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

**CONSULTANCY SERVICE FOR THE DEVELOPMENT OF THE PARTNERSHIPS MANAGEMENT INFORMATION SYSTEM (PMIS)**

**PROCUREMENT NUMBER: AUC/BCP/C/002**

**SECTION I: LETTER OF INVITATION**

26th June2020

Dear Applicants,

**Request for Expressions of Interest for the Development of the Partnerships Management Information System (PMIS)**

1. The Partnerships Management and Coordination Division (PMCD), under the Bureau of the Chairperson, is the Office of the African Union Commission (AUC) that is responsible for the overall vision, strategy and daily coordination and management of AU’s strategic partnerships with the rest of the world.
2. The AUC now invites interested Individual Consultants that **are citizens of AU Member States** to submit CVs for the assignment as per attached Terms of Reference (TORS). AUC policy requires consultants to provide professional, objective, and impartial advice, and at all times hold the Client’s interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own interests.
3. CVs and technical proposals must be submitted by e-mail to [Tender@africa-union.org](mailto:Tender@africa-union.org) Cc hawib@africa-union,org

1. The title of the Procurement and procurement number must appear as subject of e-mail submissions.

1. The Deadline for submission is **14 July 2020 at 15:00 hours Addis Ababa Time**. Late applications will not be considered.
2. This call for CVs comprise of the following:

* Section I – This Letter of Invitation
* Section II - Terms of Reference

**SECTION II: TERMS OF REFERENCE**

**CONSULTANCY SERVICE FOR THE DEVELOPMENT OF THE PARTNERSHIPS MANAGEMENT INFORMATION SYSTEM (PMIS)**

**1.0. Background**

The African Union (AU) is charged with spearheading Africa’s rapid integration and sustainable development. In pursuit of its mandate, the AU has established a number of multilateral partnerships with individual countries as well as regional groupings and organizations.

The Partnerships Management and Coordination Division (PMCD), under the Bureau of the Chairperson, is the Office of the African Union Commission (AUC) that is responsible for the overall vision, strategy and daily coordination and management of AU’s strategic partnerships with the rest of the world.

The Office also liaises with RECs, AU Organs and Specialized Agencies, technical departments and service delivering directorates within the AUC and other key stakeholders to facilitate the advancement of programmes and projects identified as priorities within the ambit of AU Agenda 2063 and its First Ten-Year Implementation Plan. Implementation of these programmes and projects is undertaken with the support and cooperation of various AU Strategic Partners, in different areas of their core competencies.

To optimize the potential of these Partnerships, an evaluation of the African Union Strategic Partnerships was undertaken by the Commission in close collaboration with the PRC Sub-Committee of the Whole on Multilateral Cooperation (SCWMC). The Evaluation Report identified and recommended, among other things; the need to promote synergy and effective coordination between the AUC, Focal Points concerned with AU Strategic Partnerships and International Cooperation at different levels, Regional Economic Communities (RECs), AU Regional Offices, AU Organs and Specialized Agencies, Academia, Civil Society Organisations (CSOs) and the Private Sector, etc.

The Evaluation Report also recommended the development of a Partnerships Management Information System (PMIS), which will enable the African Union to coordinate and manage its engagement with partners systematically.

In this regard, a platform between the African Union Office in charge of Strategic Partnerships and Focal Points concerned with AU Strategic Partnerships and International Cooperation within Africa was launched in Harare, Zimbabwe, from 18-20 December 2017. The name of the platform at its inception was the ‘African Union Partnership Coordination and Interactive Platform’ (AU-PCIP). However, the name was changed to the African Union Interactive Platform for Partnerships Coordination (AU-IPPC) during the 2nd Annual Conference of the Platform, held in November 2018, in Accra, Ghana. In order to maximize the potential and objectives of the Platform, the importance of different tools including a Partnerships Management Information System (PMIS) was also underscored by participants of the inaugural Conference.

It is in line with the recommendations of the 1st and 2nd Annual Conferences of the Interactive Platform that the AU Strategic Partnerships Office seeks to commence the process of developing the PMIS.

The objective of the PMIS is to improve and facilitate the coordination role of the AU for an effective and result-oriented management of partnerships. PMIS will also provide stakeholders with a reliable tool to serve as a high-level strategic planning, coordination, monitoring & evaluation and reporting tool with a view to promoting sound management of partnerships at international, continental and regional levels in support of AU’s development objectives, as enshrined in Agenda 2063. PMIS will serve as a tool that enables effective and efficient decision-making processes and production of consolidated reports on the status of partnerships to stakeholders.

