

REQUEST FOR EXPRESSION OF INTEREST

Support Services – FOUR

Support Services for Management and Administration Division to Enhance Implementation of Operation within the Division

APP Ref No. ACDC/MA/NC/013

1.0. Background

The Africa Centres for Disease Control and Prevention (Africa CDC), officially launched in Addis Ababa, Ethiopia, on 31 January 2017, is the African Union's specialized technical agency with the mandate of promoting the prevention and control of diseases in Africa. It envisions a safer, healthier, integrated, and stronger Africa, whereby the Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency's mission is to strengthen the capabilities of Africa's public health institutions to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs.

Africa CDC provide exceptional professional services of creating expertise, information, and tools for people and communities' need to protect their health. It is Africa CDC's responsibility to help ensure internal mechanisms enables our staff and all the relevant stakeholders to accomplish their vital public health missions within a robust financial system that facilitate service delivery.

To put in place all necessary measures to expedite the full operationalization of Africa CDC, a raft of interventions to be put in place ensuring efficient and effective operations in which Africa CDC operates. More so, to effectively prepare and respond to disease threats and public health emergencies and the volume of recruitments, Africa CDC Management and Administration Division must enhance and strengthen its internal administrative and operational capacity. The Africa CDC wishes to engage the services of the following providers.

- Records Management Support Services – **Two Providers**
- Asset and Warehouse Management Support Services - **One Provider**
- Finance Filling Support Services – **One Provider**

2.0 Objective

The main objective of the services is to support Management and Administration Division in its operation in the area of Records and filling management, mail management and Asset and Warehouse management.

3.0 Scope of Service

The scope of work for each of the support consultants are presented below.

Records Management Support Services

- Provides support for the management and administration of electronic and physical records.
- Compiles, gathers and organizes procurement reports, documents and records and dispatches to the relevant departments or users
- Undertakes physical. e-filling and archiving of records.
- Provides support for the continuous development and improvement of the registry tracking system
- Provides clerical and administrative support in the records management process including scanning, indexing and disbursement of records.
- Provides front-line customer services to clients
- Keeps electronic and physical records in a safe and secure manner to ensure confidentiality
- Ensures access to records with permission to authorized personnel.
- Makes available physical and electronic records for viewing and processing timely for the concerned personnel.
- Provides communications support and assistance to ensure timely responses to queries.
- Provides support for the maintenance and updating of records, reports and documents in a database.
- Complies with corporate procedures and guidelines in the management of records.
- Maintains confidentiality of information and management records is guaranteed.
- Provides timely operational support for the implementation of scheduled activities.
- Produces periodic reports on the activities of the Unit
- Undertakes follow up on logistical arrangements, activity implementation and provision of updates.
- Liaises effectively with internal and external stakeholders.
- Conducts follow up on meeting decisions and correspondence outcomes and ensure their implementation.
- Prepares routine office communication and assists in compiling data and information for reporting purposes.
- Provide support for the creation, improvement and maintenance of record and retrieval systems
- Conducts follow up on the provision and maintenance of office facilities and materials.

Asset and Warehouse Management Support Services

- Promotes the proper maintenance of stores layout and Bin Cards
- Makes proper identification of requirements to be issued
- Undertakes annual stocktaking of items in the warehouse
- Maintains appropriate records/receipts of supplies purchased, stored and issued
- Provides support for developing efficient and effective storekeeping methods and procedures
- Performs day-to-day activities of receiving stock supplies from different sources
- Issues materials to users upon authorized requisitions
- Promotes proper stores layout and supplies are kept in their right places
- Ensures all issuing documents are duly authorized and properly filed after issued
- Maintains the safekeeping of supplies in storehouses and neatness of working environment
- Keeps custody of the keys of the main storehouse
- Ensuring proper stores layout is maintained for easy identification of incoming, under inspection and outgoing assets
- Maintaining Ledger Cards for each individual asset in Storehouses
- Ensuring that all issuing documents are duly authorized by concerned departments
- Making proper identification of requirements to be issued facilitating for timely pickup from Storehouse
- Ensuring that assets are coded prior to issuance from warehouses with proper tags
- Conduct annual assets verification
- Maintaining appropriate records/receipts of goods purchased, stored and issued.
- Ensuring that obsolete assets are collected, properly stored and are reported for further action
- Conducting physical verification of assets as and when deemed necessary (on separation, retirement, transfer of staff members) and submit a report
- Assisting in developing efficient and effective storekeeping methods and procedures.
- Operating specialized equipment such as motorized or hydraulic jacks ...etc.
- Performing other related work as assigned
- Receiving and issuance of all incoming/outgoing fixed assets
- Maintaining updated fixed assets data base
- Performing annual physical verification of assets
- Custodian for the keys of the main storehouse and storage locations for assets

