

AFRICAN UNION

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**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: Consulting Services for Development of Travel Operational Manual for African Union, AU Organs/Specialized Technical Offices

Reference No. ET-AUC-456879-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 for Development of Travel Operational Manual. Specific tasks include:

- Conduct desk review of existing literature (Policy, Regulations and SOPS available within AUC).
- Develop a roadmap for development of the manual and share with Operation Support Services Directorate for review. After incorporating the received feedback (if any), share the final approved version of the roadmap, specifying the contents and brief note/guidelines for each section within the manual
- Based on the approved roadmap, develop the Travel Manual depending upon the needs and engagement with AUC. Operation Support Services Directorate will review the initial draft and share feedback (if any) after which the Consultant will share the updated version.
- Conduct a validation workshop on the draft Travel Manual
- Prepare the final Travel Manual incorporating the comments from the validation workshop. The travel manual must include policies and procedures for overall procurement cycle and acquisition of air travel services with internal controls and accountability.

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:

Educational Background:

- Bachelor's degree in business administration, Public Administration, Travel Management or Logistics.
- A master's degree in a relevant field will be an added advantage.

Professional Experience:

- At least 7 years of relevant experience in travel management, policy development, or operations.
- Proven experience in developing travel policies, manuals, or similar operational guides.
- Experience working with multinational or multicultural teams in international organizations, corporations, or NGOs.

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 **14 November 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

CONSULTING SERVICES FOR DEVELOPMENT OF TRAVEL OPERATIONAL MANUAL FOR AFRICAN UNION, AU ORGANS/SPECIALIZED TECHNICAL OFFICES

ET-AUC-456879-CS-INDV

1. Background

The African Union (AU) undertakes extensive travel to Promote Africa's growth and economic development by championing citizen inclusion and increased cooperation and integration of African states. The African Union Commission (AUC) is the AU's secretariat and undertakes the day-to-day activities of the Union. It is based in Addis Ababa, Ethiopia.

The travel management of the African Union is managed by the travel unit or travel administrator in various organs, liaison offices of the union. To enhance uniformity in travel management processes within the African Union organs, the AUC plans to develop a travel manual that will guide travel management of the union. The manual will clearly outline the standard operating procedures to ensure compliance to the Travel Policy, Staff Rules and Regulations & Finance Rules and Regulations.

2. Objectives of the Assignment

The overall objective of this consultancy is to develop a travel manual for increased operational efficiency by incorporating the travel policy, staff rules and regulations, financial rules and regulations.

3. Scope of Work

This will include:

- a. Conduct desk review of existing literature (Policy, Regulations and SOPS available within AUC).
- b. Develop a roadmap for development of the manual and share with Operation Support Services Directorate for review. After incorporating the received feedback (if any), share the final approved version of the roadmap, specifying the contents and brief note/guidelines for each section within the manual
- c. Based on the approved roadmap, develop the Travel Manual depending upon the needs and engagement with AUC. Operation Support Services Directorate will review the initial draft and share feedback (if any) after which the Consultant will share the updated version.
- d. Conduct a validation workshop on the draft Travel Manual
- e. Prepare the final Travel Manual incorporating the comments from the validation workshop. The travel manual must include policies and procedures for overall procurement cycle and acquisition of air travel services with internal controls and accountability.

4. Deliverables of the Assignment

	Deliverable	Duration after contract signature
1.	Inception Report	One Month
2.	Draft Travel Manual	Three Months
3.	Final Travel Manual	Six Months

5. Qualifications and Experience

The consultant must possess the following qualifications:

Educational Background:

- Bachelor's degree in business administration, Public Administration, Travel Management or Logistics.
- A master's degree in a relevant field will be an added advantage.

Professional Experience:

- At least **7 years** of relevant experience in travel management, policy development, or operations.
- Proven experience in developing travel policies, manuals, or similar operational guides.
- Experience working with multinational or multicultural teams in international organizations, corporations, or NGOs.

6. Payment

Payment will be lump sum based on the deliverables for the assignment. These shall be as follows:

	Activity	Timeline
a.	Submission and approval of Inception Report	10%
b.	Submission and approval of Draft Travel Manual	40%
c.	Submission and approval of Final Travel Manual	50%

7. Institutional Arrangement

The consultant will report with the Director, Operations and Support Services Directorate (OSSD).

8. Duration

The total duration of the assignment shall be Six (6) Months.

9. Location of the Assignment

AUC Offices, Addis Ababa, Ethiopia

10. Working Arrangement

Consultant will be responsible for (and shall include in its financial proposal) its office accommodation, office equipment and furniture and all operational expenses, i.e. supplies

(stationery, fuels and oils, general services and consumables, etc.) and travel required for purposes of carrying out the assignment. Any computers and peripherals, instruments/meters, office equipment, vehicles, and furniture brought on site for purpose of this assignment will be the Consultant's property, even after the expiration of the assignment. However, all records and files will be handed over to the AU.

11. Services /Facilities to be provided by the client

The AU shall make the following available for the consultant:

- Existing travel policy, staff rules and regulations, financial rules and regulations.
- Access to staff for interview process (if required)
- Any other materials required to prepare the manual
Workshop facilities for stakeh