



**PARTNERSHIPS MANAGEMENT AND RESOURCES MOBILISATION DIRECTORATE,
CABINET OF THE CHAIRPERSON**

TERMS OF REFERENCE

**CONSULTANCY SERVICES FOR A PROJECT PROCUREMENT OFFICER FOR THE
IMPLEMENTATION OF AN INSTITUTIONAL CAPACITY BUILDING PROGRAM**

MARCH 2023

1. Background

The African Union (AU) has launched a comprehensive Institutional Reform process to make the organization more efficient and financially self-sufficient. Notable achievements include the move to hold the AU Ordinary Summit once a year rather than twice and internal organizational reform of the Commission that reduced the number of Commissioners from eight to six. However, key gaps still exist, which include systems' reform and upgrade, policy planning, coordination, and corporate service delivery. The AUC has therefore called upon the African Development Bank (AfDB), as a premier Pan-African and partner institution, to support implementation of the Reform process. In this regard, the AU has received financing from AfDB for the implementation of an Institutional Capacity Building Project of which a part of the agreed amount of the Grant will be channeled towards payments for Consultancy services of a Project Procurement Officer (PPO).

2. Objectives of the Assignment

The objective of the assignment is to improve the institutional capacity of the AUC through the development, upgrade and reform of systems vital for improved service delivery. The aim is to strengthen the AUC's planning and coordination capacity.

3. Scope of the Assignment

The Project Procurement Officer shall be responsible for the following:

- In consultation with implementing departments of the Commission, prepare, update, implement and monitor the Project Procurement Plan;
- Undertake the procurement of goods and services in accordance with AUC and AfDB guidelines as stipulated in the Project Protocol of Agreement and Appraisal Report and provide ongoing monitoring as required;
- Review specifications and Terms of Reference (ToRs) to ensure completeness, accuracy and compliance with quality standards and assist during contract negotiations;
- Prepare bid documents required to facilitate procurement operations, including requests for quotation, requests for Expressions of Interest, Procurement Notices, Bidding documents, Tender Evaluation Reports, contracts and other related documents;
- Participate in the evaluation of proposals and related task on the Project, as may be required by the AUC and in accordance with its internal procurement policies, manuals and guidelines;
- Draft, negotiate and finalize all types of contractual correspondence and documents;
- Prepare status reports on procurement activities and contract management tables monthly;
- Carry out regular market assessments to maintain accurate knowledge of market prices for most common goods and services;
- Develop tools for capturing procurement data and identifying progress towards the achievement of procurement schedules, including updating and maintaining procurement records and filing system in accordance with AU policy;
- Provide procurement advice to the Institutional Capacity Building Project Team and ensure the compliance of internal control requirements by team members;

- Expediently follow up supply of goods and services and forward certified invoices to Accounts for prompt payment;
- Prepare minutes and reports of Procurement Committee meetings;
- Perform any other project-related procurement activities as may be requested by the Project Coordinator from time to time.

4. Qualifications and Experience Requirements for the Consultant

The ideal candidate should have:

- A minimum of BSc. in Procurement or Supply Chain Management or Public Administration, Business Administration or law or any other relevant field including training in procurement or related subject, or equivalent by experience;
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in the AfDB procurement procedures will be a distinct requirement;
- At least 5 years of relevant work experience in Procurement or Service Delivery;
- Understanding of basic procurement principles. Understanding of AUC and AfDB procurement procedures and documentation would be an added advantage;
- Experience in training, capacity building and setting up procurement systems in a new organization will be a distinct advantage;
- 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 work in a multicultural environment and good interpersonal skills;
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint) including excellent web navigation skills;
- Excellent analytical skills and report writing.

5. Duration of the Assignment

The estimated duration of the assignment is three (3) years renewable every year upon satisfactory performance.

6. Duty Station

The consultant will be based in the AU Headquarters, Addis Ababa, Ethiopia.

7. Remuneration

Remuneration shall be on a monthly basis. The AUC shall pay the Consultant for services rendered at the rate(s) per man/month spent, subject to a maximum of eight hours per day in accordance with the rates agreed during contract negotiations.

8. Institutional Arrangement

The Project Procurement Officer will be under the functional supervision of the AUC Procurement Unit and report administratively to the Project Coordinator in the Partnerships Management and Resources Mobilization Directorate, Cabinet of the Chairperson.

9. Services and Facilities to be provided by AUC

The AU shall make the following available for the consultant:

- Office accommodation;
- Computer, Photocopying, Stationary;
- Facilitation of Visa and
- Internet Access