



**African Union Development Agency (AUDA-NEPAD)**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**CONSULTANCY SERVICES – FIRMS SELECTION**

**CONSULTANCY SERVICES TO SUPPORT INTEGRATED PLANNING AND  
DEVELOPMENT OF AUDA-NEPAD KNOWLEDGE MANAGEMENT STRATEGY**

**PROCUREMENT NUMBER: 79/NPCA/PIO/SKM/QCBS/2019**

## **INTRODUCTION**

At the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, July 2018, a decision was officially adopted to transform the NEPAD Planning and Coordination Agency (NPCA) into the African Union Development Agency (AUDA-NEPAD). The decision forms part of the Africa Union (AU) institutional reforms, championed by President Paul Kagame of Rwanda, to fast-track the realisation of Agenda 2063 – the overarching continental blueprint for Africa's development. AUDA-NEPAD's key value addition to Africa's development is in the form of knowledge-based advisory support as a key and strategic input to not only harness implementation, but ensure that it delivers the desired outcomes and impact. Africa's development strategies and instruments, from the Agenda 2063 First Ten Year Implementation Plan through to regional and national development plans, have increasingly placed high premium on Knowledge Management. With increasing uncertainty in key development and political economy parameters, access to and the appropriate transfer and application of knowledge will be a determining factor between failure and success in development efforts.

Within the new mandate, the Agency is expected to heighten its role in facilitating knowledge exchange and brokering technical and financial support to AU member states, regional economic communities and pan-African institutions. In this new role, AUDA-NEPAD will specifically leverage on its knowledge capital and develop, manage, publish and disseminate institutional knowledge, including best practices, statistics and lessons learned.

Most of the knowledge generated through the work of the AUDA-NEPAD is not explicit (easily communicated, documented and conveyed to others) but rather tacit (experiential and intuitive). The knowledge has been generated by, and manifests largely as unscripted experiential learning of sectoral experts and staff of the Agency. The demand for increased access to and effective application and transfer of knowledge calls for a strategy that espouses creative approaches to harnessing the knowledge within AUDA-NEPAD and outside the Agency, and ensuring that it is widely accessible to the wider development community on the continent.

For the Agency to effectively play its part, it requires an agile and responsive planning process and the development of an integrated strategy that assures quality implementation with dedicated attention to results and impacts.

## **OBJECTIVES**

It is at this background that AUDA-NEPAD seeks to procure the services of a consultancy firm to re-align strategic planning and implementation of Knowledge Management and Programme evaluation based on the new mandate, as follows:

1. Provide knowledge-based advisory services and technical assistance to African Union Member States and Regional Economic Communities in order to strengthen their capacity;
2. Act as the continent's technical interface with partners and stakeholders on policy development recommendation and implementation;
3. Coordinate and execute priority regional and continental projects enshrined in Agenda 2063 with the aim of accelerating regional integration to achieve the Africa We Want; and
4. Undertake the full scope of Resource Mobilisation.

Focusing its attention on these focus areas of development work will allow the agency to allocate its resources more effectively, position itself more distinctively as a thought leader on Africa's development issues, and increase its impact on development results.

## **SCOPE OF THE ASSIGNMENT**

More specifically, the Consultant is expected to:

- Conduct a baseline analysis to obtain views from stakeholders (staff, partners, opinion leaders and representative audience) on Knowledge Management and Evaluation within AUDA-NEPAD by considering organisational culture, people, content, processes, and supporting technologies and submit a findings summary;
- Conduct a benchmarking study to identify best practices with regards to knowledge management. The consultant is expected to identify state of the art examples of knowledge management, understand the processes and practices driving knowledge management and be able to identify the leading edge practices which clearly stand out as exceptional and can be implemented in the organisation;
- Compile a report and make recommendations on which basis an institution-wide planning retreat shall be designed and implemented. The outcomes of the study and extensive consultations with stakeholders and staff shall also constitute the substantive foundation of the retreat and facilitate discussions;
- Take a lead role in the design, facilitation and documentation of the retreat, on which basis the consultant will develop an integrated Knowledge Management strategy, including detailed work plans and budgets;
- Develop standard operating procedures for Knowledge Management and guidelines, to support the Agency's effective operations (e.g. communities of practice guidelines, IP policy, centres of excellence); and
- Conduct staff training on the new knowledge management strategy and operational procedures.

