



**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**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 to Undertake the Review and Updating of the African Union  
Warehouse Management Guideline

**Reference No.** ET-AUC-427598-CS-QCBS

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: Review and update the existing materials management guidelines, incorporating additional best practices in line with the commission’s current policies and procedures

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

The African Union Commission now invites eligible consulting firms (“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:

- Experienced in developing materials management manual preferably for NGO and international organizations. Samples will normally be attached with the offer
- Experience in working with development partners and non-profit development organizations
- Knowledge and experience in MM policies, procedures, IPSAS and SAP ERP
- Legally registered firm with a valid license and Registration certificate

Key Experts will not be evaluated at the shortlisting stage.

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.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultants Quality and Cost-based Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *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 **18 August 2024**.

African Union Commission,  
Attn: Head of Supply Chain Management Division  
Building C, 3<sup>rd</sup> Floor,  
P.O Box 3243, Roosevelt Street  
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](mailto:tender@africa-union.org)

**TERMS OF REFERENCE**

**CONSULTANCY SERVICES TO UNDERTAKE THE REVIEW AND UPDATING OF THE  
AFRICAN UNION WAREHOUSE MANAGEMENT GUIDELINE**

**CONTRACTING AUTHORITY  
AFRICAN UNION COMMISSION**

**PROJECT TITLE:  
REVIEW AND UPDATING OF THE AFRICAN UNION WAREHOUSE MANAGEMENT  
GUIDELINE**

**REFERENCE NO. ET-AUC-427598-CS-QCBS**

# **TERMS OF REFERENCE FOR THE REVIEW AND UPDATING OF THE AFRICAN UNION WAREHOUSE MANAGEMENT GUIDELINES**

**REFERENCE NO. ET-AUC-427598-CS-QCBS**

## **1. BACKGROUND:**

The African Union Financial Rules and Regulations is the main policy guiding the Accounting, Financial Management, Inventory Management, Fixed asset Management and Procurement Procedures among others.

Considering the FRR of the Union was revised several times recently, it is deemed also essential to review and update the existing policies and guidelines, for each unique operation, to align with the new FRR policy.

To this end and as part of the strategic objective of implementing current and improved industry trends and international best practices, the African union commission wishes to develop a new warehouse management guideline, replacing the materials management manual prepared in 2001 and currently in use.

## **2. OBJECTIVES OF THE PROJECT**

The objective of the project is to review and update the existing materials management guidelines, incorporating additional best practices in line with the commission's current policies and procedures.

## **3. SCOPE OF WORK**

The consultant will be responsible for undertaking the following tasks:

### **3.1. Review and develop general guidelines including:**

- a) Review and update the existing manual and working templates in line with the Commission's strategic direction with due consideration the following;
  - i. Both Internal and External Audit recommendations and observations,
  - ii. The new financial rules and Regulations adopted by the Executive council in June 2021 and other strategic policy documents,
  - iii. The automation of working procedures like the introduction of SAP Enterprise Resource Planning (ERP), since 2008.

### **3.2. Study and incorporate best practices**

- A. To develop and define rules and regulations for general conduct of the warehouse operation and inventory control with due consideration to basic warehouse and inventory control principles including:
  - Planning inbound receipt procedures
  - Storage formalities e.g. location management, inventory control, health and safety issues

