



**CONSULTANCY SERVICES FOR THE RECRUITMENT OF VACANT  
REGULAR POSITIONS FOR THE PAN-AFRICAN PARLIAMENT**

**Procurement number: PAP/PROC/002/20**

**1.0 Background**

The **Pan-African Parliament** (PAP) was established in March 2004, by Article 17 of the Constitutive Act of the **African Union**, as one of the nine Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991. The Protocol establishing the PAP was ratified by 49 Member States.

The establishment of the Pan-African Parliament is informed by a vision to provide a common platform for African peoples and their grass-roots organizations to be more involved in discussions and decision-making on the problems and challenges facing the continent.

The seat of the Parliament is in Midrand, South Africa. The Pan-African Parliamentarians represent all the peoples of Africa. The aim of the Pan-African Parliament is to evolve into an institution with full legislative powers, whose members are elected by universal adult suffrage.

The specific objectives of the Pan-African Parliament are to:

- 1) Give a voice to the African peoples and the Diaspora;
- 2) Facilitate the effective implementation of the policies and objectives of the African Union;
- 3) Promote the principle of human rights and democracy in Africa;
- 4) Encourage good governance, transparency and accountability in Member States;
- 5) Familiarize the peoples of Africa with the objectives and policies on the political and socioeconomic integration of the continent;

- 6) Promote peace, security and stability;
- 7) Contribute to a more prosperous future for the peoples of Africa by promoting collective self-reliance and economic recovery;
- 8) Facilitate cooperation and development in Africa;
- 9) Strengthen continental solidarity and build a sense of common destiny among the peoples of Africa;
- 10) Facilitate cooperation among Regional Economic Communities and their Parliamentary fora;
- 11) Encourage National and Regional Parliaments to ratify and integrate treaties adopted by the AU into their legal systems;
- 12) Cooperate with National and Regional Parliaments and similar bodies within and outside Africa as well as civil societies, community-based organizations and grassroots organizations;
- 13) Invite and encourage the full participation of the African Diaspora as an important part of the African peoples in the building of the African Union in accordance with modalities approved by the Assembly.

In the performance of its functions, the Pan African Parliament is assisted by the Secretariat with an approved structure of 74 posts out of which 47 are professional and 27 are general services positions. In an effort to enhance the capacity of the Secretariat, the Parliament is in process of filling twelve (12) vacant regular positions existing in the current approved structure.

As part of this process, the Pan African Parliament seeks to engage the services of an independent individual consultant to facilitate the recruitment process.

## **2.0 Objective of the Assignment**

The objective of the assignment is to coordinate and manage recruitment process for the 12 vacant positions and ensure that the best qualified and competent applicants from the African Union Member States are recruited. The recruitment process will be carried out guided by the five basic recruitment principles as outlined in African Union policy on recruitment which are:

- Competitiveness
- Objectivity
- Transparency
- Diversity
- Accountability

### **3.0 Scope of the Assignment**

The Consultant is expected to manage the full recruitment process from the preparatory work, shortlisting and interviews in conjunction with Pan African Parliament.

In undertaking this assignment, the Consultant will be expected to:

- Prepare a detailed work plan and methodology.
- Coordinate and arrange the shortlisting of candidates in conjunction with Human Resources Unit.
- Submit the proposed shortlist of candidates to the Appointment, Promotion and Recruitment (APROB) for recommendation to the Bureau.
- Prepare progress reports for each stage of the process and a comprehensive end of assignment report at the conclusion of the interviews.
- Prepare written technical tests and coordinate the administering and marking of the scripts. The translation cost of all the documents related to the recruitment process will be borne by the PAP.
- Coordinate the interviewing process in consultation with APROB and the Bureau including communicating with the shortlisted candidates.
- Prepare interview guides, schedules, scoring sheets and the evaluation criteria and folders for the panel in line with the AU Policy on Recruitment. The folders should be availed to the Panel members before the shortlisting and interviews.
- Guide the interviewing panels in line with the AU Policy on recruitment, tally scores and record deliberations.
- Communicate with all the shortlisted candidates on the results of interviews in consultation with Human Resources Unit.
- Conduct reference checks and work history of successful candidates.

The Consultant shall be expected to attend any other meetings that may be convened in relation to the assignment and respond to any related queries.

### **4.0 Timeframe**

The assignment is tentatively expected to start on 1 March 2020 and end on 30 June 2020.

### **5.0 Location**

The Consultant is expected to undertake this assignment at the precincts of the Pan African Parliament located in Midrand, South Africa.

