



REQUEST FOR EXPRESSIONS OF INTEREST

AFRICAN REVIEW MECHANISM INSTITUTIONAL SUPPORT (APRM-ISP) EOI /7B/2019: INDIVIDUAL CONSULTANT JUNIOR ARCHIVIST

Public Sector-Governance

Financing Agreement reference: 2100155036916

Project ID No.: P-Z1-K00-084

Project Title: *APRM-ISP*

Country: South Africa

Date Issued: 09th September 2019

Close on: 24th September 2019

The African Peer Review Mechanism has received financing from the African Development Bank toward the cost of the African Peer Review Mechanism Institutional Support Project and intends to apply part of the agreed amount for this grant as payments towards the contract for Junior Archivist Consultant. The assignment includes the following:

Identify and archive all existing digital resources and sources; Assist in organizing information resource base using standard tools and techniques; Assist in planning, designing and implementing digital information services and searching; Assist in setting-up robust and secure computing infrastructure and e-library platform; and Provide access to information for everyone in an Open Access Environment.

The Junior Archivist Consultancy is scheduled to commence in November 2019 and the **duration for the assignment shall be 12 Months**. The Consultant will be required to acquire VISA and meet own travel arrangement for the assignment if not a South African national.

The APRM now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services. The short-listing criteria will be as follows. **Qualifications, Experience and Competence**

- Qualification: Minimum University bachelor's degree) in Library and information science, Archivist, Documentarist or Librarian.
- Experience: Minimum of three (3) years' experience in public or private organizations providing archiving or managing Library.
- Competence: Excellent knowledge in Archive Science and Library Management.
- Have full knowledge of computer system including internet navigation and various Microsoft Officer Application such as MS Word, MS Excel, MS Access and MS Power Point.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy for Bank Group Funded Operations", dated October 2015 , which is available on the Bank's website at <http://www.afdb.org>. Interested consultants may obtain further information at the address **E-mail:** tenderinfo@aprm-au.org

Expressions of interest must be submitted by email or physically to the address below on or before **24th September 2019, at 1100hrs**. The REOI shall be **opened on 24th September 2019 at 1100hrs, only shortlisted candidates will be requested to submit proposal / detailed CVs for evaluation.**

Submissions to be titled: EOI /7B/2019: "Expression of Interest for Junior Archivist Consultant"

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