



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

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**TERMS OF REFERENCE
Training in EU Funds Management**

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.

CONTEXT

AU-IBAR is an international organization which employs staff from the 55 Member States of the African Continent. It is an organization that is program/project based and thus most staff are involved in the implementation of various funded projects around the continent. Based on this it is always important to equip key staff with the necessary tools and training so as to be more effective.

Most of the projects at AU-IBAR are financed and supported by the European Union and it is an integral plan for HR to facilitate training on managing these type of projects to ensure compliance and to provide staff with the necessary comprehensive information and analytical approach towards EU Funds

In order to address the above need, the Human Resource and Administration Unit has prioritized a three (3) day training on EU Fund Management for key project staff.

PURPOSE AND SCOPE

The training is aimed to prepare AU-IBAR key staff (Finance & Projects) in planning projects, applying for funds, procurement, project management, monitoring and financial management of EU funds.

Staff should understand the framework and context within which EU Funds for the 2021 – 2027 programming period are set, be able to identify the appropriate fund for respective projects and to understand the roles and responsibilities of the relevant stakeholders for EU funded projects

ACTIVITIES/ DELIVERABLES

- Ensure key staff are competent and well versed in the management of AU-IBAR EU funded projects
- Understand the EU funding project application process;
 - be able to plan and scope EU funded projects and understand what is required for a competitive application which contributes towards the relevant context and objectives;
 - understand the requirements for EU funded projects in terms of options analysis, cost benefit analysis, and financial feasibility study;
 - understand key public procurement concepts and related regulatory aspects at EU and national level;
 - be knowledgeable about the required contents of a tender document, developing selection and award criteria and monitoring the tender process;
 - be able to apply project management principles, monitoring and control techniques / processes and smart milestone planning to EU funded projects;
 - understand financial management procedures, financial reporting requirements, progress reporting requirements, and how to effectively prepare for audits;
 - be knowledgeable on the requirements for monitoring and reporting on project indicators within the framework for the new programming period for the EU , 2021-2027.
- General vision about EU funds management
 - Key definitions
 - Modernised log frames
 - Simplification and efficient management
- Understanding of the applicable rules on EU funds
- Expert Knowledge on current and next programming period of EU funds
- Financial management, reporting and audits of EU-Projects
- Specific focus on the new aspects of the 2021-2027 period:-
 - MFF / Next generation / Horizon Europe and flagship interventions
 - output-result-based approach & Simplified Costs Options
 - EU Strategies and policies in line with the new intervention logic (results/outputs)
- Key alerts about errors, irregularities and fraud
 - Key methods for management verification, certification and audits
 - tools and procedures (checklist, sampling & risks management)

DURATION AND MANAGEMENT

The consultancy will be for three (3) days, under the supervision of the Snr. Human Resources and Administration Officer. The number of participants to be trained will be twenty one (21)

QUALIFICATIONS AND EXPERIENCE

A team of professionals who have extensive experience in the different aspects of EU funds management including the design, ex-ante evaluations and thematic evaluations of the Operational Programmes for different EU funds, preparation of project applications, cost benefit analysis, public procurement, project management and audits of EU funded projects.

1. The lead consultant should have Advanced degree/ Post Graduate Diploma in Finance Management or equivalent related field

2. Eight (8) years proven experience of facilitating training sessions in EU Fund Management for medium and large scale organizations
3. The co – trainer to have an advanced degree preferably in Finance Management and proven experience in training on EU Funds
4. Demonstrated knowledge and advanced skills and at least 8 years of previous experience in the facilitation of EU Fund Management training for medium and large-scale organizations
5. Excellent facilitation and communication skills in English (oral and written)
6. Excellent rapporteur and analytical skills necessary for capturing the reviews and suggestions that will emerge from the interactive sessions during the exercise
7. Flexible nature and ability to adapt to changing directions/thinking that may occur during the Retreat
8. Excellent interpersonal skills
9. The support consultants to have a combination of an advanced degree in Finance Management and at least 5 years' experience in training.

BUDGET

The estimated total cost for this assignment should cover professional fees, field travels & accommodation(where applicable), equipment hire, and any other costs related to the assignment.

SUBMISSION PROCEDURE:

Firms/individual consultants that wish to show their interest in undertaking the prescribed work are to email and/or send hard copies of the following:

1. Technical Proposal (clearly marked “Proposal for EU Funds Management 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
2. Financial proposal not exceeding 2 pages (clearly marked “*Financial Proposal for EU Funds Management for AU-IBAR*”) that will include:
 - Consultant’s daily rates.
 - Any other related costs
3. The Financial proposal **must** clearly quote for **online** and **physical training** separately.

Send the specified documents above to:

SUBMISSION OF PROPOSALS

Technical and Financial Proposals should be sent in separate PDF files on or before **26th September 2021** by **5 PM EAT** to procurement-210823-2@au-ibar.org with subject “**Proposal for EU Funds Management for AU-IBAR.**”