



**African Union Development Agency (AUDA-NEPAD)**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**CONSULTANCY SERVICES – FIRMS SELECTION**

**CONSULTANCY SERVICES TO CONDUCT A SKILLS AUDIT FOR AUDA-NEPAD**

**PROCUREMENT NUMBER: 36/NPCA/BS/HRM/QCBS/2019**

## **INTRODUCTION**

As part of the ongoing institutional reforms at the African Union, the NEPAD Planning and Coordinating Agency (NPCA) is transforming into the African Union Development Agency (AUDA-NEPAD). The new mandate includes: Coordinating and Executing priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063; Strengthening capacity of African Union Member States and regional bodies; Advancing knowledge-based advisory support; Undertaking the full range of resource mobilisation; and Serving as the continent's technical interface with all Africa's development stakeholders and development partners

The transformation will allow the organisation to improve its effectiveness and efficiency in delivering AU development policies and programs across its 55 member countries. It is imperative therefore, and in light of the new mandate, that staff skills and competencies are audited to determine the level of alignment and adequacy. AUDA-NEPAD will use and build on existing skills and competences of staff, and as well leverage skills and knowledge from across the continent – while observing the principle of subsidiarity.

## **OBJECTIVE**

The purpose of this consultancy is to undertake an organization-wide skills audit, guided by its new mandate. This will be with a view to inform the design of the staffing architecture and guide the recruitment and training plans of AUDA-NEPAD. The skills audit will also identify what skills-gaps exist across AUDA-NEPAD to help determine specific training needs.

## **METHODOLOGY AND OUTCOMES**

The proposed methods for conducting the skills audit would include the following:

- a) Engage all employees on the methodology to be followed.
- b) Engage all employees through questionnaires or face-to-face interviews.
- c) A combination of questionnaires and face-to-face interviews.
- d) Presentations made to employees and key stakeholders.
- e) Present draft Report to key stakeholders.
- f) Validate the data with key stakeholders.

## **SCOPE OF THE ASSIGNMENT**

The skills audit shall cover an assessment of all staff at the AUDA-NEPAD offices in Midrand, South Africa and in Liaison/Regional Offices. The review will examine the skills and competencies of staff in the existing structure-positions and thereby identify skills and personnel gaps that need to be filled for the effective delivery on the organisation's mandate.

## **EXPECTED OUTPUTS:**

The Consulting Firm is expected to deliver a comprehensive skills audit report clearly outlining the gaps as well as the skills profile for all AUDA-NEPAD employees. Specifically, the consultant is expected to deliver the following outputs:

- (i) Skills Audit Report containing current status and recommendations, backed up by an outline of an execution plan.
- (ii) Skills and Competency Strategy Framework – Core Capabilities in line with AUDA-NEPAD's mandate and the AU and international best practice.
- (iii) A detailed roll-out implementation plan with the required resources and time lines.
- (iv) Performance Management System linked to a HR Development Programmes aligned with AU and with international best practice

The African Union Development Agency (AUDA-NEPAD) 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.

Interested firms must provide information indicating that they are qualified and experienced to perform the services:

1. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy.
2. General profile and background of the firm which should elaborate the following:
  - a. Core Business of the firms
  - b. Names of authorized representatives of the firms (Power of Attorney).
  - c. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.
  - d. Commercial Registration of the firms attaching Registrations certificates.
3. Experience of the Firms in handling consultancy services of similar assignments in the past five years.
4. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment;
5. At least 3 (three) references from corresponding clients and sites to which the firm has provided services similar to these Terms of Reference

**Reporting and Time Schedules:** The duration of assignment is expected to be three (3) months. The Consultant will report directly to the Director, Corporate Affairs and Business Services Centre through the Officer designated for the assignment.

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 Quality and Cost Based Selection (QCBS) method set out in the AU Procurement Guidelines.

This is an Expression of Interest (EOI) only; submission of Financial Proposals is not applicable at this stage.

Expressions of interest must be delivered to the address below by the **25<sup>th</sup> April 2019 by 14:30 hours (South African Time)** and should be clearly marked as "**CONSULTANCY SERVICES TO CONDUCT AN ORGANIZATION-WIDE SKILLS AUDIT FOR AUDA-NEPAD REF: 36/NPCA/BS/HRM/QCBS/2019**".

EOIs can also be sent by email, addressed to the address below. Interested Consultants may also obtain further information at the address below during office hours (08:00 - 17:00 South Africa time):

**The Chairperson, Internal Procurement Committee (IPC)**

African Union Development Agency (AUDA-NEPAD)

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

1685 Johannesburg, South Africa

Email: [bathom@nepad.org](mailto:bathom@nepad.org) and [procurement@nepad.org](mailto:procurement@nepad.org)

Attention of: Procurement Division

## Appendix 1:

### Customer Reference Card

Please provide the following information for each referral client submitted (please fill out the form as required).

#### Footnote 1:

Organization/company name:	
Client name and title:	
Phone:	
E-mail:	
Address:	
Contract Value:	
Size of company 1: Number of employees:	
Size of company 2 : Number and location of offices in the world):	
Industry/market sector (private, public, non-profit):	
Detailed description of the services actually provided by your company (types, geographical coverage, etc.):	
Service duration (month): Start date (month/year): End date (month/year):	
Description of services provided on the referenced sites:	

NEPAD will have the right to contact each referral client provided by the providers. It is the claimant's responsibility to ensure that the contact information provided above is accurate and to ensure that your client will respond to the African Union Development Agency-NEPAD's questions.