- Outbound delivery procedures
- B. To develop record keeping and reporting policies
- C. Develop guidelines for disposal of obsolete and damaged goods.
- D. Review and suggest on the following warehouse management issues:
- Storage facilities including location of the store, roofing and flooring, utilities and services, security, access and office requirement
  - Organization of warehouse space including: layout, fire safety and methods of storage
  - Record keeping of all warehouse documents
  - Authority and responsibility of personnel
  - Material receipt procedures
  - Inspection procedures
  - Inventory control procedures
  - Issue procedures
  - Annual/cycle inventory procedures
- E. Conduct a review of warehouse and inventory management procedures and processes of other International Organizations to identify best practices for benchmarking purposes.
- F. Identify international best practices and propose policy recommendations that could be adopted by the Commission in line with the current global trends.
- G. Engage with the various stakeholders and propose guidelines and procedures that respond to the needs of the Commission at the Headquarters and Regional Offices.
- H. Translate the above recommendations into a draft guideline and organize a workshop with key stakeholders for further review and endorsement.
- I. Review all existing warehouse documents and other related documents.
- J. Outline the role and responsibilities of all the stakeholders and other departments within the commission, which play a vital role in the warehouse management process.
- K. Suggest ways in which the internal processes may not be perceived as bottlenecks and bureaucratic while operating within the rules and guidelines of international best practices.
- L. Propose and suggests suitable warehouse management procedures for Contingent Owned Materials in AU Peace Support Operations Missions.
- M. Suggest and propose the warehouse procedures that best suits the process of storing military equipment for peace support operations.
- N. Propose and suggests suitable warehouse management procedures for medical items.
- O. Propose and suggest a way in which relation with suppliers and customers can be enhanced and they contribute to the warehouse management of AUC.
- P. Suggest and propose additional roles and responsibility of Stores Unit in coordinating the operations of other AU Organs, Technical and Representational Offices.
- Q. Suggest Templates suitable for use in the Monitoring and Evaluation that will yield KPIs.
- R. Propose additional templates that are not in existence but deemed important for the operations of the Stores Unit.
- S. Facilitate and provide rapporteur services for the first and second workshops of the stakeholders review and contributions in order to update the report on agreed contributions.

#### 4. DELIVERABLES:

Activity	Timeline
<b>Inception Report</b>	2 weeks after commencement.
<b>The First Technical Draft Guideline &amp; Review Report</b> is expected to be ready for review by the Project Manager and Commission as early as possible.	30 Days after contract signing
<b>Workshop/meeting Facilitation &amp; Draft Guideline:</b> Stakeholders and Expert level workshops/meetings will be facilitated to review the <b>Second Technical Draft Guideline</b>	45 days after contract signing
<b>A consolidated final report accompanied by Final Draft of the Warehouse Management Guidelines:</b> synthesizing key findings from the review and contributions of the Commission and other experts should be submitted at the end of the review.	90 days after contract signing

#### 5. QUALIFICATION AND EXPERIENCE

The consultant should also meet the following qualifications and skills:

##### General Experience:

- Experienced in developing materials management manual preferably for NGO and international organizations. Samples will normally be attached with the offer
- Experience in working with development partners and non-profit development organizations
- Knowledge and experience in MM policies, procedures, IPSAS and SAP ERP
- Legally registered firm with a valid license and Registration certificate

##### Specific Qualification of Key Experts

<b>Key Expert 1:</b>	Team leader (1)
<b>Qualification and Skills</b>	A Master's Degree in logistics and supplies management/business administration <ul style="list-style-type: none"> <li>• Certified supply management practitioner</li> <li>• Minimum of 10 years experiences in project management related to logistics and supplies management related.</li> <li>• Experience in development of policies and procedures on logistics and supply management for similar international organizations.</li> </ul>
<b>Key Expert 2:</b>	Senior expert (1)
<b>Qualification and Skills</b>	Minimum of 7 years experiences in logistics and supplies management <ul style="list-style-type: none"> <li>• Certified supply management practitioner</li> <li>• Experience in developing supply chain policies</li> <li>• Experience in developing organizational structure, strategies, warehouse operation policies, safety standards, procedures and manuals</li> </ul>

## **6. EVALUATION CRITERIA:**

Evaluation will be conducted based on the following grade points set for each core competencies:

	<b>Criteria</b>	<b>point</b>
1.	Specific Experience of the Firm on similar projects	50%
2.	Methodology and understanding of the TOR	20%
3.	Experience and qualifications of Key experts	30%

## **7. DUTY STATION:**

The consultants will work from their locations and report to the Director, Operation Support Services (OSSD) of the Africa Union Commission, Addis Ababa

## **8. PAYMENT:**

Payment will based on the deliverables

## **12. INPUTS TO BE PROVIDED BY THE CLIENT;**

- a. The AUC will provide all the relevant documents required by the consultant to successfully accomplish the development of the guideline and;
- b. The AUC will also provide an office to the consultant during the exercise when they are working from the AUC in Addis Ababa, Ethiopia;
- c. Any other services approved and deemed necessary by the Client.