



**NEPAD PLANNING AND COORDINATING AGENCY**

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

**CONSULTING SERVICES – FIRMS SELECTION ONLY**

**CONSULTANCY SERVICES TO UNDERTAKE THE PROVISION OF PROCUREMENT BACKSTOPPING SERVICES FOR A PERIOD OF TWO (2) YEARS ON A RETENTION/Framework BASIS FOR THE AFRICAN UNION DEVELOPMENT AGENCY**

**PROCUREMENT NUMBER: 78/NPCA/CSBC/PROC/CQS/2019**

**INTRODUCTION**

The New Partnership for Africa's Development (NEPAD) is a programme 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. NEPAD Planning and Coordinating Agency (NPCA) was established by the Decision of the 14<sup>th</sup> African Union (AU) Assembly of February 2010 as the technical body of the African Union, the offices of the NEPAD Agency are located in Midrand, Johannesburg, South Africa. Its mandate is to facilitate and coordinate the implementation of continental and regional priority programmes and projects; mobilize resources and partners in support of the implementation of Africa's priority programmes and projects; conduct and coordinate research and knowledge management; monitor and evaluate the implementation of programmes and projects; and advocate on the AU and NEPAD vision, mission and core principles.

NEPAD Planning and Coordination Agency (NPCA) has allocated funds for the procurement of the above mentioned Consultancy services, and now invites eligible Consultancy Firms or Consortiums for the consultancy services to undertake the provision of procurement backstopping consultancy services for the African Union Development Agency.

**1. BACKGROUND:**

With Its mandate to facilitate and coordinate the implementation of continental and regional priority Programmes and projects; conduct and coordinate research and knowledge management; monitor and evaluate the implementation of Programmes and projects, NEPAD Planning and Coordination Agency is undergoing the reforms of the African Union currently underway and spearheading its mandates of implementing the Programmes of the African Union. The current state of reforms which also demand that the performance of AUDA-NEPAD in the execution of programmes would prefer to expedite the implementation of the Programmes through project Management implementation and supply chain based on accelerated project implementation of various projects of AUDA-NEPAD in order to have an impact on the continent and font prints in Member States and

the regional projects. This will be guided using the financial rules and regulation and Procurement procedures. Procurement being a tool and function of implementation of large scale projects and Programmes, the African Union Development Agency would like to tap into this phenomena to explore the possibility and capability of implementing the priority Programmes of the African Union Agenda 2063.

### **OBJECTIVES OF THE CONSULTANCY**

- (i) Provide technical and professional procurement services activities in order to achieve the AUDA strategic plan for 2019 and 2020.
- (ii) Provide support to the Procurement Team in the Management of the Programmes and Projects Procurement workloads in order to achieve the strategic objectives of the programmes and projects in line with the AUDA-NEPAD Mandate and strategic goals.
- (iii) Provision of technical expertise in terms of systems and processes to speed up execution of the 2019 Procurement Plan.
- (iv) Support Procurement in the development of an Automated Bid Evaluation Templates system to fast track the Evaluation of Bids for Consultancy Services, Goods, Works and Non-Consultancy Services.
- (v) Provide technical expertise for the establishment of an AUDA grants and sub-delegation systems and processes, workflows for execution of the grant management plan using the existing rule and regulations.
- (vi) Provide capacity building and transfer knowledge to AUDA –NEPAD procurement staff.

### **EXPECTED OUTPUT AND DELIVERABLES**

The Consultancy Assignment is expected to produce outputs and deliverables in accordance with the procurement of backstopping/Retention services assignment.

