



REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICES FOR THE REVIEW OF THE
AFRICAN UNION EMERGENCY PROCUREMENT
GUIDELINES**

PROCUREMENT NUMBER: AUC/PTSD/C/001



SECTION I: LETTER OF INVITATION

15th June 2021

Dear Applicants,

Request for Expressions of Interest for Consultancy Services For the Review of the African Union Emergency Procurement Guidelines

1. The African Union developed Emergency Procurement Guidelines which were approved in 2018. The guidelines stipulate “the manner and procedure” that needs to be adhered to for “all procurements related to Peace Support Operations” and “to exigencies relating to emergencies where humanitarian assistance and disaster relief are required. The implementation of the Emergency Procurement guidelines for the ongoing COVID-19 response has shown a gap that needs to be addressed in order to efficiently respond to the current and future emergencies. This has necessitated a need to revise the current guidelines.
2. The AUC now invites interested and eligible consultants to submit CVs for the assignment as per attached Terms of Reference (TORS). AUC policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own interests.
3. The consultant will be selected under the Fixed Budget selection method where the Consultant who has submitted the highest ranked technical proposal within the set pass mark and within the budget will be selected for award of contract. The consultant will be paid a total amount of USD 12,000.00.
4. CVs and technical proposals must be submitted by e-mail to Tender@africa-union.org Cc hawib@africa-union.org
5. The title of the Procurement and procurement number must appear as subject of e-mail submissions.
6. The Deadline for submission is **30th June 2021 at 15:00 hours Addis Ababa Time**. Late applications will not be considered.
7. This call for CVs comprise of the following:
 - Section I – This Letter of Invitation
 - Section II - Terms of Reference

SECTION II: TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE REVIEW OF THE AFRICAN UNION EMERGENCY PROCUREMENT GUIDELINES

BACKGROUND

The African Union (AU), established as a unique Pan African continental body, 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 a new partnership worldwide. Its Secretariat, the African Union Commission (AUC), is located in Addis Ababa, capital city of Ethiopia. It has regional and specialized offices in some countries in Africa, Europe and North America.

The AU is mandated to intervene when there is a crisis or emergency within member states to support peace building and for humanitarian assistance. The AU's Constitutive Act makes clear reference to this mandate under articles 4(h) and (j). The Union's Financial Rules and Regulation (FRR) and the Procurement Procedures Manual also make reference to emergency procurement in different parts of the documents.

Article 42 (3) of the AU's Financial Rules and Regulations (FRR) states that notwithstanding sub regulation (2) of the same article, which provides that "all procurement processes shall be conducted in accordance with the AU Procurement Procedures Manual" , "all procurements related to Peace Support Operations, pursuant to Articles 4(h) and (j) of the Constitutive Act of the Union, resulting from a grave circumstances in a Member State, an exception shall be made to procurement procedures to accommodate the rapid response to the situation. Such exception shall be authorized by the Accounting Officer and also apply to exigencies relating to emergencies where humanitarian assistance and disaster relief are required. The manner and procedure shall be prescribed by the Accounting Officer and reported to the PRC."

The African Union developed Emergency Procurement Guidelines which were approved in 2018. The guidelines stipulate "the manner and procedure" that needs to be adhered to for "all procurements related to Peace Support Operations" and "to exigencies relating to emergencies where humanitarian assistance and disaster relief are required. The implementation of the Emergency Procurement guidelines for the ongoing COVID-19 response has shown a gap that needs to be addressed in order to efficiently respond to the current and future emergencies. This has necessitated a need to revise the current guidelines.

OVERALL OBJECTIVE OF THE ASSIGNMENT:

The overall objective of the assignment is to review the existing AU Emergency Procurement guidelines in order to support the AU's emergency response operations including but not limited to Peace support emergency operations and Public health emergencies.

