

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)**

Country: Ethiopia

Name of Project: The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project

Grant No: P180117

Assignment Title: Consultancy Services as a Financial Documents Archivist

Reference No. ET-AUC-427624-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project*, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Consulting Services to support the efficient management and preservation of the accounting and finance archival materials related to financial transactions, policies, and decision-making processes. Specific tasks include:

- Identify nature of transactions and categorize financial and accounting documents.
- Assist in the organization, arrangement, and description of financial documents.
- Proper coding and filling of financial and accounting transactions
- Support the accessioning process for new records.
- Provide financial and accounting documents to auditors.
- Participate in cataloging and digitization activities.
- Contribute to the preservation of physical and digital financial materials.
- Provide reference assistance to internal and external stakeholders.

The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expression of Interest.

The African Union Commission now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- Bachelor degree in Accounting, Finance and Business Administration, or a related field.
- Additional certifications in Information Science, Archival Studies, or a related field.
- Previous experience working in an archival setting, preferably in a government, international organization, or corporate environment.
- Verified experience in using Ms. Excel and other information technology tools.
- Knowledge of archival principles, standards, and best practices.
- Knowledge of the international accepted accounting principles.

- Proficiency in using archival management software systems and digitization equipment.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks effectively.
- Excellent communication and interpersonal skills, with the ability to work collaboratively in a multicultural environment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **17 June 2024**

African Union Commission,
 Attn: Head of Supply Chain Management Division
 Building C, 3rd Floor,
 P.O Box 3243, Roosevelt Street
 Addis Ababa, Ethiopia
 Tel: +251 (0) 11 551 7700 – Ext 4305
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TERMS OF REFERENCE

CONSULTANCY SERVICES AS FINANCIAL DOCUMENTS ARCHIVIST

ET-AUC-427624-CS-INDV

1. INTRODUCTION

The African Union (AU) was established as a unique Pan African continental body, charged with 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 Partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. The African Union (AU) Finance Directorate is entrusted with managing financial resources and ensuring transparency and accountability within the African Union Commission. The effective management of archival materials is crucial for preserving institutional memory and facilitating access to historical records for decision-making and accountability purposes.

Due to the increase in travel, workshops organized in the last quarter of the year and existence of backlogs on the financial management aspects AUC is looking for Financial Documents Archivist to deal with financial and accounting documentations and archiving.

2. OBJECTIVE OF THE ASSIGNMENT

The primary objective of the Financial Documents Archivist position within the AU Finance Directorate is to support the efficient management and preservation of the accounting and finance archival materials related to financial transactions, policies, and decision-making processes. The Archivist will work under the supervision of a Finance Officer and will be responsible for assisting with various archival activities to ensure the accessibility and integrity of archival collections including:

- a. Identify nature of transactions and categorize financial and accounting documents.
- b. Assist in the organization, arrangement, and description of financial documents.
- c. Proper coding and filling of financial and accounting transactions
- d. Support the accessioning process for new records.
- e. Provide financial and accounting documents to auditors.
- f. Participate in cataloging and digitization activities.
- g. Contribute to the preservation of physical and digital financial materials.
- h. Provide reference assistance to internal and external stakeholders.

3. SCOPE OF WORK

3.1 Organization, Arrangement, and Description

- a. Classify and categorization of financial documents based on the nature of

transactions.

- b. Assist in organizing and arranging archival materials according to archival principles and best practices.
- c. Collaborate with the Archivist in describing the content of archival materials to facilitate discovery and access.
- d. Ensure that archival materials are properly labeled, shelved, and stored to optimize accessibility and preservation.

3.2 Accessioning Process:

- a. Support in the accessioning process for new records, including preparing records and conducting appraisals.
- b. Assist in documenting the transfer of records into the archival repository and ensuring the accuracy of accession records.
- c. Provide accounting documents to internal and external auditors when it is requested.

3.3 Cataloging and Digitization

- a. Participate in cataloging archival materials using appropriate metadata standards and software systems.
- b. Assist in the digitization of analog materials, including scanning, image editing, and metadata creation.
- c. Ensure the quality and accuracy of digitized materials and metadata to facilitate online access and long-term preservation.

3.4 Preservation:

- a. Contribute to the preservation of physical financial documents through proper handling and storage (scanning).
- b. Assist in implementing conservation measures to mitigate deterioration and ensure the long-term viability of archival collections.

3.5 Reference Assistance:

- a. Provide reference assistance to internal staff, external researchers, and other stakeholders seeking access to archival collections.
- b. Retrieve archival materials, answer inquiries, and assist with research requests in a timely and professional manner.

3.6 Others

- a. Other duties as may be assigned by the Supervisor.

- b. Investigating and resolving irregularities and discrepancies in vendor and customer accounts
- c. Perform any other financial duties as may be assigned by supervisors.

4. KEY QUALIFICATIONS AND SKILLS

- a. Bachelor degree in Accounting, Finance and Business Administration, or a related field.
- b. Additional certifications in Information Science, Archival Studies, or a related field.
- c. Previous experience working in an archival setting, preferably in a government, international organization, or corporate environment.
- d. Verified experience in using Ms. Excel and other information technology tools.
- e. Knowledge of archival principles, standards, and best practices.
- f. Knowledge of the international accepted accounting principles.
- g. Proficiency in using archival management software systems and digitization equipment.
- h. Strong organizational skills, attention to detail, and ability to manage multiple tasks effectively.
- i. Excellent communication and interpersonal skills, with the ability to work collaboratively in a multicultural environment.

5. REPORTING

The Financial Documents Archivist will report to an assigned Supervisor within the AU Finance Directorate, under the overall supervision of the Director of Finance.

The Consultants shall report to the assigned settlement officer weekly on assigned tasks and second Level supervisor will be Head of Accounting Division.

6. DUTY STATION

The Consultants will be based at the AU Headquarters in Addis Ababa, Finance Directorate.

7. REMUNERATION

Remuneration is payable on a monthly basis. It is negotiable but based on qualifications, experience, and the applicable AU rates for the level of the consultancy. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. The AU will meet these costs

8. DURATION

The Consultancy service shall be for a period of 6 Months.

9. EVALUATION CRITERIA

The eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the WBG's Rules and Procedure for the Selection of Consultants. Interested individuals should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV, reference to similar services, experience in similar assignments, etc.). The consultants shall be evaluated based on the following criteria.

General Education, Qualification and Relevant Training	40%
Experience and Technical Expertise	50%
Proficiency in Language	10%
Total	100%

10. SERVICES /FACILITIES TO BE PROVIDED BY THE CLIENT

The AU shall make the following available:

- Office accommodation;
- Computer, Photocopying, Stationary;
- Facilitation of Visa and
- Internet Access