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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

Service Provider/Individual Consultant to conduct publication inventory and to catalogue the publication on the online database (KOHA) for the Resource Center for Governance Democracy, Human Rights and Election

PROCUREMENT NUMBER: AUC/DPA/C/018

SECTION I: LETTER OF INVITATION

22 October 2021

Dear Applicants,

REF: Service Provider/Individual Consultant to conduct publication inventory and to catalogue the publication on the online database (KOHA) for the Resource Center for Governance Democracy, Human Rights and Election

1. The African Union Commission wishes to recruit highly qualified African experts to undertake the above assignment. The AUC now invites interested Individual Consultants to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultants will be selected under the Fixed Budget Selection method and the pass mark shall be 70%.
3. Methodology & understanding of the assignment as part of the criteria
4. The Eols must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
6. The Eols must be submitted to the following e-mail address: tender@africa-union.org with a copy to AidarusH@africa-union.org
7. The title of the Procurement and Procurement Number must appear as subject of e-mail submissions
8. The Deadline for submission of Eols is 5th November 2021 at 1500 hours Addis Ababa Time. Late applications will not be considered.
9. This call for Request for Expressions of Interest comprise of the following:

Section I – This Letter of Invitation

Section II - Terms of Reference

Yours sincerely,

Head, Procurement, Travel and Stores Division

SECTION II: TERMS OF REFERENCE

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 the African States as well as developing a new partnership worldwide on the above broad objective(s). Its Headquarters is located in Addis Ababa, the capital city of Ethiopia.

In view of the above among other things, the African Union Commission's Department of Political Affairs established a Resource Centre in 2004 to ensure effective implementation of resources management in the area of Human Rights, Governance, Democracy, and Election. On the other hand, In line with the recent merger of the Department of Political Affairs and the Department of Peace and Security and the establishment of the Political Affairs, Peace and Security Department (PAPS), there is an initiative to merge the Resource Centres of Governance, Democracy, and Human Rights and that of the Resource Centre of the Peace and Security as well as the establishment of online repository for PAPS. In view of the implementation strategy of the merger of the two RC as well as the establishment of the digital repository, the Department is tasked to employ inventory and finalize the digitalization of the publication in the old DPA Resource Centre.

In the context of the foregoing, the Department of Political Affairs, Peace and Security (PAPS) of the African Union Commission (AUC) have decided to recruit a service provider to urgently conduct the inventory and finalize the implementation of the digital cataloguing.

2. Objective of the consultancy

The main objective of the task is to conduct one time inventory and to finalise the cataloguing and classification of the Resource Centre for Democracy, Governance, Human Rights and Elections (DGHRE) publications on the online public access catalogue (KOHA).

Scope of the Assignment

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

Part I

- To conduct one-time publication counts and ensure that accurate records are maintained for publications in the RC of GDHR;
- To identify existing books, journals and publications in the RC of GDHR

Part II.

- Finalize the implementation of the 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 center;
- Maintain open membership and communication with professional organizations necessary to the success and advancement of services provided in the Resource Center;
- Facilitate the digital as well as the physical merging of the two Resources Centers under the department of PAPS

3. Key Deliverables and schedule:

The Service provider shall submit a monthly progress report on the implementation of activities listed above as follows:

- A design and implementation strategy on the Online Public Access Catalogue for the reaming publication in the RC (OPAC);
- A plan to configure digital content management systems in the Resource Center;
- A system requirement checklist A Map for the implementing ;

- Inception report: to be submitted at the beginning of the work by the Consultant;
- Progress report: to be submitted at the mid of the work by the Consultant;
- Final report: to be submitted at the end of the work of the Consultant

4. Reporting and Communication:

The service provider will report to the Ag. Director of the Governance and Conflicts prevention Directorate of PAPS.

Qualifications and Experience

4.1. Education

BA Degree, preferably in Library Science or other disciplines related to Digital library.

4.2. Experience

A minimum of 5 years of working experience in Documenting and cataloguing/classifying on digital library system.

4.3. Language requirement

Proficiency in one of the AU working Language is mandatory.

4.4. Duration of Consultancy /duty station

The service is required for a period of two (2) months and the service provider will be based in Resource Center of Governance, Democracy and HR at the Department of PAPS, Addis Ababa Ethiopia, for the full duration of the assignment

5. Consultancy fee

The consultancy fee will be USD 1,500 per month upon submission of monthly reports on the progress made. This amount is inclusive of all allowances and taxes.

6. Evaluation Criteria:

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

- a) General Education Qualification and Relevant Training (30)
- b) Experience Related to the Assignment (60)

c) Language (10)

INVITATION: The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultants, but only the experience and qualifications of individuals shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract would be signed with the proposed individual.

Interested candidates are requested to submit the following documents for AUC's consideration as an attachment to their CVs: Technical Proposal on:

- Understanding of the TOR
- Technical approach and methodology to undertake the assignment