



Terms of Reference

Programme Assistant Expert (PAE), GMES and Africa

I. BACKGROUND

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located in Addis Ababa, Ethiopia. The African Union is implementing of the African Outer Space Programme including the Global Monitoring for Environment and Security (GMES) and Africa Support Programme. The programme has many cooperate and administrative activities which are key for its successful implementation. It is against this background that the African Union would like to engage the services of an experienced Programme Assistant Expert (PAE) to support the implementation of the programme.

Objectives

The objective of the assignment is to provide technical, organizational and administrative support to GMES & Africa Project. Additionally, the Programme Assistant Expert will provide related support to thematic work agendas with the aim to enable GMES and Africa create enabling conditions for effective implementation of its thematic activities. The PAE will work under the direct supervision of the GMES and Africa Coordinator.



Scope of Work

The consultant will work under the GMES & Africa Programme Management Unit to execute various programs tasks and activities. The consultant must work closely with the Programme Coordinator and experts of the GMES & Africa Support Programme as well as AUC corporate services in expediting the on-going programme implementation activities in an effective, efficient and timely manner.

II. DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Programme Coordinator, the responsibilities and duties of the GMES & Africa Programme Assistant Expert shall include the following:

- Supports the Programme Coordinator in performing duties.
- Provides day-to-day support to project and thematic activities implementation with the aim to enable conformity to expected results, outputs, objectives and work-plans.
- Drafts routine official correspondence/documents as per programme/thematic activities needs.
- Manages the contact lists of programme thematic activities stakeholders.
- Maintains working-level contacts with partners and stakeholders.
- Manages the organization of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications. Follows up of travel arrangements and claim, and DSA payments for participants of events organized.
- Prepares all related background materials for discussions, correspondence, and briefing sessions.
- Takes minutes of meetings when needed.
- Cooperates with the Communications Department for related tasks, including related to drafting and posting Press Releases on the organisation's website and online platforms.
- Coordinates information flow to assist overall reporting and/or submission deadlines are met by project/programme staff.
- Procures needed supplies, including office equipment and furniture, where needed.
- Manages and organize everyday office work.
- Establishes a proper filing system and maintains files and documentation are in good order.



- Ensures flow of information and dissemination of materials with all concerned.
- Performs any other duties as requested by the Programme Coordinator.

III. DURATION

The exercise will be undertaken within the period of nine months (9 months) subject to renewal based on progress and performance.

IV. REPORTING

The consultant will report monthly to the Programme Coordinator of the GMES & Africa program through submission of monthly activities report outlining the achievements and status.

V. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

1. Hold at least a bachelor's degree or equivalent in Communication, Journalism, Public/Business Administration.
2. A minimum of five (5) years of relevant professional experience in providing support and advice to the preparation and implementation of operational programs and projects, divisions, departments etc.
3. Familiarity with and solid experience in consulting with various operational programmes' stakeholders and in advising senior managers and decision-makers.,
4. Experience in coordinating communication, correspondences with respect to the development and implementation of projects and programs.
5. Ability to communicate effectively (written and oral) in English with a working knowledge of the French language.
6. Competence with standard MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience of SAP operations.
7. Experience working at an international level and knowledge of African Union Commission working methods and mechanisms

V. CONSULTANCY FEE

Remuneration is payable on monthly basis upon submission of monthly delivery report. The fixed budget allocated for this assignment is **US\$ 36,000**. This cost includes all consultant's costs and profit. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and



events, stakeholder dialogues, consultations, and workshops. These costs will be met by the AU.

VI. REQUIRED DOCUMENTATIONS

A detailed CV and work plan indicating key activities to be undertaken, deliverables at key stages/phases should be submitted.

1. Detailed CV outlining the following:
 - Educational and Professional Qualification/Certifications
 - Relevant experience in similar assignments
 - References with Phone number and email addresses
2. Technical Expertise to demonstrate the consultants' experience in the required tasks.
3. Workplan demonstrating the activities timeline of the assignment

VII. EVALUATION CRITERIA

	Criteria	Score
1.	General Education, Qualification and Relevant Training	20
2.	Experience, technical expertise	50
3.	Workplan	30
	Total	100

VIII. INVITATION

The African Union Commission now invites eligible Individual Consultant to submit his/her CVs in providing the Services and required documents as listed in the ToR. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Proposal must be sent to tender@africa-union.org and copy to Mahleta@africa-union.org not later than 15:00hours local time on 16th November 2022.