SCOPE OF THE SERVICES WORK

Under this assignment the Consultant is expected to cover the following tasks;

- i) Consult widely with AU officials in departments engaged in emergency response including Africa CDC, The Political affairs, Peace and Security and the Supply chain division.
- ii) Review the existing Emergency Procurement Guidelines , analyse the as-is ,identify redundant areas or gaps and suggest changes incorporating the “should-be” processes whilst taking into account key factors including but not limited to the following:
 - Lessons learnt from practical experience
 - The need to adhere to international best practice
 - The need to make the guidelines more suitable for to emergency response
 - The need to remove outdated practices, policies or procedures
 - Incorporate new trends in Procurement and Supply Chain environment
 - Suggest Procurement strategies for emergency response
 - Define risks associated with emergency response and ensure that the guidelines adopt a risk management centred approach.
- iii) Conduct a comprehensive desk research of existing models for emergency response to enrich the AU guidelines.
- iv) Produce the revised Emergency Procurement Guidelines.
- v) Make presentation during consultation meetings with stakeholders.
- vi) Receive and incorporate comments in the revised Guidelines
- vii) Identify areas for which new templates are necessary and suggest those that need to be updated.
- viii) Produce final Emergency procurement guidelines

DELIVERABLES

- i. An inception report summarizing the scope, methodology and general understanding of both the Consultant and AU on the assignment.
- ii. Draft revised Emergency Procurement Guidelines
- iii. Final Draft Emergency Procurement Guidelines

CONSULTANT’S QUALIFICATIONS AND EXPERIENCE

- Degree in Logistics/Supply Chain Management/Business/Administration/Law /Accounting and Finance or Audit or equivalent. A Master’s degree will be an added advantage.
- General experience: Minimum ten years of relevant work experience in Public Procurement and Supply chain environment
- Extensive knowledge of Supply Chain and Procurement Concepts and new trends in the field.
- Good knowledge of Emergency and Procurement Operations
- Knowledge of procedures of similar organizations or institutions.



- Specific experience in developing and/or reviewing Procurement and Supply Chain policies for similar organizations or major public institutions.
- Previous experience in the field of humanitarian or medical related procurement.
- Excellent drafting skills.

OTHER REQUIREMENTS:

- Excellent writing skills,
- Excellent communication skills
- Excellent analytical skills;
- Ability to work independently
- Ability to pay attention to detail;

SERVICES TO BE PROVIDED BY THE CLIENT;

The Client shall provide the following services;

- i) All relevant AU policies i.e. The Constitutive Act, Financial Rules and Regulations and any other relevant policy documents
- ii) Information pertaining to the Organization to enable the Consultant understand the structure
- iii) The Current Emergency Guidelines

REMUNERATION

Payment will be fixed amount of **USD12, 000.00** this amount includes all of the Consultant's fees, reimbursable and profits as well as any tax obligation that may be imposed on the Consultant. This is a lump sum contract.

Duty Station: This is a non-residential assignment. The consultant will be based in their home country for the duration of the assignment. Where there is a need to travel outside the home country for services related to the assignment, travel costs will be fully paid for by the Commission in line with the Organization's Rules and Regulations.

Duration of the Assignment: The time input required for the assignment is 22 working days.

Reporting: The Consultant will report to the Head, Procurement, Travel and Stores Division. The Consultant shall provide weekly updates on progress of work.

Languages: Fluency in any one AU official language is required.



EVALUATION CRITERIA

For evaluation following criteria will be applied:

- General Education Qualification and Experience (20 points);
- Experience Related to the Assignment (50 points);
- Methodology and understanding of the assignment (20 points); and
- Regional experience (10 points).

The pass mark for Technical proposals shall be 70%.

RESPONSE TO THE CALL

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

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

CVs and technical proposals must be delivered by e-mail to Tender@africa-union.org and Cc hawib@africa-union.org

The Deadline for submission is **30th June 2021 at 15:00 hours** Addis Ababa Time. Late applications will not be considered.