## **EXPECTED OUTPUTS:**

The Consulting Firm is expected to deliver the following outputs:

- a. Inception Report on the approach of the assignment;
- b. Baseline analysis to obtain views from stakeholders on Knowledge Management and Evaluation within AUDA-NEPAD;
- c. Benchmarking study to identify best practices with regards to knowledge management;
- d. Support design, implementation and documentation of an institution-wide Knowledge Management planning retreat;
- e. Design an integrated Knowledge Management Strategy and detailed work plans, drawing from the studies and extensive staff and stakeholder consultations undertaken;
- f. Integrated standard operating procedures and guidelines; and
- g. Staff training on the implementation of the new integrated knowledge management operating model.

The African Union Development Agency (AUDA-NEPAD) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Interested firms must provide information indicating that they are qualified and experienced to perform the services:

1. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy;
2. General profile and background of the firm which should elaborate the following:
  - a. Core Business of the firms
  - b. Names of authorized representatives of the firms (Power of Attorney).
  - c. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.
  - d. Commercial Registration of the firms attaching Registrations certificates;
3. Experience of the Firms in handling consultancy services of similar assignments in the past five years;
4. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment; and
5. At least 3 (three) references from corresponding clients and sites to which the firm has provided similar services.

**Reporting and Time Schedules:** The duration of assignment is expected to be four (4) months. The Consultant will report directly to the Senior Knowledge Management Officer.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Firms from African Union Members States and/or joint ventures will have an added advantage.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the AU Procurement Guidelines.

This is an Expression of Interest (EOI) only; submission of Financial Proposals is not applicable at this stage.

NEPAD Agency reserves the right to verify any information provided by prospective entities/individuals and false information will lead to disqualification. The NEPAD Agency reserves the right to cancel or reject any or all EOIs without stating any reason.

Expressions of interest must be delivered to the address below by the **21<sup>st</sup> June 2019 by 14:30 hours (South African Time)** and should be clearly marked as **“CONSULTANCY SERVICES TO SUPPORT INTEGRATED PLANNING AND DEVELOPMENT OF AUDA-NEPAD KNOWLEDGE MANAGEMENT STRATEGY. REF: 79/NPCA/PIO/SKM/QCBS/2019”**.

EOIs can also be sent by email, addressed to the address below. Interested Consultants may also obtain further information at the address below during office hours (08:00 - 17:00 South Africa time):

**The Chairperson, Internal Procurement Committee (IPC)**  
African Union Development Agency (AUDA-NEPAD)  
230, 15th Road, P. O. Box 218 Midrand,  
1685 Johannesburg, South Africa  
Email: [bathom@nepad.org](mailto:bathom@nepad.org) and [procurement@nepad.org](mailto:procurement@nepad.org)

Attention of: Procurement Division

## Appendix 1:

### Customer Reference Card

Please provide the following information for each referral client submitted (please fill out the form as required).

#### Footnote 1:

Organization/company name:	
Client name and title:	
Phone:	
E-mail:	
Address:	
Contract Value:	
Size of company 1: Number of employees:	
Size of company 2 : Number and location of offices in the world):	
Industry/market sector (private, public, non-profit):	
Detailed description of the services actually provided by your company (types, geographical coverage, etc.):	
Service duration (month): Start date (month/year): End date (month/year):	
Description of services provided on the referenced sites:	

NEPAD will have the right to contact each referral client provided by the providers. It is the claimant's responsibility to ensure that the contact information provided above is accurate and to ensure that your client will respond to the African Union Development Agency-NEPAD's questions.