



**Date: 06 April 2023**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

**PROJECT NAME: UPSTREAM PROJECT FOR DIGITAL MARKET DEVELOPMENT  
(UP4DMDA), PHASE 1**

**PROJECT REFERENCE: P-Z1-GB0-035**

**FUNDING SOURCE: ADF-15/RO/RPG (GRANT N°: 2100155041870)**

The African Union Commission (AUC) has received financing from the Africa Development Bank towards implementing the Upstream Project for Digital Market Development in Africa (UP4DMDA), Phase 1, in which AUC is the Executing Agency.

The objective of the assignment is to acquire the services of individual consultants with required qualifications/competences for the following assignments tenable at the AUC Headquarter in Addis Ababa (Ethiopia) to set up the Project Implementation Unit (PIU):

- (i) Coordinator, Head of PIU
- (ii) Technical and Monitoring and Evaluation (M&E) Expert
- (iii) Procurement Specialist
- (iv) Accountant
- (v) Administrative assistant

The expected duration of the assignments will be 2 years renewable every year upon satisfactory performance and a probation period of 6 months. The project closing date is 30 September 2026.

The **African Union Commission** now invites eligible individual consultant to indicate their interest in providing the Services. The detailed Terms of Reference for the Individual Consultants can be obtained from the African Union Commission Website at the following link [www.africa-union.org](http://www.africa-union.org)

**Qualifications and Experience:** Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are as follows:

**Coordinator, Head of PIU**

- ✓ At least a Master's degree in the field of economics, business management, project management, business administration or other relevant/related fields.
- ✓ At least seven (7) years proven work experience in development projects management is a must.
- ✓ Managing digital projects within international development agencies or related organisations at a national, regional, or continental level is a plus.
- ✓ Qualifications in project management is desirable.
- ✓ Excellent analytical and report writing skills and ability to produce high quality reports, (provision of evidence is desirable).
- ✓ Excellent interpersonal skills and demonstrated ability to communicate effectively.
- ✓ Ability to work under pressure and to prioritize in the dynamic setting of an international and multicultural setting.
- ✓ Ability to make objective decisions and resolve problems, exercising the highest standard of responsibility and integrity to handle confidential and sensitive issues.
- ✓ Proficiency in English language is a must (oral and written), and basic knowledge of other AUC languages (French, Arabic and Portuguese) is a plus.
- ✓ Planning and organization: good planning, multitasking and capacity for timely delivery.
- ✓ Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint); knowledge of MS Project will be an asset.

### **Monitoring and Evaluation (M&E) Expert**

- ✓ At least a Master's degree in the field of IT, telecommunications or other relevant/related fields.
- ✓ At least six (6) years proven work experience in technical supervision, monitoring and evaluation of digital projects funded by international donors, ideally.
- ✓ Experience in digital economy projects (strategies, policies, feasibility studies, investments, etc.), including M&E aspects, within international development agencies or related organisations at national, or regional, or continental level is a must. Technical certifications are a plus.
- ✓ Excellent analytical and report writing skills and ability to produce high quality reports, (provision of evidence is desirable).
- ✓ Excellent interpersonal skills and demonstrated ability to communicate effectively.
- ✓ Ability to work under pressure and prioritize in the dynamic setting of an international and multicultural setting.
- ✓ Proficiency in English language is a must (oral and written), and basic knowledge of other AUC languages (French, Arabic and Portuguese) is a plus.
- ✓ Planning and organization: good planning, multitasking and capacity for timely delivery.
- ✓ Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint); knowledge of MS Project will be an asset.

### **Procurement Specialist**

- ✓ A minimum of Master's degree 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 other relevant/related fields.
- ✓ At least five (5) years of relevant work experience of procurement delivery in development projects funded by foreign donors (AfDB, WB, EU, etc.) and national public funds.
- ✓ Understanding of basic procurement principles. Understanding of AfDB and AUC procurement policy, rules and procedures would be an added advantage.
- ✓ Experience in training, capacity building and setting up procurement systems in a new organisation will be a distinct advantage.
- ✓ Proficiency in English language is a must (oral and written), and basic knowledge of other AUC languages (French, Arabic and Portuguese) is a plus.
- ✓ 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.

### **Accountant**

- ✓ At least a Bachelor's degree in Accounting, Business or other relevant/equivalent academic discipline;
- ✓ Recognized professional accounting qualifications.
- ✓ At least five (5) years of work experience in development project funded by foreign donors (AfDB, WB, EU, etc.) and national public funds.
- ✓ Familiarity with usage of accounting software in recording, processing, and preparing financial reports.
- ✓ Sound knowledge of IPSAS, IFRS or local accounting standards that comply with IPSAS or IFRS requirements, and application of those standards in practice.
- ✓ Extensive experience in planning, budgeting, budgetary control, and financial reporting.
- ✓ Knowledge of donor disbursement procedures and justification practices.
- ✓ Proficiency in English language is a must (oral and written), and basic knowledge of other AUC languages (French, Arabic and Portuguese) is a plus.
- ✓ Teamwork: Demonstrated ability to work in a multicultural environment, good interpersonal skills, and ability to work with minimal supervision.
- ✓ Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint).

### **Administrative Assistant**

- ✓ Hold at least a Diploma in the field of business administration or business management or other relevant/equivalent academic disciplines.
- ✓ Have a minimum of four (4) years of relevant and practical experience in administrative and secretarial roles in development projects, ideally.
- ✓ Good knowledge of administration and office support services.
- ✓ Ability to work under pressure and to prioritize in the dynamic setting of an international and multicultural setting.
- ✓ Good writing skills, communication, problem solving, client orientation, team working, operational effectiveness, innovation and creativity, integrity, and confidentiality.
- ✓ Proficiency in English language is a must (oral and written), and basic knowledge of other AUC languages (French, Arabic and Portuguese) is a plus.
- ✓ Good planning, multitasking and capacity for timely delivery and work under pressure.

- ✓ Proficiency in the use of standard office equipment (computer, fax, scanner, photocopies, etc.) and the use of Microsoft Office suite (Word, Excel, Access, and PowerPoint); Ability to navigate the internet will be appreciated.

Expressions of interest (CV and Cover letter) must be submitted in a written form to the address below, in person by mail, or e-mail by the **25 April 2023 before or at 04.00 pm**, Addis Ababa time zone (GMT+3):

**African Union Commission,  
Attn: Head of Procurement Travel and Store Division  
Building C, Room 327  
P.O. Box 3243, Roosevelt Street  
Addis Ababa, Ethiopia  
Tel: +251 (0) 11 551 7700 – Ext 4371  
Fax : +251 (0) 11 551 0442 ; +251 11-551-0430  
E-mail : [tender@africa-union.org](mailto:tender@africa-union.org); [getachewd@africa-union.org](mailto:getachewd@africa-union.org)**