



**PROCUREMENT NUMBER: APRM/02/OSF/PC/11/2023: INDIVIDUAL CONSULTANT, PROCUREMENT: TO SUPPORT THE DIRECTORATE OF GOVERNANCE AND SPECIALISED REPORTING ON IMPLEMENTING MECHANISM OF SUPPORT TO COUNTRIES ON CREDIT RATINGS**

**I) BACKGROUND OF THE ASSIGNMENT:**

At its 28th Ordinary Session of the African Union Assembly (AU) held in Addis Ababa, Ethiopia in January 2017, the Assembly, through Decision Assembly/AU/Dec.631 (XXVIII), directed the African Peer Review Mechanism (APRM) to provide support to AU Member States in the field of credit ratings. Following the decision the APRM proceeded to develop a policy framework to guide the needed support to member states.

The purpose of the framework is to provide strategic and operational support to the Member States in the pre-rating preparatory phase, managing the rating exercise and in the implementation of post-rating admissible recommendations. To achieve this purpose, the policy framework outlines several objectives. The first is to sensitize various sectors on the implications of the sovereign credit ratings on both domestic-rated institutions and instruments. Second, to support Member States in undertaking periodic financial, political, economic and social impact analysis and to prepare and make available reliable data for use by CRAs to avoid estimations that prejudice Member States being reviewed. Third, the framework seeks to support Member States' analysis and evaluation of the ratings produced by CRAs and their impact through the generation of independent opinions. Additionally, the policy framework seeks to support member states in articulating and establishing the architecture for managing and regulating CRAs through existing public institutions. Fourth, the policy framework guides the establishment of a network of experts and practitioners to improve the sharing of best practices in international sovereign credit ratings. This network also supports the harmonization of the regulation of the credit rating industry on the continent. Finally, the policy framework seeks to provide technical support to governments in the implementation of admissible recommendations while providing technical support to Member States to establish a regulatory environment for licensing and supervising CRAs operating in the respective Member States.

The APRM has since established partnerships with various non-state and private sector institutions. Among these institutions is the Open Society Foundation (OSF) which has partnered with the APRM and is providing financial support to strengthen the human capital for delivery of the framework. In this regard, the APRM seeks to appoint an experienced **Procurement Assistant** to support the delivery of the program mandate.

The experienced **Procurement Assistant** shall be located in the Directorate of Operations and shall in addition to other key procurement roles be responsible for raising purchase orders and maintaining procurement records.

**II) LOCATION:**

**MIDRAND, SOUTH AFRICA**

Period of assignment: Twelve (12) Calendar Months

The Procurement Assistant will be based and work from the APRM Continental Secretariat Offices in Midrand, Johannesburg, South Africa. The Consultant shall travel to the APRM continental Secretariat Offices at their own cost. The APRM Secretariat will bear the cost of a return air ticket (economy class) and, in the event of travel to other countries as part of the assignment, pay DSA at standard UN rates for the country of work. Thus, All travel for APRM business within and outside South Africa shall be at the cost of the APRM, including costs for Visas but will not include costs for medical insurance which may be provided for travel where permissible. The Procurement Assistant will be covered under the terms of the APRM business travel insurance policy as underwritten by AIG South Africa Ltd.

### **III). KEY RESPONSIBILITIES**

The consultant shall have the following responsibilities:

- (i) Preparation and implementation of the Project Annual Procurement Plan in collaboration with other Divisions/ Units in the Directorate.
- (ii) Plan and manage all procurement activities for the grant and ensure that they strictly meet the Compliance requirements of the grant and AU Rules and Regulations.
- (iii) Advise the Directorate on procurement policy issues.
- (iv) Review and assist Directorate in the preparation of specifications, terms of reference and scope of work;
- (v) Prepare bidding documents for works, goods, consulting and non-consulting services, and advertise bid opportunities and shortlisting of suppliers, as appropriate
- (vi) Maintain, safeguard and archive records of the procurement process;
- (vii) Produce periodic reports on the grant's procurement activities analysing all activities by volumes and values, failings and successes in performance;
- (viii) Make a regular update of Suppliers (Contractors) database;
- (ix) Carry out any other tasks as may be assigned from time to time by the Directorate of Governance and Specialised Reporting of the APRM Secretariat.

### **IV. REPORTING**

The consultant shall report dually to the Directorate of Operations on all issues of procurement management in the project.

### **V. DELIVERABLES**

Assist the Credit Ratings unit by performing procurement tasks that support their programmatic work. Specifically, the Procurement Assistant shall

1. Purchase Orders - Generated timely and following approved Project Procurement Plan
2. Monthly Procurement Report - Maintain Procurement Records
3. Bid Documents – As per the approved Project Procurement Plan
4. A Suppliers Database – Updated Monthly

## **VII. REMUNERATION**

1. The consultant will be paid an agreed monthly fee based on deliverables as stipulated in the contract.
2. Payment of the agreed sum will be made only upon verification of deliverables upon issuance of a Certificate of Acceptance by the Directorate of Operations, and approval by the CEO of the APRM Secretariat.

