

**AFRICAN UNION**

**الاتحاد الأفريقي**



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**Addis Ababa, ETHIOPIA    P. O. Box 3243 Telephone: 011-551 7700**  
**Website: [www. au.int](http://www.au.int)**

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## **TERMS OF REFERENCE**

### **CONSULTANCY SERVICES FOR DEVELOPMENT OF ADMINISTRATIVE GUIDELINES AND STANDARD OPERATING PROCEDURES**

**Ref. No. ACDC/MA/C/022**

## **BACKGROUND**

The Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that supports Member States in their efforts to strengthen their health systems. Africa CDC was officially launched in January 2017, and is guided by the principles of leadership, credibility, and ownership, and delegated authority, timely dissemination of information, transparency, accountability, and value addition. The institution works with all African countries to strengthen the capabilities of their public health institutions for disease surveillance, emergency response, prevention and control, including the capacity to detect and respond quickly and effectively to disease threats.

Africa CDC as a new organization is in the process of streamlining its process in line with the current policies and procedures of the African Union and best practices in order to create agile process. As a priority area the Division of Management and Administration has been selected as a pilot to streamline process of the division. In order to achieve these objective, the Africa CDC is seeking the service of Individual Consultant (IC) for the development of SoP for the Administration and Management Division.

## **OVERALL OBJECTIVE OF THE ASSIGNMENT:**

The overall objective of the assignment is to develop standard operating procedures for key functions under the Management and Administrrating Division of the Africa CDC. Key functions under the Management and admiration Division includes; Human Resources Management, Finance and Supply Chain Management (Procurement, Travel, stores and asset management). Indicative list of activities is annexed this ToR. It has to be noted that these lists are not exhaustive.

## **SCOPE OF THE ASSIGNMENT**

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

- i) Consult widely with the Management of the Africa CDC and the Management and Administration Division
- ii) Review the existing policies and procedures governing administrative services, analyse the as-is, identify redundant areas or gaps and suggest changes incorporating the “should-be” processes whilst considering key factors including but not limited to the following:

- The need to adhere to international best practice
  - The need to remove outdated practices, policies or procedures
  - Incorporate new trends in administrative services
- iii) Identify key process and mapping
  - iv) Develop Standard operating Procedures for identified process
  - v) Develop Templates as may be necessary
  - vi) Make presentation to the management of Africa CDC
  - vii) Receive and incorporate comments in the revised Guidelines and SoPs
  - viii) Produce final SoP

## **DELIVERABLES**

- i. An inception report summarizing the scope, methodology and general understanding of the assignment.
- ii. Draft Administrative Guidelines including process mapping and Sops for key activities
- iii. Final Administrative Guidelines including process mapping and Sops for key activities

## **CONSULTANT'S QUALIFICATIONS AND EXPERIENCE**

- Master's or bachelor's degree in organizational psychology, business administration, human resources management or any other social science area or field related to management consulting.
- At least 5 years of experience in organizational development and institutional or capacity development
- Extensive knowledge of organizational development and institutional or capacity development
- Knowledge of procedures of similar organizations or institutions.
- Specific experience in developing and/or reviewing administrative policies/guidelines/SoPs for similar organizations or major public institutions.

## **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 and procedures
- ii) Information pertaining to the Organization to enable the Consultant understand the structure

## REMUNERATION

Payment will be fixed amount of **USD15, 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. However, the Consultant should be in Africa CDC, HQ, Addis Ababa, during the preparation work for the production of inception report.

**Duration of the Assignment:** The time input required for the assignment is two months.

**Reporting:** The Consultant will report to the Head, Management and Administration Division, Africa CDC. 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); and
- Methodology and understanding of the assignment (30 points)

## REQUIRED DOCUMENTATIONS

- a) Cover letter – Please also include paragraphs on the methodology and understanding of the assignment.
- b) A detailed and updated curriculum vitae (CV), and indicating nationality, age and gender.

## INVITATION

The African CDC now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are listed in the ToR.

A Consultant will be selected in accordance with the Individual Selection method set out in the Procurement Manual of Africa Union, Version 2.0.

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

CVs must be delivered in a written form following the above shortlisting criteria to the emails below before 15:00 Hours Local Time on 22<sup>nd</sup> April 2022.

African CDC,

Attn: Administration and Management Division

P.O. Box 3243, Addis Ababa, Ethiopia

Tel +251-115517700, Facsimile (fax): +2515517844

E-mails: [africacdctender@africa-union.org](mailto:africacdctender@africa-union.org) and [zemenua@africa-union.org](mailto:zemenua@africa-union.org)