



TERMS OF REFERENCE

**Individual Consultancy Services
to
Develop AFREC Standard
Operating Procedures (SOPs)
Manual**

I. Background

The African Energy Commission (AFREC) is a Specialized Technical Agency of the African Union (AU) under the African Union Commission (AUC) which was created by the African Heads of States and Governments' Decision in 2001 at the 37th Summit of the Organization of African Unity (OAU) and officially launched by the African Union Ministers in charge of Energy in 2008 in Algiers, Algeria.

AFREC has been mandated to establish adequate mechanism of concerted actions and cooperation to develop collective solutions related to energy development within the African continent. The AFREC's convention articulates a detailed mandate and responsibilities which can be summarised as follow, among others:

1. Develop policies, strategies, research and programmes based on Member states national, sub-regional, regional and continental development priorities and recommend their implementation;
2. Design, create and update the continental energy database, facilitate the rapid dissemination of information and exchange of information among Member States, sub-regional, regional and continental institutions;
3. Provide technical support and mobilise financial resources while providing capacity building to the Member States, sub-regional, regional and continental institutions in the energy sector.

As part of our ongoing efforts to enhance efficiency, accountability, and align with set standardize procedures by the African Union Commission, we are seeking to recruit a knowledgeable and experienced individual to develop a Standard Operating Procedures (SOPs) Manual utilizing the resources and expertise available at the African Union Commission.

II. Objective

The overall objective of this consultancy is to develop an SOPs Manual that ensures consistency, efficiency, accountability and adherence to procedures established by the African Union Commission. The manual will serve as a comprehensive guide for AFREC staff to perform their duties in accordance with the AUC standardized processes and protocols.

III. Specific Tasks

The consultant will:

- Carry out an in-depth review of the existing operating procedures and protocols implemented by AFREC
- Compare and analyse these procedures with the operating procedures established by the African Union Commission
- Evaluate the effectiveness and efficiency of the protocols implemented by AFREC against the desired outcome.
- Identify gaps, inconsistencies and areas requiring alignment or improvement.
- Develop a comprehensive SOP alignment manual, tailored to the specific needs and operating context of AFREC within the areas of Management, Human Resources (HR), Finance, Procurement, Stores and other administrative functions.
- Work with relevant departments at AU Headquarters and AFREC to ensure adherence and full understanding of the proposed SOPs.
- Provide guidance and support for the implementation of the SOPs within AFREC

IV. Deliverables

The deliverables shall include:

- A presentation at an inception meeting with AFREC showing the approach, methodology and timeline for execution of the assignment.
- A report showing comprehensive documentation of the consultancy process, including stakeholders consulted, data collected, analyses conducted and supporting materials
- Draft SOPs for AFREC tailored to the specific needs and operational context of the organization.
- Conduct a presentation and training session for AFREC's staff to introduce the SOPs Manual.
- Upon completion of the SOPs, address any questions or concerns raised by staff within the first three months of implementation of the SOPs.

V. Qualifications and Experience

A university master's degree in Business Administration, Management, or a related field.

VI. Competencies, skills and requirements

The ideal candidate should possess the following qualifications and expertise:

- Extensive experience working within African Union Commission or a similar international organization, with a thorough understanding of its procedures and protocols.
- Proven track record in developing SOPs or manuals for organizational alignment and standardization.
- Strong analytical skills with the ability to assess procedures and identify areas for improvement.
- Excellent communication and collaboration skills to engage effectively with relevant departments at AUC
- The candidate must be a national of an AU Member State.

VII. Selection criteria

The candidates will be evaluated based on the qualifications, expertise and their knowledge of the areas covered in the tasks list and communication skills.

The scoring for the criteria is as follows:

- Qualifications and General experience – 20 Points
- Specific Experiences relevant to the assignment – 50 Points
- Knowledge of related procedure from international organization – 20 Points
- Excellence of AU Language – 10 Points

VIII. Service Term

The contract is proposed under the following terms and conditions:

- The consultant will conduct all tasks remotely, including the review, analysis, and development of the SOPs Manual.

- The physical presence will be required only for the presentation or training session, which will be conducted onsite at AFREC Headquarter in Algiers for a duration of one week. AFREC will provide a return economy class ticket as well as daily subsistence allowances (DSA) for the presentation/training period.
- The Consultant will be working under the supervision of the Executive Director of AFREC
- The duration of this contract is 7 weeks
- The consultant will receive a lumpsum of USD 20,000 USD (inclusive all costs) upon submission of Final SOPs Manual.

IX. Documents to be submitted by consultant:

- Cover Letter to AFREC Confirming Interest and Availability to conduct this exercise.
- Two pages updated and signed Resume (clearly indicating experience and achievements)
- Certified Copy/ies of qualifications and transcripts
- A portfolio or link to previous work done if available.

NOTE: All Documents Must be written and submitted in English or French (preferably word document), except academic documents which should be submitted in PDF

Please submit your application via email to: afrec@africa-union.org.

Deadline: 27 May 2024, 23:59 Algerian time. NO late applications will be considered.