



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

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

**CONSULTANCY SERVICES – FIRMS SELECTION**

**CONSULTANCY SERVICES TO SUPPORT SETTING UP AN AUDA-NEPAD POSITIVE ORGANIZATION CULTURE**

**PROCUREMENT NUMBER: 80/NPCA/OCEO/QCBS/2019**

**INTRODUCTION**

At the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, July-2018, a decision was officially adopted to transform the NEPAD Planning and Coordination Agency (NPCA) into the African Union Development Agency (AUDA-NEPAD).

The establishment of AUDA-NEPAD is part of the overall institutional reforms of the African Union (AU). The Report of H.E President Paul Kagame on the institutional reforms of the AU presented to the Summit, January 2017, proposed a number of recommendations. The report clearly articulated major strategic issues that AU needs to address to deliver the promises of the Founding Fathers.

The AU Assembly of July 2018 approved the establishment of AUDA-NEPAD as the technical executive agency and development anchor of the continent with its distinct legal identity and defined by its own statute, to deliver against the development priorities articulated by the AU.

It is against this backdrop that a clear vision and articulated mission are underscored as follows:

- **Vision:** Harness knowledge to deliver the Africa we want.
- **Mission:** To foster the development of the continent through effective and integrated planning, coordination and implementation of Agenda 2063 with Member States, Regional Economic Communities and Pan-African institutions by leveraging partnerships and technical cooperation.

In order to subscribe to that vision and mission statement, there is a need to change the organizational culture of AUDA-NEPAD. In that perspective, the organization is seeking a firm to accompany that process which will help in better implementing its mandate to:

- Provide knowledge-based advisory services and technical assistance to African Union Member States and Regional Economic Communities in order to strengthen their capacity;
- Act as the continent's technical interface with partners and stakeholders on policy development recommendation and implementation;
- Coordinate and execute priority regional and continental projects enshrined in Agenda 2063 with the aim of accelerating regional integration to achieve the Africa We Want;
- Undertake the full scope of Resource Mobilization.

## **OBJECTIVES**

It is at this background that AUDA-NEPAD seeks the services of a consultancy firm to support the design and implementation of a new organization culture with identified core values, principals and a clear roadmap specific to AUDA-NEPAD. More precisely, the firm will assist in providing technical content in:

- a) Assessing the current status of the organizational culture;
- b) Defining the changes required;
- c) Supporting the process on how to reach a positive culture change; and
- d) Providing a clear roadmap on the implementation of the new culture.

## **SCOPE OF THE ASSIGNMENT**

The consultant/firm is expected to equip AUDA-NEPAD staff with skills, tools and information necessary to tackle the soft issues that the organization may be facing (conflicts, respect, etc.) and embrace a positive culture change. The deliverables will guide the staff in fostering this positive change to improve the work environment of the organization as they will need to be at their best – physically, mentally and emotionally – in order to contribute to a positive culture in the organization.

More specifically, the Consultant is expected to:

- Engage with the AUDA-NEPAD Positive Culture Change Group, the Staff Association and other key stakeholders;
- Provide the right expertise/experts to develop the positive culture of the organization;
- Present the benefits of a culture change and propose best ways to get there;
- Support the preparation, organization and facilitation of the teambuilding workshop;
- Create documentation/report on the key findings;
- Provide a comprehensive roadmap for the implementation of the culture;
- Support the implementation of the culture change process.

## **EXPECTED OUTPUTS:**

The Consulting Firm is expected to deliver the following outputs:

- a. Inception report on the assessment of the current organizational culture (assessment will be based on the survey, interviews with sample of staff members, observations, etc.);
- b. Facilitate the organizational wide workshop on positive organizational culture and provide an outcome report;
- c. Draft report with recommendation on how to reach a positive cultural change;
- d. Incorporate inputs from Project Owner and provide a roadmap for the implementation of the culture change; and
- e. Support the culture change process and submit a final report.

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; and
5. At least 3 (three) references from corresponding clients and sites to which the firm has provided similar services.

**Reporting and Time Schedules:** The duration of assignment is expected to be five (5) months. The Consultant will report directly to the Chairperson of AUDA-NEPAD Positive Culture Change Working Group.

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.

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 cancel or reject any or all EOIs without stating any reason.

Expressions of interest must be delivered to the address below by the **3<sup>rd</sup> July 2019 by 14:30 hours (South African Time)** and should be clearly marked as **“CONSULTANCY SERVICES TO SUPPORT SETTING UP AN AUDA-NEPAD POSITIVE ORGANIZATION CULTURE. REF: 80/NPCA/OCEO/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.