



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

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TERMS OF REFERENCE

Project Management PRINCE 2 training

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.

The Project Management PRINCE 2 training would be able to guide staff through the essentials for successfully managing IBAR projects, regardless of type or scale. The overall aim is for staff to know and understand the PRINCE2® method well enough to be able to work effectively with, or as a member of, a project management team. Staff should gain sufficient knowledge and understanding in order to apply and tailor methods in this course in a range of different project environments and scenarios. In overall the training is expected to assist AU-IBAR to improve its best program management practices.

In order to address the above need, the Human Resource and Administration Unit has prioritized a three (3) day training on Project Management PRINCE 2 for key project staff.

PURPOSE AND SCOPE

The overall purpose of this assignment is to provide skills and training needed to understand various aspects of Project Management PRINCE 2. Assist key project staff to improve delivery in project implementation and that staff clearly understand their roles based on IBAR's expectations and overall objectives. Staff have a better understanding on their governance and responsibilities including the triggers, inputs and expected outputs.

ACTIVITIES/ DELIVERABLES

- Broader and deeper understanding of **vision, mission, objectives, scope** and **deliverables** (what implemented projects will actually produce) from AU-IBAR's perspective
- Terminology that is common in all projects around the world with a methodology that works effectively with knowledge-based practices.
- Stakeholders, authority, roles and responsibilities (that is, who will take part in it)
- Resource, financial (costs and budgets) and quality plans (that is, how it will be achieved)
- Work breakdown structure and schedule (that is, when it will be achieved)
- Identification and understanding of AU-IBAR Stakeholders (Member States, Donors, Partners)
- Effective management of the project cycle in the different stages to ensure better outcomes
- Major assumptions and constraints
- Broader knowledge of Planning, Monitoring and Evaluation
- Key risk areas (Risk Management)
- New Project approaches and or strategies used
- Close projects well to ensure lessons are captured and project assets are protected
- Structured approach with controls to provide concrete delivery methodologies that works repeatedly and will enable staff to successfully deliver projects.
- Start IBAR projects well to ensure successful and consistent delivery to achieve the expected benefits.
- Better understanding on the environment that AU-IBAR operates in, its position in the global arena and ways to boost future funding prospects.

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 seventeen (17)

QUALIFICATIONS AND EXPERIENCE

1. The lead consultant should have Advanced degree/ Post Graduate Diploma in Project Management PRINCE2
2. Eight (8) years proven experience of facilitating training sessions in Project Management PRINCE2 for medium and large scale organizations
3. The co – trainer to have an advanced degree preferably in Project Management PRINCE 2
4. Proven experience in training of PRINCE2
5. Demonstrated knowledge and advanced skills and at least 8 years of previous experience in the facilitation of Project Management PRINCE2 training for medium and large-scale organizations
6. Excellent facilitation and communication skills in English (oral and written)
7. Excellent rapporteur and analytical skills necessary for capturing the reviews and suggestions that will emerge from the interactive sessions during the exercise
8. Flexible nature and ability to adapt to changing directions/thinking that may occur during the Retreat
9. Excellent interpersonal skills
10. The support consultants to have a combination of an advanced degree in Project Management PRINCE2 and at least 5 years' experience in training.

BUDGET

The estimated total cost for this assignment should cover professional fees, field travels and 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 Project Management PRINCE2 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 other team members
2. Financial proposal not exceeding 2 pages (clearly marked "*Financial Proposal for Project Management PRINCE2 for AU-IBAR*") that will include:
 - Consultant's daily rates.
 - Any other related costs
3. 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-210823-3@au-ibar.org with subject "**Proposal for Project Management PRINCE2 for AU-IBAR.**"