## **6.0 Working Relationship and Contractual Arrangements**

The Consultant will work under the overall supervision of the Head of Administration & Human Resources.

The Consultant shall be under the obligation of confidentiality. Information, data, resources in the form of briefings, reports, proceedings etc. issued by and for the Pan African Parliament shall require permission from the Bureau of PAP for use and disclosure.

## **7.0 Qualifications and Requirements for the Assignment**

The following key qualifications and requirements are critical for the successful execution of this assignment:

- A Master's degree in Human Resources Management, Business Administration, Psychology or related fields;
- Minimum of 10 years of relevant work experience in Human Resources Management, recruitment and Organisational Development;
- Experience with managing recruitment in an international organisation and working in a multicultural context;
- Strong communication, analytical and interpersonal skills;
- Ability to maintain highest standards of confidentiality and professionalism and sound judgment;
- Excellent command of spoken and written English and any other AU languages is an advantage for this assignment.

## **8.0 Pan African Parliament will provide**

### **a) Documents**

The consultant will have full access to all relevant documents as needed to undertake this assignment.

### **b) Facilities**

PAP shall provide the interview venues for the interviews with all the required equipment. An office and stationeries will be provided to the consultant during the assignment.

### **c) Secretariat services**

A secretary will be made available to the consultant on a needs basis to assist with the administrative work.

## 9.0 Evaluation Criteria

The consultant will be recruited using the selection criteria outlined below.

Technical evaluation	
Criteria	Maximum Point
<b>Educational relevance:</b> Master's degree in Human Resources Management, Business Administration, Psychology or related fields;	<b>10</b>
<b>Understanding the scope of work</b> In-depth understanding the Scope of Work (SoW); comprehensiveness and appropriateness of the methodology/approach, organization & completeness of the proposal	<b>30</b>
<b>Experience in similar assignments</b> Minimum of 10 years of relevant recruitment experience	<b>30</b>
<b>Experience with managing recruitment in an international organisation</b>	<b>20</b>
<b>Language skills</b>	<b>10</b>
<b>Total score</b>	<b>100%</b>

## 10.0 Eligibility

The responding individuals are expected to provide the following:

- a) Evidence of similar assignments carried out in national or international organisations.
- b) References from three previous clients with contact information.

## 11.0 Remuneration

This is a lumpsum contract. Payment will be a fixed amount of **USD 40,000**. This amount includes all the Consultant's professional fees, and profits as well as any tax obligation that may be imposed on the Consultant. All travel related expenses will be covered by the PAP in line with the African Union guidelines governing travel and DSA.

Pan African Parliament will award contract to the offer that guarantees the best value for money.

**The Pan-African Parliament 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 Consultant ending the contract prior to delivering all agreed upon reports, a portion of the payments shall be refunded to the Pan-African Parliament.**

## **12.0 Deliverables and Terms of Payment**

Payments will be processed upon delivery of the following stages along with invoices:

- Project commencement detailed work plan outlining timelines and budget - **20%**
- Submission of shortlisting report - **20%**
- Conducting interviews and submission of interview reports - **40%**
- Submission of final report, project files, regret letters, reference and work history checks and all raw materials -**20%**

## **13.0 Assessment of Proposals**

Proposals will be assessed on the parameters as indicated in this TOR. The minimum score to qualify for financial evaluation is 70 points.

## **14.0 Submission of Proposals**

Bidders undertake to maintain confidentiality on all information that is not for the public domain and shall not be involved in another assignment that represents a conflict of interest to this assignment.

Bidders are requested to submit the following documents for PAP's consideration as an attachment to the proposal.

a) Technical Proposal on:

- \* Understanding and interpretation of the TOR
- \* Methodology to be used in undertaking the assignment
- \* Work plan showing timelines

b) Financial proposal

Short-listed Consultants may be invited to participate in a call or physical meeting to further present and clarify their ideas.

Bids should be submitted in a sealed envelope marked or labelled: The **PAN-  
AFRICAN PARLIAMENT** to the address below, not later than the date and  
time given below. Bids received after the deadline will be rejected.

Deadline: **Monday 16 March** at **16h00** local time.

The Procurement Office  
Pan-African Parliament  
19 Richards' Drive  
Gallagher Estate  
Private Bag X16  
Midrand 1685  
Johannesburg  
Republic of South Africa

Email address: [tender@panafricanparliament.org](mailto:tender@panafricanparliament.org)