of the Individual Consultant
2. Detailed methodology and conceptual framework with expected deliverables and timelines(Work Plan) (3-5 pages).

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

Proposal must be delivered in a written form to the address below not later than 15:00 hours local time, on May 3, 2019.

**African Union Commission,  
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