

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

**CONSULTANCY SERVICES PHYSICAL INVENTORY, RECONCILIATION AND
ASSESSMENT-REEVALUATION OF PROPERTY, PLANT AND EQUIPMENT**

ARUSHA

THE UNITED REPUBLIC OF TANZANIA

Starting date of advertisement

For consultancy:

1st December 2017

Deadline for submission

Of consultancy proposals:

21 December 2017

Requirements:

Submit a detailed technical proposal including the Curriculum Vitae of proposed consultant(s) and the proposed approach and methodology 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 call for proposals

TERMS OF REFERENCE
ESTABLISHMENT OF AN AFRICAN JUDICIAL NETWORK

1. INTRODUCTION

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, adopted on 9 June 1998. The Protocol came into force on 25 January 2004. The Court is the premier continental judicial body tasked with ensuring the protection of human and peoples' rights. It became operational in 2006 with seat in Arusha, United Republic of Tanzania.

The Court intends to hire a **Consultant for Physical Inventory and Assessment-revaluation of Property, Plant** and Equipment through a short-term consultancy contract to conduct valuation of its Property and Plant in Arusha.

The Court therefore invites applications from citizens of African Union Member States for this position.

2. GENERAL INFORMATION

- a) Post title: Consultant –Property Plant and Equipment
 - b) Duration: Two months
 - c) Location: Arusha, Tanzania
 - d) Deadline for submission of consultancy proposals
 - e) Requirements and submission: Please submit a technical proposal, including the following documents to the address below:
 - Proposed methodology to conduct the Consultancy;
 - Proposed project timetable and expected deliverables;
 - Detailed CV of the Consultant(s)
 - Address: procurement@african-court.org
- The Secretary
Internal Procurement Committee
African Court on Human and Peoples' Rights
P.O Box 6274, Arusha, Tanzania
- f) Line supervisors: The selected Consultant will work under the overall supervision of the Head of Finance and Administration Division and the direct supervisor of the Senior Human Resources Officer
 - g) For any clarifications :

The emails should have the subject "Request for proposal for Consultancy services – Fixed Assets Inventory". Hand delivered envelopes should have the same aforementioned subject.

3. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

As per the AU Financial Rules and Regulations, And IPSAS 17 the Court shall maintain records for Inventory and Property, Plant and Equipment and revalue PPE which continue produce economic benefit for the purpose of accounting for the Union's non-current assets.

To that end, physical verifications for existence of property plant and equipment owned or entrusted to the Union should be made annually or at such intervals as deemed necessary, and revalue the Assets to ensure adequate control over such assets.

The Court is hiring a Consultant to:

- a) carry out a complete physical inventory of its Assets by locating and describing each asset with all required details;
- b) Recording the location and condition of all assets identified
- c) Establish a Fixed Asset Register with all necessary Asset information
- d) Reconcile the inventory with the General Ledger and identify the gaps
- e) Create the asset bar code system
- f) Ensure that all legal requirement to ascertain its Property and Plant are met;
- g) Perform an Asset re-valuation exercise;
- h) Report on any identified risks attached to the assets;
- i) To address any inconsistencies found in the current location or description of asset;
- j) To prepare and submit the detailed report.

The required assignment will cover all assets of the Court in its premises and in the Residences of the President and the Registrar. The list of these assets will be made available to the Consultant before starting his/her Consultancy work.

4. KEY EXPECTED DELIVERABLES

The Court expects to be provided with:

- An inception report at the beginning of the Consultancy that demonstrated full appreciation of the terms of reference and methodology to be used in undertaking the assignment.
- A progress report at the end of the first month of the Consultancy on the work undertaken and challenges encountered including the way forward.
- A final report on the work accomplished according to the ToRs with a relevant and comprehensive list of all assets (Inventory report, Reconciliation report, reevaluation report) at the end of the Consultancy.
- All materials in hard copy and electronic format.

5. METHODOLOGY, SCHEDULES OF ACTIVITIES AND DELIVERABLES

The Consultancy services should be completed within two months, from **02/01/2018 to 28/02/ 2018** including presentation and submitting the final report.

The Consultant should propose the following for consideration:

- (i) A suitable study methodology;
- (ii) A comprehensible timetable of a number of sequential activities to be carried out with the required deliverables for each activity for consideration.

6. KEY QUALIFICATIONS

The Consultant must have a minimum of Bachelor's degree in Finance or Accounting, Economics, Business Management or any relevant qualification relating to Asset Management

An advanced University degree or a relevant professional postgraduate diploma in the field will be an added advantage.

The Consultant should have, among others,

- A proven track record in carrying out such assignments for public organizations.
- A good knowledge of IPSAS
- A computer literacy and experience in working with standard spreadsheet, database programs, etc.

7. Selection criteria

Selection criteria shall include, but not be limited to the following:

- a) Relevant qualification as required;
- b) Relevance of the study methodology ;
- c) Relevance of the schedules of activities and deliverables.

8. African Court Support

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

- (i) Providing all the necessary information and guidance to the Consultant;
- (ii) Facilitating access and communication with the staff of the Court.

9. Consultancy Fee

The consultancy fee is a lump sum of 5,000 USD to be paid in three installments as follows:

1. The first installment (1,000 USD) will be paid at the start of the project.
2. The second installment (2,000 USD), will be paid following submission of a progress report within the first month from the start of the project; and
3. The remaining balance will be paid upon submission of the final report and subject to the fulfilment of all deliverables.

Sincerely,

Dr. Robert Eno,
Registrar of the Court.

