



NEPAD PLANNING AND COORDINATING AGENCY

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

CONSULTING SERVICES – FIRMS SELECTION

CONSULTANCY SERVICES FOR DEVELOPMENT OF ECCAS SECRETARIAT STANDARD OPERATING PROCEDURES FOR EFFECTIVE DELIVERY OF THE REGIONAL STRATEGY AND AGENDA 2063

PROCUREMENT NUMBER: 20/NPCA/OCEO/CDD/CQS/2019

1. INTRODUCTION

The African Union (AU), established as a unique Pan African continental body, is 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 New Partnership for Africa's Development (NEPAD) is a program of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

The NEPAD Agency serves as the African Union's development agency and implementing body of Agenda 2063 – the continent's strategic framework for socio-economic transformation over a period of 50 years. It is in this context of reform for better delivery that the NEPAD Agency, through various programmatic interventions with countries on the continent, works towards enabling the continent's people to see 'The Africa We Want' through Agenda 2063.

The NEPAD Agency's mandate is to:

- ✓ To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063
- ✓ To strengthen capacity of African Union Member States and regional bodies; advance knowledge-based advisory support, undertake the full range of resource mobilisation, and serve as the continent's technical interface with all Africa's development stakeholders and development partners.

Accordingly, the organization requires to engage a firm through a **procurement process** to obtain the services of a skilful resources firm that will work with ECCAS secretariat and NEPAD Capacity Development Team

2. PROJECT BACKGROUND

ECCAS was established on 18 October 1983 by the Customs and Economic Union of Central Africa (UDEAC) members and members of the Economic Community of the Great Lakes States (CEPGL) (Burundi, Rwanda and the then Zaire), as well as, Sao Tomé and Príncipe. Angola remained an observer until 1999, when it became a full member. ECCAS is a designated a pillar of the African Economic Community (AEC), and it ECCAS signed the Protocol on Relations between the AEC and other Regional Economic Communities in October 1999. .

The mandate of ECCAS is to develop the physical, economic and monetary integration of the sub-region and to enhance the region's capacity to maintain peace, security and stability, as well as, foster development and capacity for analysis, policy intervention, entrepreneurial initiatives, as well as, communication and collective negotiation.

The operations of the Secretariat are guided by the ECCAS Medium Term Strategic Plan (MTSP) 2016-2020, which is being implemented within the framework of Africa's Agenda 2063. The ECCAS Secretariat is also undergoing changes through the AU-wide institutional reform under H.E President Kagame, hence the need for the setting up of key Standard Operating Procedures.

Based on the 2013 Capacity Development Mapping and Scoping exercise undertaken in ECCAS an integral part of the AU Multi-agency Capacity Development Support Programme to RECs, and the subsequent 2015-2025 RECs Capacity Development Implementation Plan, the AUDA-NEPAD held an Institutional Capacity Development Technical Session at ECCAS to further appraise its short-term capacity needs in 2018. As an outcome of this session the development of Standard Operating Procedures (SOP) for the ECCAS Secretariat was identified as a key priority towards the adoption of a Result Based Management (RBM) approach based on performance and results.

Further and part of the support package, the AUDA-NEPAD is currently supporting the ECCAS Secretariat in the development of an Enterprise Resource Planning (ERP) system that covers Finance, Procurement, Human Resources and Project Cycle Management. Its blue print will be developed in the first quarter of 2019 and is scheduled go live by the second quarter.

3. OBJECTIVE OF THE SERVICE

The main objective of the assignment is to develop a set of holistic, standardized, consistent and explicit procedures to guide finance, HR and procurement systems, as well as, the project cycle management, etc. in realizing the ECCAS Secretariat mandate for regional integration. The Standard Operating Procedures aim to foster a balance between efficiency and adherence to laid out procedures by ECCAS in line with accepted international standards. The SOP will help to ensure that the ECCAS operations are performed consistently and also maintain quality control of processes for effective delivery of results through compliance and accountability.

The overall output of the assignment will be to foster a balance between efficiency and adherence to laid out procedures by ECCAS in line with accepted international standards.

4. STATEMENT AND SCOPE OF WORK

The scope for the Consulting firm will cover the following areas:-

MAIN RESPONSIBILITY AND DESCRIPTION OF THE SERVICES

The Consultant, should produce value-adding, practical, agile, internationally aligned the Standard Operating Procedure that will include but not limited to the following modules:

- Financial Accounting;
- Management Accounting;
- Procurement Cycle Management (workflow and other best practices);
- Human Capital Resource Management;

- Administration including ICT and Asset Management Services;
- Programme / Project Cycle Management;
- Funds Management;
- Ethics, Anti-corruption;
- Risk Management Enterprise;
- Resource Mobilization (including development partners portfolio management);
- Protocol and Diplomatic Issues Management;
- Linkages with offices outside south Africa; and
- The SOP will be written in English and French and published at least 500 copies and soft copies (word document).

