



**INTERAFRICAN BUREAU FOR ANIMAL RESOURCES
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES**

TERMS OF REFERENCE

Consultancy on Ethics, Integrity and Good Governance Training for AU-IBAR

1. Introduction

The African Union Inter-African Bureau for Animal Resources (AU-IBAR) is a technical office of the African Union Commission based in Nairobi; mandated to provide leadership in the development of animal resources for Africa. By supporting and empowering the African Union Member States and the Regional Economic Communities (RECs).

AU-IBAR's vision is of an Africa free from hunger and poverty in which animal resources make a significant contribution within the global arena. Founded in 1951 to study the epidemiological situation and fight rinderpest in Africa, AU-IBAR's mandate has evolved to cover all aspects of animal resources, including livestock, fisheries and wildlife, across the entire African continent, and fills a unique and strategic niche by working at continental and regional levels, with the RECs being key partners.

2. Context

AU-IBAR is an international organization which employs staff from the 55 Member States of the African Continent. The staff are endowed with diplomatic status by virtue of their employment in the African Union and are thus required to conduct themselves in a manner befitting the organization. Because AU-IBAR's work greatly impacts the continent, there is a need to be able to navigate the diplomatic terrain by engaging in the right manner with Member State/RECs officials for project success.

In order to address the above need, the Human Resource and Administration Unit has prioritized a three (3) day Ethics, Integrity and Good Governance Training for all staff members.

3. Purpose and Scope

The overall purpose of this assignment is to provide skills and training needed to understand various aspects of good Ethics, Integrity and Governance at AU-IBAR. The consultant is expected to design this training process and to assign time frames to it.

3.1 *Training Objectives*

- To examine some of the common ethical, integrity and governance issues that may arise in the workplace
- To explore the stages of moral development that influence behaviour change toward ethically accepted standards;
- Developing administrative practices and processes which promote ethical values, integrity and good governance
- Anticipating specific threats to ethics standards and integrity in an organization
- To examine the concept of moral cognitive development in ethical decision making;
- To examine the behaviors and value systems required for promoting accountability and an ethical culture.
- To explore emotional control and awareness, Trust amongst employees
- To examine common harassment virtues
- Right Of Protected Disclosure Of Official Wrongdoing ('Whistleblower' Protection)

3.2 *Expected Outcomes*

At the end of the training sessions, participants will be able to:

- Define key terms associated with business ethics, code of conduct and good governance;
- Identify typical areas of ethical dilemma, code of conduct, governance that maybe encountered in the workplace;
- Use the prescribed guidelines in determining ethical behaviour and professional conduct in the workplace; and
- Design an action plan to promote ethical behavior, conduct and good governance in their respective workplaces.
- Examine ethics audits to identify risks to the integrity of the most important processes
- Right Of Protected Disclosure Of Official Wrongdoing ('Whistleblower' Protection)

3.2 *Areas Of Focus :*

- Ethical Behaviours in the Workplace
- Ethics and Values
- Overview of the Code of Conduct
- Ethical Decision Making
- Development of an ethical culture
- Transparency, Integrity, fairness & effectiveness
- Governance principles such as participation, rule of law, openness to change, efficiency and effectiveness

4. Requirements

Qualifications And Experience

- i. The lead consultant should have Advanced degree/ Post Graduate Diploma in Ethics, Integrity and Good Governance training experience
- ii. Eight (8) years proven experience of facilitating training sessions in Ethics, Integrity and Good Governance for medium and large-scale organizations
- iii. The co – trainer to have an advanced degree preferably in Diplomacy/ Governance/ International Relations
- iv. Proven experience of Ethics, Integrity and Good Governance training.
- v. Demonstrated knowledge and advanced skills and at least 8 years of previous experience in the facilitation of Ethics, Integrity and Good Governance training for medium and large-scale organizations
- vi. Excellent facilitation and communication skills in English (oral and written)
- vii. Excellent rapporteur and analytical skills necessary for capturing the reviews and suggestions that will emerge from the interactive sessions during the exercise
- viii. Flexible nature and ability to adapt to changing directions/thinking that may occur during the Retreat
- ix. Excellent interpersonal skills
- x. The support consultants to have a combination of an advanced degree in Diplomacy/ Governance/ International Relations and at least 5 years’ experience in Diplomacy and Governance/International Relations as well as the elements captured in iv to vii.

Evaluation & Award Criteria

The applications will be evaluated on the basis of the relevant technical qualifications, experience and competence of the candidates. Applications received will be reviewed on the basis of the criteria below:

Criteria	Scores (%)
Qualifications	15
General Experience	25
Specific Experience	35
Other skills	15
Proficiency in AU languages (at least in 2)	5

Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

5. Duration and Management

The consultancy will be for three (3) days, under the supervision of the Snr. Human Resources and Administration Officer. The training will be delivered online.

6. Budget

The estimated cost for this assignment is US\$ 5,000 which should cover all professional fees only for online delivery of the training including the costs of any material to be shared with the attendees.

7. Submission Procedure

Application Format

This request for proposals is open to firms or a consortium of individuals submitting the proposal as a consortium. Applicants are invited to express interest in undertaking the prescribed work are to email and/or send hard copies of the following:

- i. Technical Proposal (clearly marked “Proposal for Ethics, Integrity and Good Governance consultancy for AU-IBAR”) that will include:
 - Interpretation of the TORs
 - Methodology to be used in undertaking the assignment
 - Programmes, Time and activity schedule
 - Organizational and/or Personnel Capacity Statement
 - Relevant experience related to the assignment
 - Curriculum Vitae of the Team leader and any other team members

- ii. Financial proposal not exceeding 2 pages (clearly marked “Financial Proposal for Ethics, Integrity and Good Governance for AU-IBAR”) that will include:
 - Consultant’s daily rates.
 - Any other related costs

Submission of Proposals

Technical and Financial Proposals should be sent in separate PDF files on or before 24th July 2022 at 17:00 (Nairobi local time) to procurement-20220624-2@au-ibar.org with subject “**Proposal for Ethics, Integrity and Good Governance for AU-IBAR.**”