



## **TERMS OF REFERENCES**

### **Consultancy Service – Event Organizer/Logistics Manager to Support AU Commissioner General at Expo 2020 Dubai**

#### **1. BACKGROUND**

Following the decision of the Bureau International des Expositions (BIE) General Assembly in Paris, on 27 November 2013, to award Dubai the hosting rights for a Universal Exposition, the Government of the United Arab Emirates (U.A.E) has been preparing to host Expo 2020 Dubai, which will run from 20 October 2020 until 10 April 2021, in Dubai with an expected attendance of about 195+ countries and 25 million visits. The upcoming Expo 2020 Dubai will be the 34th Edition and the first World Expo to take place in the region spreading over the Middle East, Africa and South Asia (MEASA), since its inception in 1851. It intends to bring participants and businesses closer to the world's fastest growing markets and create opportunities for accessing a region of more than 3.2 billion people with a collective GDP of more than US\$ 6.5 trillion.

In advancing the collaboration between the United Arab Emirates and the African Union (AU), the AU has been invited by the Government of the U.A.E to participate in the Dubai Expo 2020 and been designated by the UAE government as a key partner and stakeholder through the provision of a pavilion and strong spirit of collaboration and co-creation during every step leading to Expo 2020 Dubai.

As a continental organization consisting of 55 Member States on the African continent, the AU was established on 26 May 2001 in Addis Ababa, Ethiopia, and launched on 9 July 2002, in South Africa replacing the Organization of African Unity (OAU). In 2013, as part of its 50th Anniversary, the AU adopted

Agenda 2063, a blueprint for achieving an *“an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the global arena”*.

The AU participation at Expo 2020 Dubai is justified by the opportunity for the organization's quest to develop relevant partnerships to support the implementation of its Agenda 2063. Moreover, the AU will aim to capitalize on the strong concordance between the Expo 2020 sub-themes of *“Sustainability, Mobility and Opportunity”* and the Agenda 2063 flagship initiatives and priority programs.

## **2. Objectives of the assignment**

In order to ensure a successful participation, the AU is in the process of developing a clear roadmap for its preparation and participation as well as ensure all the logistical aspects of its participation is well managed and executed.

In this regard, it is suggested that an Expert in Event Management and Logistics be selected from the African private sector be identified and recruited to support the Commissioner General for AU at Expo 2020 Dubai and AU Staff.

The overall objective of the proposed consultancy is to provide technical support to the Partnerships Management and Coordination Division in driving all logistical aspects, including shipment, selecting venue hire, coordinate with all AU Staff and participants attending AU activities at Expo 2020.

Acting in his capacity of Event Organiser/Logistics Manager under the Supervision of the AU Commissioner General at Expo 2020 Dubai, the Consultant will be required to perform the following activities:

## **3. Scope of the assignment**

He/she will assist the AU Commissioner General at Expo 2020 Dubai in close collaboration with AUC Procurement Division and Directorate for Protocol Services and other relevant stakeholders to develop and execute the Communication Plan of the AU's participation at Expo 2020 Dubai.

- Support and assist in the efficient implementation of the Roadmap for AU preparatory work and Work Plan for AU activities at Expo 2020 Dubai;
- Liaise with the Assigned Focal Point from AUC Procurement and local UPS Account Manager to run smoothly the AU's logistics plans including the shipment and transportation plan (STP) and customs clearance operations;
- Work closely with the AUC-Expo team on reviewing/submitting the AU commercial activities through the Commercial Proposal (as approved by the Organiser);
- Assist in the identification of suppliers on ground (Expo accredited agencies) to produce AU promotional materials;
- Have the oversight of customs clearance, handling/packaging, storage etc.;
- Keep a stock count on all retail items for the AU Pavilion Shop and records of all publications;
- Work closely with the Expo Organiser to request AU Expo 2020 licence, customs codes, and tax registration number to commence all operations;
- Attend all Logistics Technical/ Training sessions and meetings;
- Assist in reviewing logistical notes and panelist documents for AU programming at the Expo 2020 Dubai in collaboration with AUC-Expo team [when requested];

