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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICE FOR JUNIOR TECHNOLOGY EXPERT-PORTFOLIO
DELIVERY_**

PROCUREMENT NUMBER: AUC/ODG/C/002

21st September 2023

SECTION I: LETTER OF INVITATION

21ST September 2023

Dear Applicants,

**REF: CONSULTANCY SERVICE FOR JUNIOR TECHNOLOGY EXPERT-
PORTFOLIO DELIVERY**

1. The African Union Commission wishes to recruit highly qualified African experts to undertake the above assignment. The AUC now invites interested **Individual Consultants** to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultants will be selected under the Fixed Budget Selection Method and the pass mark shall be 70%. The budget is indicated in the ToRs.
3. Consultant who passed the technical evaluation will be considered for Financial Evaluation.
4. The EOIs must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
 - (iii) Workplan
 - (iv) Financial proposal should be submitted together with Technical Proposal
5. The Eols must be submitted to the following e-mail address: tender@africa-union.org with a copy to zerihuna@africa-union.org
6. The title of the Procurement and Procurement Number must appear as subject of e-mail submissions
7. The Deadline for submission of Eols is **1500** Addis Ababa Time, on **6TH October 2023**. Late applications will not be considered.
8. This call for Request for Expressions of Interest comprise of the following:
Section I – This Letter of Invitation
Section II - Terms of Reference

Yours sincerely,

Head, Supply Chain Division

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TERM OF REFERENCE

CONSULTANCY SERVICE OF JUNIOR TECHNOLOGY EXPERT- PORTFOLIO DELIVERY

1. Introduction

The African Union was established as a unique Pan African continental body. It is charged with the responsibility of 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 worldwide partnership. Its Headquarters is located at Addis Ababa, capital city of Ethiopia. With the use of internal funding for the "Global Dashboard" budget line, the Office of the Director General (ODG) would like to facilitate the hiring of the short-term consultant to support the design and launch of the global dashboard.

2. Background

The Joint Sitting of The Subcommittee on General Supervision and Coordination on Budgetary, Financial and Administrative Matters and The Technical Experts of the Committee of Fifteen Finance Ministers (F15), in July 2022 recommended "to establish a performance monitoring and evaluation tool in the Office of the Director-General of the Commission to take stock of the performance of departments and AU Organs as well as staff." The global dashboard will be used to facilitate access to all information, aggregated in one global dashboard, so as to enable monitoring, follow up, information sharing, and continuous updates. To also assess the evolution and work of the African Union and have KPIs: execution rate, performance rate, audit, and implementation of decisions. The Office of the Director General hereby submits a request to recruit a short-term consultant, using available funds, to lead and advise on its creation and launch.

3. Scope the Assignment

The work involves, under the supervision of the Portfolio Delivery Advisor, supporting the daily operations of the Office of the Director General (ODG), in the implementation of policies, projects and programs of the African Union Portfolio Departments. The Program Assistant will also participate as a resource in meetings organized by the ODG as well as other meetings aligned with the ODG mandate as requested by the Advisor Portfolio Delivery, and assist in the planning and scheduling of meetings, workshops, trainings and seminars hosted by the Office of the Director General. This includes, drafting memos to be sent out to all Organs, Directorates, and Specialized Agencies within the AUC requesting submissions, monitoring submissions and following up with Offices, compiling submissions according to protocol, and technology product development and management.

