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**PAN AFRICAN VETERINARY VACCINE CENTRE  
CENTRE PANAFRICAIN DES VACCINS VETERINAIRES  
AU-PANVAC**

Debre Zeit, ETHIOPIA P. O. Box 1746 Telephone : 251 11 433 8001 Fax : 251 11 433 8844  
E-mail: [aupanvac@africa-union.org](mailto:aupanvac@africa-union.org)

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## **REQUEST FOR EXPRESSIONS OF INTEREST (EOI)**

**SERVICE PROVISION**

**PART TIME DRIVER/MECHANIC**

**AU-PANVAC/LIPC/004.23**

Date: **October 2023**

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**TERMS OF REFERENCE**  
**SERVICE PROVISION**  
**INFORMATION TECHNOLOGY SERVICE**

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**1. Background**

The livestock sector has consistently played a major role in poverty reduction and food security and considered as one of the main contributors towards the attainment of the Millennium Development Goals (MDGs).

The African Union Pan African Veterinary Vaccine Centre (AU-PANVAC) is the AU technical Centre responsible for "promoting the availability of safe, effective and affordable veterinary vaccines in Africa.

In the implementation of its mandates, AU-PANVAC plays a critical role in the enhancement of quality of veterinary vaccines in Africa and their adequate utilization by producers in the field and in supporting national and regional diagnostic laboratories to access needed reagents and enhance their diagnostic capacities.

**2. The Pan African Veterinary Vaccine Centre (PANVAC) Structure**

It is paramount important to recognize that the current structure of AU-PANVAC considered only one driver/clearing agent while the activities of AU-PANVAC has increased and acquired additional mandates from AU Member States. Consequently, AU-PANVAC is intending to procure a service provider – Part Time Driver/Mechanic who shall be responsible for providing transport service to and undertake regular preventive maintenance service to office cars, while the proposed structure of AU-PANVAC is in the process of reviewing by the concerned authority.

### **3. Objectives of the work**

The aim of the Service Provider – Part Time Driver/Mechanic is to ensure that the transport need of AU-PANVAC and undertake regular preventive maintenance service to the office cars.

### **4. Scope of the Work**

The service provider shall perform the following duties:

1. Drive the office car to provide transport service to staff from Addis Ababa to Debre Zeit in the morning and drive back to Addis Ababa in the afternoon,
2. Undertake regular preventive maintenance service to the office cars and keep preventive maintenance service records,
3. Maintain log sheet to the office cars movement,
4. Follow up and ensure the annual inspection and renewal insurance process of the office cars,
5. Perform any other related duties as required by the Director of PANVAC

### **5. Specific Tasks**

The service provider will deliver the following specific tasks:

- Drive safely and properly the office cars,
- Undertake the preventive maintenance service to the office cars as per the schedule,
- Maintain log sheet showing the movement of the office cars,
- Follow up and ensure the annual inspection and renewal insurance process,
- Perform any other related duties as required by the Director of PANVAC.

### **6. Deliverables**

The service provider shall deliver a monthly activity report related to the scope and tasks carried out.

### **7. Timeline**

The assignment shall be for a period of six (6) months beginning 1<sup>st</sup> December 2023.

## **8. Duty Station**

The service provider will be based at the Pan African Veterinary Vaccine Centre (AU-PANVAC), Bishoftu, Ethiopia.

## **9. Service provider fee and schedule payments**

- a) The service provider will be paid a monthly lump sum of USD 500. (Five Hundred United States Dollars only) on a monthly basis for the assignment. This amount includes all of the service provider's fees, reimbursables and profits as well as any tax obligation that may be imposed on the service provider. It excludes travel costs and daily subsistence allowance, when the service provider is required to travel on official mission, which will be fully paid for by the AU-PANVAC in line with the relevant Guidelines and procedures.
- b) Payments will be based on outputs/deliverables specified in the TOR and upon certification of satisfactory work by the Supervisor. The payment will be made on monthly basis subject to submission of satisfactory report by the service provider and acceptance of the same by the Client.

## **10. Qualification and Experience of the Service Provider**

- I. Candidates must hold at least a Diploma in Automotive Technology and must have a 3<sup>rd</sup> Grade Driving License.
- II. 5 years' Work experience on Driving/Mechanical for recognized organizations;
- III. Adds value to team-based activities;
- IV. Demonstrates integrity, a collaborative spirit, a sense of achievement, and in past experiences;
- V. Languages: Fluency in English (required); French, Arabic and Portuguese (desired).
- VI. Good knowledge of the AU policy making processes, prospects, and challenges will be an added advantage.

## 11. Evaluation and Qualification criteria

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

<b>Technical proposal evaluation points</b>		
1	General Education, Qualification and General training	<b>30</b>
2	Experience relevant to the Assignment	<b>60</b>
3	Understanding of the assignment	<b>10</b>
	<b>Total</b>	<b>100</b>

## 12. Language Requirements

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

## 13. Contract Management Reporting

The contract will be managed by the African Union Pan African Veterinary Vaccine Centre (AU-PANVAC). The Service provider will report on its activities to the Director and Finance & Administration Office of AU-PANVAC.

## 14. Invitation

AU-PANVAC now invites eligible Individual Service provider to express 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. Any clarification requests shall be addressed to the email address hereunder

### **Documents required**

- a) Cover letter
- b) CVs

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

#### **15. Address for delivery of Expression of Interest and Clarification requests**

Expressions of Interest must be delivered by email to the address below not later than 15:00 hours local time, on Friday 03 November 2023.

The email subject shall clearly state the title of the assignment and procurement number.

**PAN AFRICAN VETERINARY VACCINE CENTER AFRICAN UNION  
COMMISSION (AU-PANVAC)**

**Attn: Dr. Bodjo S. Charles**

**P. O. Box 1746,**

**Debre Zeit, Ethiopia.**

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**Office Mail: [aupanvac@africa-union.org](mailto:aupanvac@africa-union.org)**