**BID CLARIFICATION**

Date: 18.07.2019

Dear ***Prospective Bidders,***

Please see below clarification request received from bidders and response provided by AU

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| **Procurement Number:** | **AUCAHRM/C/FWC** |
| **Subject of Procurement:** | CONSULTANCY SERVICE TO FACILITATE THE RECRUITMENT PROCESS OF SUBSTANTIVE POSITIONS WITHIN THE AFRICA UNION COMMISSION (UNDER TWO YEARS FRAMEWORK CONTRACT) |
| **Bid Closing Date** | 2nd of August 2019 |

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| ***Clarification request received***  In the letter of invitation, indicates that “bids shall be opened… in the presence of bidders or bidders’ Representatives who choose to attend”. Is it required that bidders assist or have a representative assist to the opening session? |
| **Response**  Bidder/s can witness the bid opening session. No assistance is required from bidders. |
| ***Clarification request received:***In the Scope of Work, it is mentioned that the firm will be required to assess and select candidates within 4 categories (Senior Management and above P5, Senior Officers & Experts P3/P4, Officers P1/P2 and General & Support Staff) and that there will be a total of 50 positions per year to work on. Could we have a breakdown of the 50 positions on the 4 categories? |
| **Response;**   * Category I Senior Management – P5 and Above – 10 positions per year up to100 applications per position * Category II Senior Officers and Experts (P3 and P4) – 20 positions per year up to200 applications per position * Category III Officers – P1 and P2) -  10 positions per year up to300 applications per position * Category IV General Services or Support Staff - 10 positions per year up to500 applications per position |
| ***Clarification request received* ;**  In the Scope of Work, in is indicated that “as part of the selection process, the firm is expected to conduct a full references checks of the 5 best shortlisted candidates”. Are these reference checks (reference letters from previous employers to confirm the candidates’ skills and experiences) or background checks (to verify and confirm the education and experiences indicated in their CVs)? Please confirm the nature of the checks. |
| **Response;**  The reference checks will be Education and Experience |
| ***Clarification request received* :**  Will the consultants be allowed to contact the 5 best shortlisted candidates for further assessment or information? |
| **Response :**  Yes, the consultants will be allowed to contact the 5 best shortlisted candidates for further assessment or information. |
| ***Clarification request received*:**  In the Scope of Work, it is indicated that the firm is expected to “propose and organise the most suitable assessment…. in order to evaluate the management and leadership abilities of all shortlisted candidates”. Please confirm that will only apply for the P5 and above category. |
| **Response;**  No, if there is supervisory level from P3 and above that category is included. Indeed, you might have P4 without supervision and P3 with supervision. It depends on the requirements within the JD |
| ***Clarification request received*:**  Regarding the required key experts, the ToR mentions for the Team Leader/Expert (K-1) to hold “at least an MBA or  Masters’ Degree in HRM, Social Sciences or related fields”. We would need confirmation if the definition of “social sciences” indicated in the ToR includes the fields of Economics or Law/Jurisprudence or Management Sciences (as it includes a combination of several social sciences such as sociology, economics, law, political science, education, and psychology). |
| **Response:**  We do have a common understanding of social science. We concur with the list above |
| ***Clarification request received***  Regarding the location, it is mentioned that “the Consultant is expected to work in the African Union Commission for at least two weeks out of the total duration of the consultancy.” Could you please clarify if the assignment is home-based or should the consultants have to relocate to the offices of the AUC in Addis Ababa for the entire duration of the assignment? |
| **Response**  Some positions can be done remotely. If Consultants have to be at the HQ due to some reasons, they will be informed in due course. AUC will give them as mentioned office and internet connection |
| ***Clarification request received*:**  In the Resources to be Provided by AUC, it is indicated that the Commission will provide the “application documents of applications” (CVs, application profiles, cover letters, copies of academic certificates, and copies of passports). In what format will the Commission provide the applications (electronic, hard copies…)? |
| **Response;**  Electronic |
| ***Clarification request received*:**  Is there an electronic/Web platform on which all the applicants have applied and attached their documents? |
| **Response:**  Yes/ But access can only be granted to internal users |
| **Clarification request received ;**  Is there a database of applications? |
| Response  Yes/ But access can only be granted to internal users |
| **Clarification request received;** In the Special Conditions of Contract, clause 6.4, could you please indicate “the payment schedule and conditions specifically drafted for this contract”? There are no indication in the document. |
| Response;  Standard payment condition of AU is 30 days net. |
| **Clarification request received;**  We understand that AU will be providing the consulting firm with the CV’s and other relevant details of the applicants. We are interested in knowing the data structure of this information’s such as (soft copy Vs Hardcopy; spreadsheet or word document and specific information collected about the applicant.  Also will the consulting firm be granted access into the master database to undertake the work? |
| Response;  Submission of the document can be done via shared space on softcopies or by data collection if consultant are at the HQ. Only electronic mode to facilitate the work. No hard copies. The consultant will not have access to the database |
| **Clarification request received;**  On the RFP you stated that AU is looking to hire competent African candidates for the different categories. Does this include Africans in the diaspora/living outside of the Africa continent as well? |
| Response;  It include all applicants where ever they are |
| **Clarification request received;**  On page 16 of the RFP you stated that the assignment is expected to commence not later than three (3) weeks after the deadline for the submission of the proposal. However, on page 8, section 2.2 states that the Consultants shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC. Please can you confirm the correct date? |
| Response;  Consultants shall begin carrying out the Services thirty (30) days after the date the Contract becomes effective, **or at such other date as may be specified in the SCC.** |
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| **Clarification request received;**  The RFP requires the consulting staffs to work at least 2 weeks at AU Head Office. Please could confirm how this is proposed to work during the 12 months of the assignment? |
| Response;  The Consultant has to come at the HQ physically at least for 2 weeks, but It is feasible to work remotely this is why we also stated that we are allocating office and network if needed while they are here |
| **Clarification request received;**  The RFP mentioned about budget for the procurement. Could you kindly let us know the budget for this project to help us align our finical estimates with your budget? |
| Response;  No, Consultant have to provide their best offer. It is part of the competition among the applicants |
| **Clarification request received;**  The RFP stated that you need the consulting firm to conduct reference check for the proposed shortlisted 5 candidates for each assignment. Will there be a standard reference check requirements that you are looking for during this process and is there a standard templates you wanted us to use? Also for how many years going back, does AU require the reference check for a single candidate? |
| Response;  No, AU doesn’t have a standard template. The Consultant should submit a template that will be validated by AU. |
| **Clarification request received;**  We understand that the AU requires the consulting firm to recommend a list of 5 potential candidates per post from the applicant pools. Will this also include additional support from the consulting firm in setting up and supporting the final interview process for the selected final 5 candidates? |
| Response;  The consultant propose at the pre-selection according to the resume provide by the candidates and the check references and the psychometrics. Final interview will be done at the HQ. The consultants, pre-screen, identify, assess the applications NOT THE APPLICANTS, conduct reference checking and psychometrics and propose to the AUC the 5 best. The Commission will then interview them to determine who will be proposed to the appointed authority for appointment. We are not outsourcing the recruitment process. We advertise and collect the application and we delegate the first phase to a service provider. While the pre-selection is done with reports we will do the interview as per the AUC rules of procedures |

***Carine Toure Yemitia (Mrs)***

Secretary of the Internal Procurement Commitee