

REQUEST FOR EXPRESSION OF INTEREST

INDIVIDUAL CONSULTANTS – TWO CONSULTANTS; HR BENEFITS SPECIALIST AND HR GENERALIST

Consultancy Services to Strengthen Internal Operational Capacity for Optimal Human Resource Management for Africa Centers for Disease Control and Prevention (one HR Benefits Specialist and one HR Generalist)

APP Ref No. ACDC/MA/C/038

1.0. Background and purpose

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) provide exceptional professional services of creating expertise, information, and tools for people and communities need to protect their health. It is our responsibility to help ensure internal mechanisms enables our staffs and partners to accomplish their vital public health missions within a robust human resources and 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 including installation of SAP continues to be put in place ensuring efficient and effective operations to cope with the fast paced environment in which we operate. In addition, to effectively prepare and respond to disease threats and public health emergencies and the volume of recruitments, Africa CDC Human Resources unit must enhance and strengthen its internal administrative and operational capacity including workflow to cope with the demands of services it offers and ensures that its internal, external operations and engagements with stakeholders aligns to the AU rules and regulations.

2.0 Objective

- Strengthen human resources, administration and operational systems that eliminates backlogs, aligns to the needs of Africa CDC and ensures efficient programmatic support service delivery to MS and donors.
- Streamline work flow, approval processes and provide a registry system that ensure traceability, retrieval and archiving of confidential and other essential organization and individual documents

- Provide IT solution to enhance human resource requirement & retention, improves productivity and provide opportunity for staff capacity development for improved service delivery

3.0 Scope of Service

3.1 Key deliverables

a) Consultant I: HR Benefits Specialist

- Develop policies for staff welfare (e.g. insurance, medical services, pensions) of local and international staff
- Train HR staff on welfare, benefits and entitlements related matters
- Establish the leave system
- Provide guidance to managers and staff on welfare and benefits matters
- Review and adapt AU human resources policies, practices and procedures to suit the needs of Africa CDC
- Review the staff compensation schemes and ensure its application
- Prepare reports and participates in other human resource benefit programs
- Provide guidance on interpretation and application of policies, regulations and rules.
- Support in developing compensations policies and procedures and recommends changes as required
- Assists in preparing policy papers, position papers and briefing notes on various issues related to human resources especially on compensation and benefits
- Provide guidance on salary and related benefits and entitlements
- Develop Standard Operating Procedures for all Benefits and Compensation related processes
- Perform any other activities required

b) Consultant II: HR Generalist

- Provide guidance and on-the-job training to staff, to support their development and increased knowledge of HR systems and procedures required to perform their duties.
- Liaise with other internal units/offices on HR related matters, i.e. payroll, contracts, etc. and provide necessary information in order to enable timely HR services
- Extract and compile HR data on staff recruitment and selection, contractual conditions, entitlements, performance and training requirements, to support analysis and reporting needs
- Draft various HR documentation required for the specific area of work (e.g. employment contracts, transfer letters, training - related documents, etc.) ensuring accuracy and meeting established deadlines
- Develop and establish HR management systems for entering and updating a variety of HR data including assistance in monitoring various deadlines (e.g. contract expiration, SAP, etc.), ensuring compliance with the established deadlines and accuracy of HR data.
- Contribute to the development of HR Key Performance Indicators/Dashboards.

- Develop reports and graphs based on the extracted data from SAP
- Provide Training and guidance to staff on the application of records management policy and practice, and maintenance of the team's intranet pages.; Contribute to the review and dissemination of guidance and internal communications in the Division
- Train staff in management of semi-current records held in the Archives,
- Assist with the planning, set up and delivery of records management training sessions, booking rooms and attendees and managing and distributing training documentation
- Develop Policies and Standard Operating Procedures for Africa CDC Records Management
- Perform other duties as required

3.2 Expected outputs and outcomes

a) Consultants 1: HR Benefits Specialist

- Monthly progress report in line with the above listed terms of reference
- Develop SOPs on efficient management information system that support the Africa CDC program
- SOP for effective human resources, administrative operational systems that enhance seamless workflow and service delivery in line with AU rules and regulations

b) Consultants 2: HR Generalist

- Monthly progress report in line with the above listed terms of reference
- Develop SOPs on efficient management information system that support the Africa CDC program
- SOP for effective human resources, administrative operational systems that enhance seamless workflow and service delivery in line with AU rules and regulations

4.0 Qualifications and experience

- A Bachelor's Degree in Human Resource Management, Administration or any other related field with 2 years' experience in administrative work in similar position with an international organization. Or, a diploma in Human Resource Management, Administration or any other related field with 3 years' experience in administrative work in similar position with an international organization
- Knowledge of SAP or similar ERP
- Knowledge of more than one of the AU working languages
- Experience of working in multicultural environment

5.0 Reporting and duration of the assignment

- The consultants will report on monthly basis to the Africa CDC Senior Human Resource Officer. The Consultants will be based in Addis Ababa, with possible travel to Africa CDC offices as may be required. The duration of the assignment is six months from the date of start of contract.

6.0 Evaluation Criteria

- a) General Education, Qualification and Relevant Training - 20 Points
- b) Experience, technical expertise – 50 Points
- c) Methodology and Work plan -30

7.0 Consultancy Fee

Remuneration is payable on monthly basis. The fixed budget allocated for this assignment is US\$ 33,376 per consultant. This cost includes all consultant's costs 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 six months.

8.0 Required Documentations

A detailed CV and work plan indicating key activities to be undertaken, deliverables at key stages/phases should be submitted.

a. Detailed CV outlining the following:

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

b. Technical Proposal (as an Appendix to the CVs). The proposal should outline the following:

- Technical Approach and Methodology to be followed in the assignment
- Detailed Work plan.
- Work plan should indicate key activities to be undertaken and deliverables at key stages/phases should be clearly outlined.

9.0 Invitation

The Africa 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 indicated under section 6 of this document.

A Consultant will be selected in accordance with the Individual 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 **29th December 2022**

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