Finance Filling Support Services

- Follow up and implement operational work schedules and support activities.
- Ensures compliance to finance operational standards
- Assist in liaising effectively with internal and external stakeholders.
- Sort, deliver and pick up mail from various offices at regular intervals and keep records as required as well as safe keeping of records.
- Collect and deliver mail and other materials as required from and to the Post Office, Government Agencies and Other Institutions.
- Ensure the safety of all in-coming and out-going mail and their timely dispatch to addressee.
- Maintain an adequate registration system for all mail/correspondence meant for distribution to the concerned Departments/Directorates/Divisions/Units.
- Provide clerical assistance in the management of records at Africa CDC.

- Perform general office or clerical work such as filing materials, operating photocopy machines, travel arrangements as instructed.
- Service departmental meetings and ensure distribution of working documents to meeting participants.
- Ensure confidentiality and non-disclosure of records.
- Collect and dispatch all official mail of staff members from and to the Post Office as well as distribution of documents to Embassies and other Organizations.
- Perform any other duties as may be assigned.

3.1 Key deliverables

- Progress Report at the end of each month

4. Qualifications and experience

Records Management Support Services

- Diploma in Records management or any other the relevant field and three (3) years' experience in records management OR Bachelor Degree in similar field and two (2) years relevant work experience.
- A certification in Information and Technology will be an added value.

Asset and Warehouse Management Support Services

- Bachelor in Materials Management and Logistic Management with 2 years of experience in the Stores Management or Logistics Management in Public or International Organizations. Or Diploma in similar studies with 3 years relevant experience

Finance Filling Support Services

- Minimum of Diploma in office administration or relevant qualification with 3 years of relevant experience in office administration and handlings of documents is required. A higher qualification in handling of documents will be an added advantage.

5.0 Reporting and duration of the assignment

The consultant will report on a monthly basis to Head of Management and Administration Division. The exercise will be undertaken within three months subject to renewal based on progress and performance.

6.0 Evaluation Criteria

- a) General Education, Qualification and Relevant Training - 20 Points
- b) Experience, technical expertise – 80 Points

7.0 Services Fee

Remuneration is payable monthly basis. The fixed budget allocated for this assignment is presented below. This cost includes all services provider's cost and profit. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. These costs will be met by the AU. The duration of the assignment is three months.

- Records Management Support Services – US\$ 770.32 per month and for three months US\$ 2310.96 - For Each Support Service Providers
- Asset and Warehouse Management Support Services - US\$ 1888.08 and for three months US\$ 5,664.24
- Finance Filling Support Services - US\$ 1,352.43 and for three months US\$ 4,057.29.

8.0 Required Documentations

Detailed CV outlining the following:

- Educational and Professional Qualification/Certifications
- Relevant experience in similar assignment per project
- References with Phone number and email addresses

Please indicate the area of Services to be provided in your email during application.

9.0 Invitation

The Africa CDC now invites eligible Services Providers to submit their CVs in providing the Services and required documents as listed above. Interested services providers should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

A Consultant will be selected in accordance with Selection method set out in the Procurement Manual of the AU.

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 09th December 2022.

Africa CDC,
Attn: Administration and Management Division
P.O. Box 3243, Addis Ababa, Ethiopia
Tel +251-115517700, Facsimile (fax): +2515517844
E-mails: africacdtender@africa-union.org and elodiel@africa-union.org