Specifically the study will be expected to generate the following outputs and deliverables over a period of 36 months:

<b>Expected Output</b>	<b>Timelines</b>
1. Procurement Evaluation reports on various procurement activities	On-going
2. Support the procurement unit in generating Contract negotiation Reports for Evaluations with a contract negotiation requirements	On-going
3. Support the procurement team in the preparation and	On-going

issuance of bidding documents.	
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**The Review Specific Tasks:**

- a) Implementation of the procurement plan for the next two years with defined deliverables of the projects workplans.
- b) Undertake the evaluation processes for the procurement of Consultancy Services, Goods and Works
- c) Support Bid Evaluation exercise for procurement division with the aim to conclude them in the shortest possible time in line with the current budget financial year.
- d) Support Programmes and projects in the evaluation of subject matter procurements with need to help the projects understand the purpose of the exercise
- e) Preparation of the Evaluation and Recommendations Reports of the best evaluated and bidders in accordance with the objectives of the subject matter TOR and capable of Identifying the best consultant/contractor or service provider
- f) Establish the Evaluation Framework which promotes fairness, competitiveness and due diligence for Goods, Consultancy Services and Non-consultancy services.
- g) Identify and implement the best evaluation process system and an automated system to accelerate the evaluation of bids with a standard template of evaluation report that will feed into the E-procurement in the medium to long-term.
- h) Suggest and propose additional roles and responsibility of Procurement Division in the Monitoring and Evaluation of contracts under contracts managements
- i) Suggest Templates suitable for use in the Monitoring and Evaluation which will yield KPIs.

**2. Deliverables for the Bid Backstopping Assignment:**

- ✓ **Inception Report:** the conceptualization and implementation innovative solution and an accelerated evaluation and contract management implementation of projects. In addition, an Automated Evaluation System that will enhance value for money and faster way of evaluation of bids and while achieving value for money for best results.
- ✓ **Mid-Term Review Report of the assignment** is expected indicating challenges/achievements and the best way to accomplish the assignment while archiving the objectives of the assignment. In addition, a draft evaluation system that

can be adopted by NEPAD in the medium term that will feed into the E-Procurement Innovation.

✓ **A final consolidated report - Three (3) Months before the end of the assignment reflecting the following:**

- a) Experience learnt and recommendations for improvement of evaluations going forward.
- b) List of all the assignments undertaken and summary of their objectives and impacts on the organisation.
- c) Performance of the vendors for evaluations and assignments undertaken.

### **3. Inputs To be Provided By The Client;**

- a. NEPAD will provide all the relevant documents required by the consultant to successfully accomplish the assignments;
- b. NEPAD will also provide an office to the consultant during the exercise when at site;
- c. Any other services approved and deemed necessary by the Client.

### **4. Experience of the Firm**

- ❖ **10 years in Supply Chain Management and Procurement for Projects and Programmes Developments assignments.**
- ❖ **Proved Experience and Number of records in executing similar assignments.**
- ❖ **Experience in implementing project procurement implementation support.**
- ❖ **Experience in procurements procedures and guidelines for projects funded by Multinational Development Banks, such as the World Bank, AfDB, ADB, etc.**
- ❖ **Experienced in working in the African Continent as a Region.**

#### **4.1 Qualifications and Experience of the Key Experts**

**The Firm will be required to have a pool of highly qualified procurement and grant management experts that will be called on an ad-hoc basis to undertake procurement activities for AUDA-NEPAD on a period of three years.**

**For the purpose of evaluation and comparison of Firms only the CVs of below listed 4 Experts will be evaluated.**

- a) **Key Expert 1:** Procurement Team Leader, with a Masters or better qualification in Procurement, Supply Chain management, Total Quality

Management or law. - 15 Years' experience in Procurement and supply chain Management.

**b) Key Expert 2:** Procurement Experts with a Degree/ Master's Degree in Procurement, Supply Chain management, Total Quality Management or law. - 7 Years' experience in Procurement and supply chain Management. CIPS qualification will be an added advantage

**c) Key Expert 3:** Procurement Quality Assurance Expert with a Degree/ Master's Degree in Procurement, Supply Chain management, Total Quality Management or law. - 7 Years' experience in Procurement and supply chain Management.

**Reporting and Time Schedules:** The duration of assignment is expected to last for twenty – four (24) months. The Consultant will report to the Head of Procurement through the Officer designated for the assignment.