4. Major Duties and Responsibility

- Support the development and launch of monitoring and evaluation initiatives of the ODG including that include digital technology platforms such as the ODG Portal/Dashboard
- Digital filing and storage of ODG related monitoring documents including the ODG periodic meeting reports such as weekly, bi-weekly and monthly reports among other key documents.
- Assist in routine ODG Data collection, entry and maintenance of the ODG Global dashboard to ensure that complete, accurate, reliable and consistent data is shared and is available for continuous monitoring, data analysis and action planning.
- Provide the Office of the Director General with data analytics presentations for reporting
- Support the digital tracking and reporting of the progress on implementation progress of the ODG workplan (on a weekly and monthly basis) of the ODG workplan through standardized digital tools and methodologies.
- Maintain and update the Office of the Director General's webpage
- Carry out any other tasks, as may be assigned by the ODG Advisor - Portfolio Delivery or other Senior Officers of the ODG as may become necessary
- Develop a proposal for monitoring and evaluation tool development
- Support the development and launch of the monitoring and evaluation tool with the support of MIS and other partners
- Assist in the planning, scheduling and participating in meetings, workshops, trainings and seminars related to the Mid-Year and Annual Reports
- Assist in routine data collection and entry for various ODG interventions to ensure regular data is shared on the ODG Portal and Global Dashboard Assist as well as the compilation and editing of the Mid-Year and Annual Reports;
- Provide Digital and Information Technology support to the Office of the Director General
- Assist in scheduling relevant meetings, including the preparation of memos and budget;
- Support ODG staff with preparation of high-quality PPT Presentations
- Support ODG Team to engage in continuous digital improvement and use of digital platforms such as MS Teams for more efficient internal processes.
- Serve as one of the ODG digital technology focal points.

5. Duration

The consultancy contract(s) shall be for a period of 3 months.

6. Duty Station

The Consultant(s) shall work from the African Union Commission in Addis Ababa.

7. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

8. Consultancy Fee and Payment Schedule

The consultant will be paid a lump sum of **USD 24,000** for three months. The payments will be made in installments based upon outputs/deliverables specified in the TOR and upon certification of satisfactory work as per work plan and endorsed by the AUC.

The payment schedule is arranged as follows:

- **20%** - upon submission report of a dashboard design proposal and workplan
- **40%**- upon a presentation of the developed global dashboard and submission of Draft Report
- **40%** - upon hand over of the completed technical product and submission of Final Report

9. Contract Management and Reporting

Under the overall supervision of the Director, General Office, the Consultant will report on his/ her activities to the Director General Office AUC.

10. Qualifications and Experience of the Individual Consultant

Education

- Bachelor's Degree or Master's Degree in international relations, business administration, data analytics or relevant disciplines with of relevant work experience.

Experience

- Preferably a minimum of relevant and practical experience working in international development and private enterprises developing technological products, data analysis and creating reports.
- Previous experience in data collection, review and conduction of empirical research to fill existing knowledge gaps and to ensure the development of promotional material;
- Previous experience in drafting formal reports for governmental institutions or international organizations;
- Experience in the production of country and international assessment studies and reports.

- Knowledge of quality assurance methods for data collection and analysis
- Demonstrated capacity to write clearly and concisely

Required Skills

- Ability to work in a multicultural environment
- Ability to work independently to meet critical and competing deadlines
- Excellent interpersonal/teamwork skills,
- Excellent drafting, reporting, communication and presentation skills.
- Strong program/project management and analytical skills
- Excellent planning and organizing skills
- Ability to liaise with a diverse range of people and stakeholders;
- Experience developing dashboards and technology development
- Ability to work with sensitive data and information in an ethical, confidential, and trustworthy manner.

Information Technology Skills

Proficiency in the use of at least one software in each of the following categories:

- Word processing
- Spread sheet
- Database
- Internet use
- SharePoint
- PowerBi

Language Requirement

Proficiency in one (1) of the African Union working languages. Knowledge of several other working languages would be an added advantage¹¹. **Evaluation and Qualification Criteria**

For evaluation of the submission the following criteria will be applied:

<u>Technical Proposal Evaluation points</u>		
1.	General Education, Qualification and Relevant Training	<u>30</u>
2	Experience relevant to the assignment	<u>30</u>
3	Time and activity schedule/Workplan	<u>20</u>
4	Methodology to be used in undertaking the assignment	<u>10</u>
5	Fluency in English or in one of the AU recognized languages	<u>10</u>

Invitation

The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Applicants must submit the following documents:

- Cover letter - Understanding of the assignment / TOR
- Methodology to be used in undertaking the assignment
- time and activity schedule/workplan
- Financial Proposal
- CV

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time. Proposals must be delivered in a written form to the address below not later than 15:00 hours local time, on 6th October 2023.

African Union Commission,
Addis Ababa, Ethiopia

Tel: +251 (0) 11 551 7700 – Ext 4305

Fax: +251 (0) 11 551 0442; +251 11-551-0430

E-mail: tender@africa-union.org