CONSULTANCY SERVICE TO UNDERTAKE A VERIFICATION OF ACADEMIC/PROFESSIONAL QUALIFICATIONS OF MEMBERS OF STAFF OF THE PAN AFRICAN PARLIAMENT (PAP)

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<th>PAP/PROC/018/19 Consultancy Service to undertake verification of academic/professional qualifications of members of staff of the Pan African Parliament</th>
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<td>EMPLOYER</td>
<td>African Union, Pan-African Parliament (PAP)</td>
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<td>LOCATION</td>
<td>Midrand, Johannesburg, Republic of South Africa</td>
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1. BACKGROUND

The Pan African Parliament (PAP) was established in March 2004 with a view to achieving the vision of the founding fathers of the OAU/AU. The Constitutive Act of the African Union (AU) which instituted PAP as one of the eleven Organs of the AU, in its Article 17 states that “in order to ensure the full participation of the African peoples in the development and economic integration of the continent, a Pan African Parliament shall be established”; and that “the composition, powers, functions and organization of the Pan African Parliament shall be defined in a Protocol relating thereto”.

The vision and mandate of the Pan African Parliament are guided by a set of objectives enshrined in the Pan African Parliament Protocol. Article 3 of the Protocol has the following objectives: to give the Diaspora and African peoples a voice, promote human rights and democracy in Africa, the rule of law, transparency and accountability of member states, institute stability, peace security, social justice, gender equality and the democratic values of human dignity, equality and freedom. These objectives will enhance continental solidarity, development and cooperation by building a sense of a common future, and place Pan African Parliament at the centre to address social, political and economic challenges that affect the continent and to become a people-centered institution.
The composition of the Pan African Parliament is drawn from AU member States that have ratified the Protocol establishing the Pan African Parliament. Currently, there are 53 countries that are members of Pan African Parliament. Each country provides a maximum of 5 representatives who are drawn from the legislative organs of the member country. In total, the Pan African Parliament has 265 Members of Parliament.

The 18th African Union (AU) Assembly through the 21st Ordinary Session of the Executive Council held on 9 to 13 July 2012 approved a new organizational structure for the Pan African Parliament (PAP). The approved structure consists of 74 positions.

As part of recruitment process, the Pan African Parliament seeks to undertake the verification of academic and professional qualifications of the recruited staff members.

2. PURPOSE OF THE ASSESSMENT

The purpose of this assignment is to undertake a verification of academic and professional qualifications of PAP staff members who are recruited from the member states of the African Union.

3. EXPECTED DELIVERABLES

a) Verification of the following:

➢ The status of the awarding body to ascertain if the Institution is accredited by a relevant qualifications’ authority.
➢ The authenticity of the staff member qualification(s);
➢ Benchmark the qualification against international standards

b) Generate a Final Report for each staff.

4. METHODOLOGICAL APPROACH

At the Pan African Parliament, the overall technical and administration of the process will fall under the auspices of the Office of the Clerk with technical guidance from the Head of Human Resources & Administration.

The focal point in the PAP for this assignment is the Senior Human Resources Officer who will be responsible for the day to day management of the assignment, liaising with the
consultant(s) prior and during the process and facilitating staff and logistical support required by the consultant(s). The support to be provided will among others include:

- provision of relevant documents and facilitating access to required information & resources.
- Monitoring adherence to specified deadlines;
- Provide feedback on drafts of the deliverables.

It is important to note that PAP staff members are drawn from the 55 member states and most of the qualifications the staff have were acquired within Africa. However, some staff members obtained their educational qualifications from international institutions of higher learning outside of Africa. Depending on the job requirements for a position, more than one certificate may be required to be verified for a staff member.

The final report will be shared with all relevant stakeholders.

The Pan African Parliament now invites eligible firms to indicate their interest in providing the services. Interested firms must provide information demonstrating that the firm has required qualifications and relevant experience to perform the Services.

For evaluation of the expressions of interest the following criteria will be applied:

a) Experience related to the assignment (50%)

b) Technical approach and methodology (30%)

c) Timelines (20%)

The Pan African Parliament now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Interested firms must provide information indicating that they are qualified and experienced to perform the services:

1. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy;

2. General profile and background of the firm which should elaborate the following:

   a. Core Business of the firm

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b. Names of authorized representatives of the firm (Power of Attorney).

c. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.

d. Commercial Registration and Tax Registration Certificates of the firms attaching Registrations and Tax certificates documents;

3. Experience of the Firm in handling consultancy services of a similar nature; and

4. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment; Methodology to be used in undertaking the assignment; Understanding and interpretation of the assignment.

The duration of assignment is expected to be eight (8) weeks.

Financial proposal:

- Rate per certificate
- Other costs

Interested consultancy firms may obtain further information from Mr. Rodin Mvindu Mayengo, Senior Procurement Officer. Email: rodin.mayengo@panafricanparliament.org.

Sealed envelopes should be sent clearly marked “PAP/PROC/018/19: CONSULTANCY SERVICE TO UNDERTAKE VERIFICATION OF ACADEMIC/PROFESSIONAL QUALIFICATIONS OF MEMBERS OF STAFF OF THE PAN AFRICAN PARLIAMENT” and deposited in the Tender Box before Monday 29 July 2019 at 3:00 pm local time and Clearly Addressed to:

The Chairperson,
Internal Procurement Committee,
Pan African Parliament,
19, Richards Drive,
MIDRAND, REPUBLIC OF SOUTH AFRICA

Bids shall be valid for a period of 90 days. Late bids will be rejected and returned unopened to bidders.