



ARIPO.6/18/1

14 June 2022

Mr Richard Kayibanda
Registrar General
Office of the Registrar General
Rwanda Development Board (RDB)
KN 5 Rd, KG 9 Ave
P O Box 6239
KIGALI
Rwanda

Dear Mr Kayibanda

**ADVERTISEMENT OF INVITATION TO TENDER FOR CONSULTANCY FOR
THE REVIEW OF THE ARIPO STAFF RULES AND PROCEDURES
HANDBOOK (2022/04/REVIEW-ARIPO-STAFF RULES/05)**

I have the honour to inform you that we intend to undertake a review of the ARIPO Staff Rules and Procedures Handbook as part of periodic employee conditions of service improvement in tandem with best practice. Therefore, we are seeking to engage a consultant to undertake this exercise.

ARIPO developed a “Call for Expression of Interest” which will be published on the ARIPO website on 15 June 2022 with a deadline for submission of proposals on 8 July 2022 at 1600hrs Local Time.

Please find enclosed herein a Call for Expression of Interest for Consultancy for the Review of the ARIPO Staff Rules and Procedures Handbook. I would be most grateful if you may advertise the same in your electronic and print media in order for us to reach a wider coverage across the ARIPO Member States and beyond.

Yours sincerely


Bemanya Twebaze
DIRECTOR GENERAL

Enc..



“ATIN: 2022/04/REVIEW-ARIPO-STAFFRULES/05”

CALL FOR EXPRESSION OF INTEREST

CONSULTANCY FOR THE REVIEW OF THE ARIPO STAFF RULES AND PROCEDURES HANDBOOK

The African Regional Intellectual Property Organization (ARIPO) was created, *inter alia*, to promote the development of Intellectual Property (IP) laws appropriate to the needs of its members, establish common services and training schemes, and assist its members in the acquisition and advancement of technology and the evolving of common views on IP matters. Membership of the Organization is open to all Member States of the African Union (AU). The present members of the Organization are: **Botswana, the Kingdom of Eswatini, The Gambia, Ghana, Kenya, the Kingdom of Lesotho, Liberia, Malawi, Mauritius, Mozambique, Namibia, Rwanda, Sao Tome and Principe, Seychelles, Sierra Leone, Somalia, Sudan, Uganda, United Republic of Tanzania, Zambia and Zimbabwe.** (Total: 21 States).

ARIPO intends to undertake a review of its Staff Rules and Procedures Handbook as part of periodic employee conditions of service improvement in tandem with best practice.

Interested Consultants with a proven track record are invited to obtain the Terms of Reference (ToRs) from ARIPO by contacting the Secretariat by email at procurement@aripo.org with the reference on the subject: “ATIN: 2022/04/REVIEW-ARIPO-STAFFRULES/05”.

Deadline: Submissions of proposals shall be by **email** not later than 8 July 2022.

This call is **not** restricted to Consultants/Firms from the ARIPO Member States.