- Support in the identification and mobilisation of prospective Partners to join efforts with AU at Expo and ensure a greater participation of African citizenry at Expo;
- Liaise with AU Pavilion Director and AU Pavilion Staff when necessary and as requested by the Commissioner General for AU at Expo 2020 Dubai;
- Manage Venue Booking for all AU's programmes and events in the various venues [Expo site] vis-à-vis the AU pavilion;
- Handle all logistics involved in AU's participation in Expo 2020 Dubai. This should include international travels & freighting, local transport, accommodation and feeding etc.;
- Provide general support to AU Pavilion Staff and visitors;
- Develop and update the AU Pavilion staff rotational plan;
- Liaise with the AUC Directorate of Protocol Services and Division of Safety and Security (DSS) in preparing for the arrival/departure of VIP guests;
- Ensure prudence and cost effectiveness in the management of the responsibilities assigned;
- Submit monthly reports on the deliverables and progress to the AU Commissioner General;
- Carry out other project management assignments as may be assigned by the Commissioner General for AU at Expo 2020 Dubai.

#### **4. KEY DELIVERABLES AND SCHEDULE**

The consultant shall submit a monthly progress report on the implementation of activities listed above.

#### **5. REPORTING AND COMMUNICATION:**

The Consultant will report to Dr. Levi Uche Madueke, AU Commissioner General at Expo 2020 Dubai

#### **6. Duty Station**

Alternatively Addis Ababa, Ethiopia and Dubai, United Arab Emirates

#### **7. Duration of the assignment and consultancy fees**

The appointment will be made as a consultancy agreement for a period of six (6) months, starting from 1<sup>st</sup> June 2021 and ending 31<sup>st</sup> December 2021, with possibility for extension.

The Remuneration package will be USD \$33,000 for the stipulated period payable on a monthly basis, upon satisfactory delivery in accordance with the Terms of Reference and as certified by the AU Commissioner General at the Expo 2020 Dubai.

The AUC will be responsible for providing the necessary resources related to the successful implementation of assigned responsibilities.

The AUC will also provide an economy class return ticket to Addis Ababa, Ethiopia, to the successful applicant.

## 8. Qualifications and Requirements

- A Master's Degree in Logistics, combined with Event Management or a related field, with a minimum of previous experience in private sector and Stakeholder engagement, project management, diplomatic services and managing similar projects in other related fields in Africa;  
OR
- A Bachelor's Degree in Marketing Management, Event Management or a related field, with a minimum of 15 years previous experience in diplomatic relations/protocol services, logistics, transport management and managing similar projects in other related fields in Africa;
- Demonstrate strong problem solving, negotiation and customer services skills;
- Knowledge and experience in organizing AU Summits or High Level Events in Africa is an advantage;
- Extensive Experience and expertise in International Event Management;
- Conversant with the working culture and environment of the diplomatic communities and African Financial Institutions;
- Proficiency in at least one of the AU working languages (English, French, Arabic and Portuguese) is a must (oral and written);
- Teamwork: Demonstrated ability to lead and work in a multicultural environment and good interpersonal skills;
- Planning and organizing: Good planning, multitasking and capacity for timely delivery;
- Be willing to travel outside of duty station when requested;
- Be a citizen of one of the AU Member States or Diaspora (as per AU definition).

## 9. EVALUATION AND QUALIFICATION CRITERIA

The African Union Commission now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services.

For evaluation of the expressions of interest, the following criteria will be applied:

- a) General Education Qualification and Relevant Training (40 points);
- b) Experience Related to the Assignment (60 points);

Interested candidates should submit their Personal Curriculum Vitae (CV), indicating all past experience for similar projects, as well as their contact details (email and telephone numbers).

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

Proposal must be delivered in a written form to the address below not later than 15:00 hours local time, **24<sup>th</sup> May 2021.**

**African Union Commission,**

**Attn: Carine Toure Yemitia (Mrs.)**

**Head of Procurement Travel and Store Division**

**Building C, Room 327**

**P.O. Box 3243, Roosevelt Street**

**OR**

**[Tender@africa-union.org](mailto:Tender@africa-union.org)**