## **VIII. FACILITIES AND SERVICES TO BE PROVIDED BY CLIENT**

The Client will provide:

- Access to all information and stakeholders to facilitate the assignment.
- Adequate office space with essential office furniture, office equipment, and other working tools required.
- Facilitate all official travel related to the assignment.

## **IX) GENERAL INFORMATION**

All consultancies will be advertised on an equal-opportunity basis. The selection criteria to be used to assess the consultant shall be as defined in these TORs. The short-list and the selection procedure shall be done following the AU Procurement Manual, version 2.0 dated July 2016.

## **X. RESERVATIONS AND CONFIDENTIALITY**

APRM reserves the right to withhold all or a portion of payment if performance is unsatisfactory if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract before delivering all agreed-upon products, a portion of the payments shall be returned to the APRM.

The consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

## **XI. CLARIFICATION**

Clarification can be sought through email: [tenderinfo@aprm-au.org](mailto:tenderinfo@aprm-au.org) and Interested Consultants may obtain further information by contacting the APRM Procurement Office during office hours (08h00 - 17h00 SAST). Clarification shall be published on the APRM website (<https://aprm.au.int/>) and MUST be requested not less than seven days prior to the closing date of the bid.

## **XII. SELECTION PROCESS**

**a) Mandatory Requirements**

**Qualifications & Expérience / (MUST SUBMIT ALL RELEVANT DOCUMENTS)**

**To be Evaluated on YES/NO Criteria)**

Education: The suitable candidate should possess at least a in Purchasing and Supplies or Logistics/Finance / Accounts / Administration or any other relevant qualification. A professional certificate and affiliation to a relevant professional body such as CIPS will be an added advantage.

- Experience and Skills:
  - Excellent in time management
  - Computer proficiency
  - Attention to detail
  - Experience and involvement in projects requiring coordination of different stakeholders;
  - Experience in SAP Procurement Module;
  - Knowledge of Legal/Contract management, Monitoring and Evaluation, Office and Project Management;
  - Good communication skills, including excellent writing and reporting ability;
  - Ability to work in a multi-cultural environment;
  - Ability to undertake a critical analysis of work to come up with the Officer's own judgment;
  - Ability to work under pressure;
  - Good negotiating skills;
  
- Language: ability to write in English or French at expert level is essential.
- He/She is able to multi-task and manage time well. He/She is sociable and communicates well with both suppliers and colleagues. He/She is detailed and is able to work in a fast-paced work environment.

**b) Technical Evaluation Criteria**

Additional evaluation criteria	Max. Point	Score
Specific Qualification and Suitability for the Assignment		
Bachelor's Degree in Purchasing and Supplies or Logistics/Finance/Accounts/ Administration	25	
At least 5 years of relevant working experience in supporting projects of similar nature	15	
Verifiable report writing and presentation skills	10	
Experience in project management especially donor/grant funded projects	10	
Experience with international organizations	15	

Knowledge of AU Procurement Rules and Regulations	10	
Excellent computer skills with practical knowledge of and experience in administrative support, knowledge in SAP or relevant ERP.	10	
Ability to write lucid reports and documents in English or French is required; knowledge of the other language will be an added advantage.	5	
Total Score	100%	

Only Candidate/Consultants who obtain a **technical score of 70%** and above shall be considered with an award being made to the candidate with the highest technical score.

**MODE OF APPLICATION/ SUBMISSION AND DOCUMENTS TO BE SUBMITTED BY CONSULTANTS.**

1)The consultant should submit a combined Technical and Financial Proposal, which includes an **up-to-date Curriculum Vitae (CV)** with contactable references (names, addresses, emails, and phone numbers of referees). The CV should also include details of the last consultancy undertaken (**and supporting document (s)**) or the last position appointed. The technical proposal should demonstrate an understanding of the ToRS, the methodology, and a detailed work plan for establishing and managing project finances. All applications in writing should be accompanied by **Certified copies of all academic qualifications and proof of nationality**. The Financial proposal should provide a breakdown of the proposed cost per month and should be presented in United States Dollars.

2)The Proposal shall be marked **‘PROCUREMENT NUMBER: APRM/ 02/OSF/ PC/11 /2023: INDIVIDUAL CONSULTANT PROCUREMENT: TO SUPPORT THE DIRECTORATE OF OPERATIONS ON IMPLEMENTING MECHANISM OF SUPPORT TO COUNTRIES ON CREDIT RATINGS.**

3)The proposal shall be submitted through email: [tender@aprm-au.org](mailto:tender@aprm-au.org) on or before **28th January 2023 at 11.00hrs South Africa local time**. Eligible women are encouraged to apply. The Bids shall be opened immediately after the closing date and time.

All applications in writing should be addressed to:

African Peer Review Mechanism  
Private Bag XO8, Halfway House  
Physical Address: 230 15th Road, 1st Floor,  
Randjespark, Midrand, 1685,  
South Africa  
Tel: +27 11 256 3401  
**Submission Email:** [tender@aprm-au.org](mailto:tender@aprm-au.org)