

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

TERMS OF REFERENCE

THE PROCUREMENT OF A TECHNICAL PLANNING EXPERT FOR THE GMES & AFRICA PROGRAM

AUC/ESTI/C/002

I BACKGROUND

Since the inception of the first phase in 2016, GMES & Africa has been delivering on its Pan African mandate of strengthening the capacities of African institutions with the required resources for access to and exploitation of Earth Observation-based services, particularly in the Water and Natural Resources, and Marine and Coastal Areas domains. This is in line with the AU Agenda 2063 and the African Space Policy and Strategy that promote environmentally sustainable economies and communities that are resilient to climate change through sustainable production and consumption, water security, Natural Disaster Preparedness and Prevention and Renewable Energy. The GMES and Africa programme aims at ensuring the implementation of the four pillars (Data and Infrastructures, Services, Training, Communication and Awareness raising) and that Africa's human and institutional capacities in accessing, processing and utilizing Earth observation (EO) products and services are improved, while information is communicated through the right channels to improve decision making throughout the African continent.

The AUC in collaboration with the European Commission under the European Union's Copernicus Programme kicked-off the second phase of the programme in January, hence, the GMES and Africa intends to recruit the services of a Technical Planning Expert.

Under the direct supervision of the GMES and Africa Program Coordinator, the incumbent's duties are outlined below and will be fulfilled in line with the AUC and EU rules and procedures as well as with due compliance with the internal control framework of both institutions.

II. OBJECTIVE OF THE ASSIGNMENT

The Technical Planning Expert will support data management and planning of technical activities of the Programme. The Expert will ensure effective and efficient execution of the GMES and Africa activity calendar and documentation of mission reports.

III. SCOPE OF THE ASSIGNMENT

- i. Provide the technical team and the Program Coordinator with a framework to accomplish the technical activities that collectively increase productivity and reduce risks in the project
- ii. Plan the scope of the technical effort by investing time upfront to develop the technical Programme breakdown structure, the technical schedule, workflow, and the technical resource requirements and constraints (funding, budget, facilities, and long-lead items)
- iii. Carry out research based analysis to assess milestone and implementation status of specific technical activities to enable a critical and valuable assessment to be performed.
- iv. Work closely with the Program Coordinator in data management processes which includes proactively collecting, organizing, analyzing, storing, and sharing data.
- v. Ensure adequate planning and adherence of project activities to the existing financial, procurement and administrative processes.

- vi. Maintain regular communication on relevant project planning issues with the Program Coordinator and ensuring quality and timely delivery of all agreed outputs.
- vii. Support the workshop/event planning team by drafting briefing notes, inputs to speeches and document review
- viii. Lead the development of the calendar of technical activities with detailed mission plans. Furthermore, track implementation of mission plans and coordinate documentation and management of resulting technical mission reports of approved activities.

IV. DELIVERABLE

- The Expert shall prepare monthly activities report outlining activities executed and status. He/she will report on critical milestones attainment.
- He/She will also develop comprehensive activity calendars with corresponding quarterly mission plans.

V. THE DURATION OF THE CONSULTANT

The assignment shall be for 6 months' renewable based on the performance. The renew will cover all the duration of the GMES & Africa Support Programme implementation (from January 1, 2023, to December 31, 2025).

VI. CONSULTANCY FEE

A fixed lump sum of US \$37,350 is attached to the Technical Planning Expert position, inclusive of all allowances. Payment will be made monthly, upon submission of a monthly delivery report.

VII. GOVERNANCE AND SUPPORT BY THE AFRICAN UNION

The Technical Planning Expert will work under the supervision of the GMES and Africa Program Coordinator with support from the GMES and Africa Monitoring and Evaluation Officer. He/She will have access to the AUC compound in Addis Ababa and will operate physically from the GMES and Africa Program Management Unit (PMU) offices. The Expert will be provided with a Laptop to be procured under the GMES and Africa budget.

VIII. REQUIRED SKILL AND EXPERIENCE

The consultant that is envisioned to undertake this assignment must have proven track record in fields related to project planning, and/ Project Integration Management, Project Time, and scope management at a continental level.

The following competencies and experience are required:

- Minimum of master's degree qualification or higher in related disciplines such as Natural Sciences, Physical Sciences, engineering, energy economics, Marine Engineering, Environmental Science, and other related fields.
- At least 5 years of experience in project planning and management in which three years of experience should be at the continental level.
- Excellent Planning, time management and reporting skills are required.

Languages:

- Excellent written and oral communication and presentation skills are required in English languages or in other AU languages.

IX. EVALUATION AND QUALIFICATION CRITERIA

The African Union Commission now invites eligible **Individual Consultants** to indicate their interest in providing the Services. Interested candidates are requested to submit the following documents for AUC's consideration:

- 1) Technical Proposal not exceeding 7 pages on
 - i. Understanding and interpretation of the TOR
 - ii. Methodology to be used in undertaking the assignment
 - iii. Time and activity schedule

- 2) Personal Capacity Statement
 - i. Relevant experience related to the assignment
 - ii. Curriculum Vitae of the Consultant

For evaluation the following criteria will be applied:

S/N	Award Criteria	Allocated Point
1.	At least a master's degree in Natural Sciences, Physical Sciences, engineering, energy economics, Environmental Science, Marine Sciences, or other relevant qualifications from a recognized educational institution	20
2.	A minimum of 5 years relevant work experience in project planning and management in which three years of experience should be at the continental level.	30
3.	Technical approach and methodology	35
4.	Work Plan	10
5.	Fluency in English or in one of the AU recognized languages	5
Total		100

The AUC is an equal opportunities institution, and gender equity will be strived at in the selection of the suitable consultancy.

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

CVs must be delivered in a written form to the address below not later than 15:00 hours local time on 30th June 2022.

**African Union Commission,
Head of Procurement Travel and Store Division
Building C
P.O. Box 3243, Roosevelt Street
OR
Tender@africa-union.org**