

**African Peer Review Mechanism Secretariat (APRM)**

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**REQUEST FOR EXPRESSION OF INTEREST**

**REOI/APRM/SRF/01/06/2024**

**TERMS OF REFERENCE**

**FACILITATOR FOR APRM 2024 STAFF RETREAT**

**1. BACKGROUND**

The African Peer Review Mechanism was established in 2003 by the African Union Heads of State and Government with the primary purpose of fostering practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental integration. It seeks to rectify underlying deficiencies in governance and socioeconomic development processes among member states of the African Union. The APRM covers four thematic areas: (i) Democracy and Political Governance; (ii) Economic Management and Governance; (iii) Corporate Governance; and (iv) Socio-economic Development. Participating countries go through detailed review processes (including consultations with government, the private sector, civil society, and other stakeholders), culminating in a peer review exercise at the level of Heads of State and Government.

The APRM, as an Autonomous Entity of the African Union has also been undergoing significant reforms and there is a need to improve the secretariat's recruitment and selection system. The purpose of this training exercise is to build the capacity of the staff members that participate in the organizational recruitment process to ensure that interviews are conducted by CBI certified staff.

The African Peer Review Mechanism (APRM) is an autonomous entity of the African Union (AU) which has been fully integrated into the AU system. The APRM is guided by the following African Union (AU) values: Respect for diversity and teamwork; Think Africa above all; Transparency and Accountability; Integrity and Impartiality; Efficiency and Professionalism; and Information and Knowledge sharing.

The APRM is planning for a Staff Retreat that will focus on improving business processes and operations within an interactive and supportive environment that operationalises these AU values. The retreat will be facilitated by an external service provider.

**2. THE PURPOSE OF THE STAFF RETREAT**

The main aim of the Staff Retreat is to improve APRM Operations by identifying current achievements, challenges and loopholes in systems and business processes within the operations directorate. The team will be discussing achievements, challenges and recommend best practices that can lead to better service delivery within Human Resources, procurement and Travel and Finance division/units. In view of that the operations directorate is a service directorate, the retreat is aimed at ensuring timely service delivery within the Operations directorate by improving engagements, good service delivery, improved business processes and recommend best practices that will result to timely payment of service providers while maintaining good relations.

**3. PROPOSED DATES**

The proposed dates of the staff retreat are 12 to 14 March 2024 in Mpumalanga at a venue subject to confirmation.

**4. MEETING ATTENDANTS**

The Staff Retreat will be attended by all APRM staff members, and each division / unit will present the challenges and recommendations to the team on process improvement. An external service provider will facilitate the process with the support of 3 technical experts from the AUC HR, Finance and Procurement Unit.

**5. DELIVERABLES**

At the end of the retreat, the facilitator will submit an APRMs retreat report with consolidated short-term to long-term findings, recommendations, and action plans on the way forward. Each division will be expected to implement possible recommendations and report on status updates from time to time. Divisions/Units will present activities that need financial support to the Strategic planning unit for inclusion in the 2024/2025 budget on systems improvement.

**6. SCOPE OF WORK**

The staff retreat will be conducted physically in three phases for 3 days. Progress will be tracked alongside, the external facilitator will lead the retreat and each division will be expected to present their challenges on the current business practice.

**7. EDUCATION, WORK EXPERIENCE AND ELIGIBILITY**

Degree in Business Management, Accounting, Public Policy and Administration or related fields with Minimum of five years (5) relevant experience.

**8. TIME FRAME/DURATION**

The expected commencement date for the assignment is 12-14 March 2024 inclusive of travel days and the duration shall be 5 calendar days. The team will split into groups to identify the challenges. The consultant will be engaged to facilitate the process.

**9. LOCATION**

The Competency based interview training shall be conducted at a venue in Mpumalanga or at the Vaal.

**10. 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.

**11. GENERAL INFORMATION**

All consultancies will be advertised on an equal opportunity basis. The performance criteria to be used to assess the consultant shall be based on the deliverables and scope of work defined in these TORs.

**12. LANGUAGE OF ASSIGNMENT**

The retreat will be facilitated in English.

**13. PAYMENT**

Payment breakdown:

100% of the payment to be paid by APRM after the completion of the programme and submission of the retreat reports.

**14. REPORTING**

The facilitator will work closely with the Staff Retreat Committee

**EVALUATION CRITERIA**

Evaluation criteria are as follows:

<b>TECHNICAL EVALUATION CRITERIA</b>	<b>Max. Point</b>	<b>Score</b>
Degree in either Industrial and Organisational Psychology, Human Resource Management or Management, Public Policy and Administration, Finance or related field Minimum of five years (5) relevant experience.	20	
Response to the Terms of Reference, Technical Approach, Methodology and Work plan to carry out the assignment.	20	

<p>Work experience:</p> <p>Previous work experience with any corporate sector/International organisation within the same industry or relevant experience in Africa.</p> <p>Record of participation in at least 2 assignments of similar size and degree of complexity with an international organization. Submit proof.</p>	40	
<p>Having provided similar services on promoting best practices that lead to better service delivery within an organization.</p> <p>Demonstrated ability to write to a very high standard as evidenced by previous examples of relevant work accomplished in the field.</p>	20	
Total Score	100%	

**Only Candidate/Consultants who obtain a technical score of 70% and above shall be considered for financial evaluation.**

A financial proposal shall be submitted alongside the technical proposal and shall be a fixed sum /lumpsum contract. The financial proposal should indicate a breakdown that is, (facilitation fee in USD)

Proposal **MUST** be submitted by **email: [tender@aprm-au.org](mailto:tender@aprm-au.org)** by **11:00 AM South Africa Time on or before 04 March 2024.**