



**OPEN SOCIETY
FOUNDATIONS**

**Promoting Democracy and
Good Governance in Africa**

PROCUREMENT NUMBER: APRM/05/OSF/AC/11/2023: INDIVIDUAL ADMINISTRATIVE CONSULTANT, TO SUPPORT THE DIRECTORATE OF GOVERNANCE AND SPECIALISED REPORTING ON IMPLEMENTATION OF THE APRM SUPPORT TO COUNTRIES ON CREDIT RATINGS

TERMS OF REFERENCES

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 **Administrative Consultant** to support the delivery of the program mandate.

The experienced **Administrative Consultant** shall be based in the Directorate of Operations and shall in addition to other responsibilities **provide a range of administrative services, including but not limited to calendar management, email correspondence, data entry, and document organization. The consultant shall also identify opportunities to streamline administrative processes, implement time-saving tools and strategies, and enhance overall operational efficiency.**

II) LOCATION:

MIDRAND, SOUTH AFRICA

Period of assignment: Twelve (12) Calendar Months

The Administrative Consultant 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 Consultant 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) Assisting with the procurement of goods and services for the office and program support by making requisitions for office supplies, maintaining office stock and inventory, and assisting with payment of suppliers.
- (ii) Help with filing, receiving, and sending correspondences and assist the team in the creation and maintenance of the database; keeping the office in good order and other duties as assigned.
- (iii) Responsible for coordinating the travel of project and office staff, visitors, and consultants.
- (iv) Coordinate the organisation of meetings by performing tasks that support the project management, and meeting/workshop logistics, organizing venues, organizing relevant documents and materials for the meetings, and taking minutes.
- (v) Assist in the production and filing of project-related documents, including grant agreements, contracts, disbursement schedules, project timelines, project work plans, monthly reports, and narrative reporting schedules.
- (vi) Carry out any other tasks as may be assigned from time to time by the Director of Governance and Specialised Reporting of the APRM Secretariat.

IV. REPORTING

The Administrative Consultant shall report to the Director of Governance and Specialised Reporting on all issues pertaining to the management of the project and where directed shall work under the supervision of the Head of Research, Credit Rating Advisory on administrative matters on technical aspects of the project.

V) 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 Governance and Specialised Reporting, and approval by the CEO of the APRM Secretariat.

VI) DELIVERABLES

In providing administrative services to the APRM work on support to countries in credit ratings, the Administrative Consultant shall be responsible for the following outputs and outcomes.

- a. Organisation of weekly and monthly project management meetings
- b. Workshop and field mission logistics
- c. Correspondences and external relations
- d. Project management and technical documentation and filing
- e. Meeting minutes.

VII). 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.

VIII) 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 in accordance with 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 prior to 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 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 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 before the closing date of the bid.

XII. SELECTION PROCESS

a) Mandatory Requirements

MUST SUBMIT ALL RELEVANT DOCUMENTS - To be Evaluated on YES/NO Criteria)

- Education:
 - i. A Bachelor's degree in business administration /project management/ office management or communication. (4 years of experience)
 - ii. A Diploma in business administration, project management, office management or communications (8 Years of experience)
 - iii.
- Experience and Skills:
 - Excellent in time management
 - Computer proficiency
 - Attention to detail
 - Excellent communication skills
 - Problem-solving, customer service skills and able to multi-task
 - Verifiable report writing and presentation skills
- Language: ability to write in English or French at expert level is essential.

b) Technical Evaluation Criteria

Additional evaluation criteria	Max. Point	Score
Specific Qualification and Suitability for the Assignment		
Bachelor's degree in project management, office management, business administration or communications.	25	
At least 4 - 8 years of relevant working experience in supporting projects of similar nature (as per academic qualification)	20	
Verifiable report writing and presentation skills	15	
Strong knowledge of interstate organizations	15	

Knowledge of AU Financial Rules and Regulations	15	
Excellent computer skills with practical knowledge of and experience in administrative support	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 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, containing his/her **up-to-date Curriculum Vitae** with contactable references (names and addresses of referees) one of which should be the last consultancy **and supporting document** (s). The technical proposal should demonstrate an understanding of the ToRS, the methodology, and a detailed work plan. All applications in writing should be accompanied by **Certified copies of all academic qualifications**. The Financial proposal should provide a breakdown of the proposed cost per month and should be in USD.

2)The Proposal shall be marked '**PROCUREMENT NUMBER: APRM/ 05/OSF/ FC/11 /2023: INDIVIDUAL ADMINISTRATIVE CONSULTANT: TO SUPPORT THE DIRECTORATE OF GOVERNANCE AND SPECIALISED REPORTING ON IMPLEMENTING SUPPORT TO COUNTRIES ON CREDIT RATINGS.**

3)The proposal shall be submitted through email: 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