More specifically, PMIS will be designed and developed to assist the AU to:

* Monitor and evaluate partnerships engagements by providing a complete picture of partnerships achievements through narrative and financial progress reports in the implementation of the various activities for evidence-based decision-making;
* Improve resource allocation towards projects funded by the AU and partners in fulfilment of AU Agenda 2063 goals;
* Produce more rigorous data to generate comprehensive reports for AU-IPPC stakeholders and Partners, to strengthen mutual accountability;
* Strengthen collaboration and coordination between the AU and its Stakeholders and minimize overlaps in engagement with partners;
* Generate a consolidated annual report on all AU partnerships for submission to the Executive Council, in February, through the Permanent Representatives Committee (PRC).

**2.0 Scope of the Assignment**

The Consultant will be required to spend as much time as possible in Addis Ababa, Ethiopia, for the duration of the assignment. The Consultant will engage and consult with AUC Departments, AU Organs and Specialized Agencies, AUDA-NEPAD, Regional Economic Communities (RECs), Academia, Private Sector, Civil Society Organisations and any other relevant AU Stakeholder for the needs assessment exercise. He/she will be guided by the AU Agenda 2063 Framework Document and its First Ten-Year Implementation Plan 2014-2023.

It is against this background that PMCD requires the service of a Consultant to carry out the following activities:

* Perform a needs assessment on the PMIS tool;
* Review existing AUC Applications for integration and implementation of PMIS;
* Develop a Business Requirement Document for PMIS;
* Develop the Terms of Reference for the development and implementation of PMIS;
* Develop a Request for Proposal (RFP) for PMIS development and implementation;
* Develop a template/annotated outline for the consolidated annual report on all AU partnerships.

**3.0. Objectives of the Assignment**

The overall objective of the proposed consultancy is to provide support to the Partnerships Management and Coordination Division in the development of the PMIS.

**4.0 Expected Results**

The following are the expected results of the Consultancy:

* Needs Assessment on PMIS tool conducted;
* Existing AUC Applications reviewed for integration;
* A Business Requirement Document for PMIS developed;
* Terms of Reference for the development and implementation of PMIS prepared;
* Request for Proposal (RFP) for PMIS development and implementation developed;
* Annotated outline/template for consolidated annual report on AU partnerships developed.

**5.0 Deliverables/Reports and Schedule of Deliveries**

The Consultant will be required to submit the following reports as per the schedule shown below:

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables** | **Due date/Timeline** |
| 1 | Inception Report | One week after commencement date |
| 2 | Mid-Term Report | After one and a half months |
| 3 | Final Report (with annexes) | Two weeks after the finalization of the exercise |

All versions of reports shall be submitted to the Head of Partnerships Management and Coordination Division (PMCD), Bureau of the Chairperson.

**6.0. Duration of the Assignment**

The estimated duration of the assignment is **three (3) months**.

**7.0. Consultancy Fees**

The African Union Commission will pay the Consultant a lump sum fee of **USD 30,000**, of which 50% will be paid after submission of the mid-term report. The remaining 50% will be paid after delivery of the final report.

**8.0. Governance and Support by the African Union**

The Consultant will be under the direct supervision of the Head of Partnerships Management and Coordination Division, Bureau of the Chairperson.

**9.0. Qualifications Requirements for the Consultant**

1. At least a Master's Degree in Information Technology/Systems or International Development Studies, combined with Project Management, International Relations, Economics or a related field;
2. At least 5 years previous experience in the development, implementation or management of the PMIS database and managing similar projects in other related fields in Africa;
3. Knowledge of multi-stakeholder engagement processes and AU programmes will be an advantage;
4. Knowledge and experience in working on development and implementation of a Partnerships Management and Information System is an advantage;
5. Experience and expertise regarding global partnership for effective development and development cooperation based on previous work experience in a multilateral institution;
6. Knowledge and experience in development planning, monitoring and evaluation, partnership management and coordination, partnership management information systems, and programme management;
7. Conversant with the working culture and environment of the AUC and ability to engage with the leadership and staff of the AUC;
8. Strong analytical skills and a good understanding of data management principles and be aware of information management techniques (aggregation, drill down etc.);
9. Proficiency in at least one of the AU working languages (English, French, Arabic and Portuguese) is a must (oral and written);
10. Teamwork: Demonstrated ability to lead and work in a multicultural environment and good interpersonal skills;
11. Planning and organizing: Good planning, multitasking and capacity for timely delivery.

**10. Evaluation and Qualification Criteria**

For evaluation of the expression of interest the following criteria will be applied:

1. General Education Qualification and Relevant Training (20 points);
2. Experience Related to the Assignment (35 points);
3. Technical approach and methodology (35 points);
4. Work Plan (10 points).

**The pass mark for Technical proposals shall be 70%.**

Interested candidates should submit their technical proposal, explaining the technical approach and methodology for the assignment, work plan and Curriculum Vitae (CV), indicating all past experience for similar projects, as well as their contact details to the following address on or before **14 July 2020 at 15:00 hours Addis Ababa Time.**

**Submission Address:** [Tender@africa-union.org](mailto:Tender@africa-union.org) Cc hawib@africa-union,org