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**Call For Individual Consultant - to Conduct The Process Of Operationalization Of  
The Resource Centre For Governance Democracy, Human Rights And Election**

**APP Ref: AUC/PAPS/GCPD/C/009**

**TERMS OF REFERENCE**

**1. Background:**

The African Union, established as a unique Pan-African continental body, is charged with spearheading Africa's democratic and good governance, promoting human and peoples' rights, and fostering sustainable development among the peoples of Africa and the African States. Additionally, it aims to develop new partnerships worldwide to achieve these broad objectives. Its headquarters is located in Addis Ababa, the capital city of Ethiopia.

The African Union GCPD is consolidating its Resource Centers to enhance knowledge management in Democracy, Governance, Human Rights, and Elections (DGHRE). Building on the foundational work completed in 2023-2024 (for example Koha LMS implementation, partial database integration), this consultancy aims to fully operationalize the merged GCPD Resource Centre by advancing digital systems, policies, and stakeholder engagement.

In light of these objectives, the African Union Commission's Department of Political Affairs established a Resource Centre in 2004 to ensure effective resource management in the areas of Human Rights, Governance, Democracy, and Elections. Following the merger of the Department of Political Affairs and the Department of Peace and Security, and the establishment of the Political Affairs, Peace, and Security Department (DPAPS) (Assembly Decision of the AU Eleventh Extraordinary Session - Nov. 2018 - Ext/Assembly/AU/Dec.1-4(XI)), the initiative to merge the Resource Centre's of Governance, Democracy, and Human Rights with that of the Conflict Management Directorate (CMD) has progressed. This includes the updated inventory and

cataloguing of publications on the Koha library management system and the establishment of an online Digital Repository for DPAPS.

As the next step in the implementation strategy for the merger of the two Resource Centre's, the Department is tasked with operationalizing the Governance and Conflict Prevention Directorate (GCPD) Resource Centre.

In this context, the DPAPS has decided to urgently recruit a Consultant (international/national) to operationalize the Resource Centre. This consultancy is meant to implement the assembly decision (Ext/Assembly/AU/Dec.1-4(XI)). Among the key tasks is to operationalize the merger of the GCP and CMD Resource Centre's.

## **2. Objective of the Assignment**

The main objective of this task is to Complete integration of the merged GCPD and CMD Resource Centre's.

## **3. Scope of the Assignment:**

The scope of the service includes, but is not limited to, the following:

### **Part I:**

- i. Finalize Resource Centre Merger: Unify identifiers/codes for remaining publications under a single Koha LMS platform  
Operationalize the Resource Centre: Make publications available to users through digital content management systems in accordance with international library standards. Facilitate Integration: Integrate the two Resource Centre databases within DPAPS.
- ii. Advise on Knowledge Creation and Management: Provide guidance on knowledge creation and management within the GCP Directorate. Support GCPD initiatives for digital preservation and management of digital collections in the PAPS Repository.
- iii. Promote Knowledge-Sharing and Organizational Learning: Foster a culture of knowledge-sharing and organizational learning within GCPD.

### **Part II:**

- i. Develop Knowledge Management Policies and Procedures: Establish comprehensive knowledge management policies and procedures.  
Provide Reference Research Assistance: Offer reference research assistance to staff, stakeholders, and researchers/scholars.
- ii. Support Directorate Operations in Knowledge management and related areas: Assist the operations of units within the directorate, especially Transitional Justice, Human Rights, and Elections.

- iii. Organize and conduct training sessions and workshops for staff on knowledge management tools, best practices, and methodologies.
- iv. Build and maintain partnerships with internal stakeholders, external organizations, academic institutions, and other stakeholders to enhance knowledge exchange and learning opportunities.
- v. Perform Other Related Responsibilities: Undertake other related responsibilities as may be assigned.

#### **4. Key Deliverables and schedule:**

- a. **Initial report:** includes a design and work plan of the implementation strategy for the consultancy submitted at the beginning of the work by the Consultant (within one month)
- b. **Progress report:** Assess the extent to which the operationalization and documentation of drafted policies to be submitted at the mid of the work by the Consultant (three months);
- c. **Final report:** A report on the operationalization of the Resource Centre, documents drafted, reviewed and adopted and GCPD operational support report to be submitted at the end of the work of the Consultant (six-month)

#### **5. Duration of Assignment:**

The service is required for a period of six (6) months and the service provider will be based in Addis Ababa for the full duration of the assignment.

#### **6. Reporting and Communication:**

The Consultant will report to the Director, Governance, Conflict and Prevention Directorate.

#### **7. Qualifications and Experience:**

- a. **Education:** BA in Organizational Management, Information Science or other disciplines related to Knowledge Management and Information Science
- b. **Experience:** A minimum of 5 years work experience in knowledge management, Documenting and digital library system.
- c. **Language requirement:** Proficiency in one of the AU working Language is mandatory.

## 8. Consultancy Fee

The overall consultancy fee will be a total of **USD 18,000** inclusive of all allowances and taxes. The payments will be made in installments based on outputs/deliverables specified in the TOR and upon certification of satisfactory work as per the work plan endorsed by the AUC relevant Authority.

Payments will be as per schedule below.

1 <sup>st</sup> Payment	Submission and approval of the Initial and planning reports	20%
2 <sup>nd</sup> Payment	Submission and approval of the progress report at the mid implementations	40%
3 <sup>rd</sup> Payment	Submission and approval of final report at the end of the assignment	40%

## 9. Evaluation Criteria

The following evaluation criteria will be applied:

1.	General Education Qualifications and Relevant Training	30
2.	Experience relevant to the assignment	40
3.	Work plan and methodology	20
4.	Language	10

**Minimum score is 70 points (pass mark)**

## 10. Confidentiality:

The information shared with the consultant is confidential and shall not be disclosed to anyone else or used in any other publication. The consultant must refrain from using any of the information shared in other publications. The final product of the consultancy will be submitted to the PAPS for approval by the appropriate policy Organs. The PAPS reserves the right to amend the final documents before their submission for approval and owns the final products.

## 11. Letter of Invitation

The African Union Commission now invites eligible Individual Consultants to submit their Proposals to undertake the assignment. Interested candidates must provide information

demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment.

**Documents required:**

- Cover letter/Expression of Interest - Understanding of the assignment / TOR
- Curriculum Vitae (CV)
- **Certified copies of academic qualifications**

Further clarifications can be obtained at: [tender@africa-union.org](mailto:tender@africa-union.org) with Cc: [isaacS@africa-union.org](mailto:isaacS@africa-union.org) during office hours 0800 - 1700 Hrs. (East African Time). Always quote the APP Reference: **AUC/PAPS/GCPD/C/009** on the subject.

Proposals should be submitted by email to the address below, no later than 1500 Hrs. (East African Time) on **18 June 2025**. Proposals received after the deadline will be rejected.

**The Head, Supply Chain Management Division**

**African Union Commission**

**Addis Ababa, Ethiopia**

**Building C, 3rd Floor**

**Tel +251115517700**

**Email:** [tender@africa-union.org](mailto:tender@africa-union.org)

**Cc:** [isaacS@africa-union.org](mailto:isaacS@africa-union.org)