5. DELIVERABLES OF THE ASSIGNMENT

The following minimum deliverables are expected from the activities in the assignment to be undertaken by the consulting firm:-

The request for Expression of interest requires the following deliverables:

- **Inception Report:** Submitted one week after commencing of the assignment;-
 - a) **Frameworks where the SOP draws their processes from and how they relate, for all the functions required above,**
 - b) **How the consultant will approach the assignment**
- **Draft report of SOP delivered within two months after commencement of the assignment; - Value-adding, practical, agile, internationally aligned the Standard Operating Procedure that responding but not limited to the modules listed above.**
- **Final Report - SOPs for all the modules submitted two weeks before the end of the contract**

C) MANDATORY REQUIREMENTS OF THE FIRM

The consultant must be a reputable organization /firm with a track records doing similar jobs.

10 to 15 years' experience in the field of Organizational Development and Change Management expertise;

- a) **Knowledge, skills and vast experience in project cycle management, SOP development and performance management systems;**
- b) **Tangible experience in the application of ERP SAP environment;**
- c) **Experience in international and regional development programmes;**
- d) **Excellent communications, facilitation, writing, editing and presentation skills;**
- e) **Knowledge of continental and international trends and best practices, developmental issues would be an added advantage;**
- f) **A comprehensive knowledge of prevailing legislation and best practices in human resources, finance and administration management.**

D) TEAM COMPOSITION AND QUALIFICATIONS REQUIREMENTS OF THE KEY EXPERTS

The desire of NPCA is to hire a competent firm with key professionals that have adequate experience in Organisational development and internal controls. A detailed CV should be submitted for each expert included in the proposal. The following Key experts will be required:-

No	Position / Qualifications
Key Expert 1:	Team Leader
	The Team leader will be the lead resource consultant for the assignment and must possess the following minimum credentials and experience: At least Master's degree with specialisation in Organizational Development and support service functions, and/or related fields with 10-15 years of experience in a Corporate setup.
Key Expert 2:	Procurement Expert
	<ul style="list-style-type: none"> At least Master's degree in Procurement/ Business Administration with minimum of 10 years' experience with international organizations.
Key Expert 3:	Programme/project Management/ME Expert
	At least Master's degree in Project Management/ Business Administration with minimum 10 years' experience with international organizations.
Key Expert 4:	Financial/Accountant Expert
	At least Master's degree Finance /Accounting with minimum 10 years' experience with international organizations.

E) CLIENT'S INPUT AND REPORTING.

Under the overall project supervision by ECCAS Secretariat and NEPAD Head of Capacity Development, the consulting firm shall closely collaborate with the designated responsible stakeholders.

F) SUBMISSION REQUIREMENT OF TECHNICAL

The following documents must accompany the application:

- Cover letter expressing Interest
- Record of similar assignments previously undertaken.
- Methodology to be undertaken and any other Technical input.
- Schedule with clear timelines
- General Company profile
- Curriculum Vitae of each Key Experts indicating the relevant information requested.

Reporting and Time Schedules: The duration of assignment is expected to last for about 150 Working days or less with emphasis to finalise earlier. The Consultant will report directly to the Chief Operations Officer of Grow Africa.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Firms from African Union Members States and/or joint ventures will have an added advantage.

A Consultant will be selected in accordance with the **Consultants Qualifications Selection (CQS)** method set out in the AU Procurement Manual. This is an Expression of Interest only and submission of Financial Proposals is not applicable at this stage.

Interested Consultants may obtain further information at the address below during office hours (08:00 - 17:00 South Africa time). Expressions of interest must be delivered to the address below by the **15th March, 2019 by 14:30 hours (South African Time)** and should be clearly marked as “**CONSULTANCY SERVICES FOR DEVELOPMENT OF ECCAS SECRETARIAT STANDARD OPERATING PROCEDURES FOR EFFECTIVE DELIVERY OF THE REGIONAL STRATEGY AND AGENDA 2063 - PROCUREMENT NUMBER: 20/NPCA/OCEO/CDD/CQS/2019**”. EOIs can also be sent by email, addressed to the address below:

The Chairperson Internal Procurement Committee (IPC)

NEPAD Planning and Coordination Agency

230, 15th Road, P. O. Box 218 Midrand,

1685 Johannesburg, South Africa

Email: procurement@nepad.org; or AseyeA@nepad.org; and vincentm@nepad.org

Attention of: Head of Procurement

Interested consultancy firms may obtain further information from the African Union Website; <http://au.int/en/bids> and NEPAD website: <http://www.nepad.org/tenders> or from **Head of Procurement Division, NEPAD Planning and Coordination Agency on the above email.**