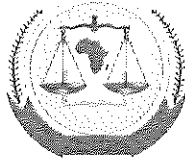


AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS

COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES

P.O Box 6274 Arusha, Tanzania - Telephone: +255 732 979506/9; Fax: 255 732 979503

Website: www.african-court.org Email : registrar@african-court.org

**TECHNICAL ASSISTANCE TO SUPPORT THE AFRICAN COURT INTEGRATED
DOCUMENT AND CASE MANAGEMENT SYSTEM.**

**Consultancy Service to develop, implement and maintain the Electronic Document
Management System (EDMS).**

ARUSHA

THE UNITED REPUBLIC OF TANZANIA

**Starting date of advertisement
for consultancy:**

7th October 2017

**Deadline for submission
Of consultancy proposals:**

21st October 2017

Requirements:

Submit a Curriculum Vitae of proposed consultant(s) to:

The Procurement Unit

The African Court on Human and Peoples' Rights

P.O. Box 6274

Arusha

TANZANIA

Tel: +25527 2970430//2/3/4

E-MAIL: procurement@african-court.org

The above address is also to be used for seeking clarifications relating to this Consultancy.

TERMS OF REFERENCE FOR THE CONSULTANCY

1. INTRODUCTION

Project Objectives: The objective of the project is to contribute to an improvement of the case management design and its operationalization for efficient and effective management of cases and documents which are the core business of the African Court.

The Court now requires the services of a Software Engineer to develop, implement, Maintain and Manage the EDMS

The objective of the consultancy is to contribute towards the broader management of the Court. Within this framework, the key activities to be played include;

1. Development and Implementation,
2. Roll-Out and Training,
3. System improvement / additional features

Project Beneficiaries: African Court on Human and Peoples' Rights.

Project period: The contract will be for a period of 6 months from the commence date and would give the Court the ability to retain the knowledge and ownership of the system as well as sufficient time to find a more permanent solution for the EDMS 's sustainability

African Court on Human & Peoples' Rights (the Court):

The African Court on Human and Peoples' Rights (the Court) was established by virtue of Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (the Protocol), adopted in June 1998 by OAU members, in Ouagadougou, Burkina Faso. The Protocol came into force on 25 January 2004. The first judges of the Court were elected in January 2006, in Khartoum, Sudan, and were sworn in before the AU Assembly on 2 July 2006, in Banjul, The Gambia. The Court officially started operations in Addis Ababa, Ethiopia, in November 2006 and in August 2007, moved to its permanent seat in Arusha, Tanzania.

2. BACKGROUND OF THE PROJECT

Under the activities of the EU PANAF technical assistance to the "Strengthening the African Human Rights System programme" support for the the African Court on Human and Peoples' Rights in Arusha, Tanzania, an Integrated Document and Case management system has been developed and is currently in the deployment phase. It is planned that the system will be used to manage the Case management system, Document management system, Integration with the translation system (Trados) and Knowledge management system.

For this purpose, the Court is facing a lack of resources in the IT department able to support the Court's system.

Therefore, the Court intends to hire a **Software Engineer** through a short-term consultancy contract and invites applications from citizens of African Union Member States for this position.

3. OBJECTIVE OF THE SERVICE

The main objective of the service is to develop, implement and maintain the Electronic Document Management System (EDMS) running on an Alfresco document management platform, document system components and user instructions, and also serve as a technical advisor to Staff on how to improve the existing EDMS system.

4. SCOPE OF SERVICES

The scope of the consultancy will cover the following;

1. Maintaining the technical aspects of the system,
2. Updating the functionalities as planned,
3. Troubleshooting and solving any issues that may arise during the usage of the system.
4. Sharing and transferring knowledge to the Court's IT department on system architecture and underlying technical structure.

5. QUALIFICATION OF SERVICE PROVIDER EXPERT

Individual bidders (bidding either singly or jointly with others) or individual(s) affiliated with a bidding institution/firm (institution/firm includes a company, a joint venture, a partnership or a non-governmental organization/not-for profit organization) are required to have the following qualifications:

A minimum of a University degree in computer science with knowledge in programming languages, including Java (with Angular), ASP.NET, SQL, working knowledge on Alfresco and with good analytical, organizational and problem-solving skills. A relevant advanced university degree (Masters or equivalent) will be an added advantage.

A minimum of two years' experience working as a software engineer OR showing proof of working with EDMS on Alfresco platform.

6. DESIRED OUTCOMES

By the end of the Consultancy, the African Court expects to have a complete, customized system meeting the Court needs, well-functioning and transferred knowledge to the Court IT staff on system architecture, management and underlying technical structure.

7. AFRICAN COURT SUPPORT:

The African Court will be responsible and endeavour to support the Consultant by:

- Providing all the necessary information and guidance to the Consultant;
- Facilitating access and communication with the staff of the Court.
- Providing sufficient workspace to the Consultant.

8. Reports and Schedule of Deliverables

The consultancy work will be for six months including the training to the key users on the new features added to the system. Specific deliverables include:

- An inception report clearly outlining the indicators and the implementation plan for the six-months duration of the consultancy, the inception report will need to be approved by concerned department.
- Training plan for key users on the new features added to the system.

9. Consultancy Fee

The selected candidate will be offered a consultancy contract. The consultancy fees shall be calculated on schedule and on a flat rate to be agreed by the parties.

Sincerely,



Dr **Dr Robert W. Eno**
Registrar of the Court.