## **RESOURCE REQUIREMENTS**

The NEPAD Agency now invites eligible consultants to express their interest in the **Provision of Procurement Backstopping Services for a Period of Two (2) Years on a Retention/Framework Basis for the NEPAD Planning and Development Agency.**

Interested Consultancy firms with proven experience and track records in Procurement and Supply Chain Management.

**The consultancy firm should be able to undertake the assignment on a Retention/Framework contract basis for Twenty Four (24) months. Consultancy firms will be required to submit the following documents which will form a basis for a shortlisting criteria;**

- 1. Technical and Financial submission Form (attached) and signed by an authorized official.**
- 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.**
  - e. Tax Clearance Certificate/ Value Added Tax Certificate.**
- 3. Experience of the Firms in handling consultancy services of similar assignments in the past ten (10) years or beyond. (Form attached)**

**4. Availability of Professional Key Staff with Suitable Qualifications and Experience in procurement, Supply Chain Management in the field of assignment (Form attached)**

**Joint Ventures**

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 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 a detailed Expression of Interest with all the required Terms of Reference.

**Submission of Proposals**

Consultancy Firms are required to submit a Technical Proposals. Interested firms are required to submit one (1) original, Four (3) copies and one (1) soft copy of the Expression of Interest clearly marked as original and copies.

NEPAD Agency reserves the right to verify any information provided by prospective entities/individuals and false information will lead to disqualification. The NEPAD Agency reserves the right to reject any or all EOIs without stating any reason.

Any documents submitted with this EOI will not be returned and all expenses related to participation in this Expression of Interest shall be borne by the applicants.

The NEPAD Agency reserves the right to request submission of additional information from applicants in order to clarify aspects of Expression of Interest, if required.

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 **21<sup>st</sup> June 2019 by 14:30 hours (South African Time)** and should be clearly marked as **“Consultancy Services to undertake the Provision of Procurement Backstopping Services for a Period of Two (2) Years on a Retention/Framework Basis for the NEPAD Planning and Development Agency, REF: 78/NPCA/CSBC/PROC/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](mailto:procurement@nepad.org)

Attention of: Procurement Division

## **Technical Proposal - Standard Forms**

- 4A. Technical Proposal submission form.
- 4B. Firm's references.
- 4C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 4D. Description of the methodology and work plan for performing the assignment.
- 4E. Team composition and task assignments.
- 4F. Format of curriculum vitae (CV) for proposed professional staff.
- 4G. Time schedule for professional personnel.
- 4H. Activity (work) schedule.

## 4A. TECHNICAL PROPOSAL SUBMISSION FORM

{*Location, Date*}

To: {*Name and address of Client*}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {*Title of consulting services and Procurement Number*} in accordance with your Request for Proposals dated {*Date*} and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial<sup>1</sup> Proposal sealed under a separate envelope.

We declare that we have no conflict of interest as defined by Section 1.7 of the Information to Consultants in relationship to performance of this assignment.

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

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<sup>1</sup> In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete “and a Financial Proposal sealed under a separate envelope.”



### 4B. FIRM'S REFERENCES

#### Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

**4C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

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On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.

**4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE  
ASSIGNMENT**

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**4E. TEAM COMPOSITION AND TASK ASSIGNMENTS**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

**4F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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**Key Qualifications:**

*{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page. }*

**Education:**

*{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page. }*

**Languages:**

*{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing. }*

**Employment Record:**

*{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages. }*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: \_\_\_\_\_

Section 4. Technical Proposal - Standard Forms

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*{Signature of staff member and authorized representative of the firm}*

*Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorised representative: \_\_\_\_\_

**4G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL**

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months		
			1	2	3	4	5	6	7	8	9	10	11	12			
																Subtotal (1)	
																	Subtotal (2)
																	Subtotal (3)
																	Subtotal (4)

Full-time: {key} Part-time: {key}

Reports Due: {key}

Activities Duration: {key}

Signature: \_\_\_\_\_

{ Authorised representative }

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

### 4H. ACTIVITY (WORK) SCHEDULE

**A. Field Investigation and Study Items**

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													

**B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Interim Report (a) First Status Report (b) Second Status Report	
3. Draft Final Report	
4. Final Report	