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

**INDIVIDUAL JUNIOR CONSULTANT**

**For**

**Consultancy Services to Advance the Implementation of Online Public Access Catalogue for the Resource Center for Governance Democracy, Human Rights and Election**

**PROCUREMENT NUMBER:** **AUC/DPA/C/018**

**SECTION I: LETTER OF INVITATION**

16th March 2020

Dear Applicants

**Consultancy Services to Advance the Implementation of Online Public Access Catalogue for the Resource Center for Governance Democracy, Human Rights and Election**

1. The African Union Commission wishes to recruit an INDIVIDUAL JUNIOR CONSULTANT For Consultancy Services to Advance the Implantation of Online Public Access Catalogue for the Resource Center for Governance Democracy, Human Rights and Election.

2. The AUC now invites interested Individual Consultants who should be citizens of AU Member States to submit CVs for the assignment as per attached Terms of Reference (TORS).

4. The CVs must be delivered by e-mail to [tender@africa-union.org](mailto:tender@africa-union.org) or in hard copy to **The Head, Procurement, Travel and Stores Division, African Union Commission, Building C, 3rd floor, TENDER BOX, Roosevelt Street, P. O. Box 3243, Addis Ababa, Ethiopia.**

5**.** The title of the Procurement must appear as subject of e-mail submissions or on the envelope for hard copy submissions.

6. The Deadline for submission of CVs is **17th April 2019** at 15:00 hours Addis Ababa Time. Late applications will not be considered.

**SECTION II:** **TERMS OF REFERENCE**

**Consultancy Services to Advance the Implementation of Online Public Access Catalogue for the Resource Center for Governance Democracy, Human Rights and Election**

1. **BACKGROUND:**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa’s democratic and good governance, promotion of human and peoples’ rights, and sustainable development among the peoples of Africa and African States as well as developing a new partnership worldwide on the above broad objective(s). Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives among others, the Africa Union in line with the United Nations Universal Declaration of Human Rights (UDHR) of 1948, established a human rights system specifically designed to suit the context and realities of the African continent. This led to the development and adoption of different human rights institutions and policy instruments to inculcate and deepen the culture of human rights in African Union Member States.

In view of the above among other things, the African Union Commission’s Department of Political Affairs established a Resource Center in 2004 to ensure effective implementation of resources management in the area of Human Rights, Governance, Democracy and Election. The overarching goal of the Center is to inculcate and deepen the culture of human rights and democracy in Africa; others include to digitalise the Resource Center in the area of Human Rights, organise and disseminate digital informations in Human Rights, Governance and Democracy. The implementation of the Open Public Access Catalogue (OPAC) will have the following advantages:

* Increase accessibility of the library collections by switching over to computer-based catalogue.
* Preserving access to library maintaining, consistent and authoritative form of bibliographic control and providing a targeted information environment for specific client groups
* Benefit library users by making directly and effectively search for and retrieve bibliographic records without the assistance of a human intermediary

1. **Objective of the consultancy**

The main objective of the consultancy is to implement online public access catalogue for the Resource Center for Democracy, Governance, Human Rights and Elections **(DGHRE)** in order to ensure the proper installation of the digital content management systems as per the standards of digital libraries.

1. **Scope of the Service:**

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

* Develop and implement Online Public Access Catalogue(OPAC)
* Operationalize digital content management systems as per the standards of digital libraries;
* Catalogue, classify, organize and disseminate digital documents and digital knowledge (information);
* Manage automated systems of the Resource Centre;
* Maintain open membership and communication with professional organizations necessary to the success and advancement of services provided in the Resource Center;
* Circulate/Share relevant documents for the HRTJ unit and in the department of Political Affairs;
* Upgrading quality, diversity, specialization and size of collection by expanding services and access to information;
* Promoting the Centre as a prototype of important resource for human rights, democracy and governance related bibliographical information in the region;
* Procure new books, publications and periodic journals on the area of Human rights, Governance, Democracy and Election.
* Carry out charging and discharging, or renewing of library materials; shelve all books and other materials; monitor shelving; oversee collection of fines, replacement of lost library materials, and donations of new library materials;
* Performing the physical processing of newly acquired materials such as property stamping, attaching call number labels, insertion of pockets, and adding due date slips etc.;
* Assist the Centre’s users in accessing electronic as well as non-electronic resources;
* Organizing events, meetings and missions related to issues on Human Rights, Governance and Democracy;
* Carry out the production of materials (publications, banners, brochures and other materials) and follow up the printing and distribution of the materials.

1. **Key Deliverables and schedule:**

The junior consultant shall submit a monthly progress report on the implementation of activities listed above of which he/she shall submit reports as follows:

* A design and implementation strategy on the Online Public Access Catalogue (OPAC);
* A plan to configure digital content management systems in the Resource Centre;
* A system requirement checklist for OPAC;
* A Map for the implementing process of OPAC;
* Procure 50 new books, publications and periodic journals on the area of Human rights, Governance, Democracy and Election.

1. **Reporting and Communication:**

The junior Consultant will report to the Head of the Human Rights and Transitional Justice Unit as well as the Head of the Human Rights, Democracy, Governance and Election Division **(DGHRE).**

1. **Qualifications and Experience** 
   1. **Education**

BA Degree, preferably in Law/Social sciences or other disciplines related to Human Rights, Governance and Democracy.

* 1. **Experience**

A minimum of 1 to 2 years of working experience in Documenting and Resource Centre Management specifically in the area of Human Rights, Governance and Democracy.

* 1. **Language requirement**

Proficiency in one of the AU working Language is mandatory.

* 1. **Duration of Consultancy**

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

1. **Consultancy fee**

The junior consultant shall be issued with a time based contract. The consultancy fee will be a lump sum of USD 1,500 per month upon submission of monthly reports on the progress made. This amount includes all the Consultant’s fees, reimbursable and all profits as well as any tax obligations that may be imposed on the consultant. This amount is exclusive of tickets and daily subsistence allowance when required to travel for official mission, outside his/her duty station.

1. **Evaluation Criteria:**

For the evaluation of the experience of interest, the following criteria will apply:

1. General Education Qualification and Relevant Training (30)
2. Experience Related to the Assignment (60)
3. Language (10)

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

Proposal must be delivered by **email** to the address below not later than 15:00 hour’s local time by the deadline specified in the Letter of invitation.

[**tender@africa-union.org**](mailto:tender@africa-union.org) **and cc:** [**KarimouM@africa-union.org**](mailto:KarimouM@africa-union.org)