



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)

Project Name: AFRICA CDC COVID-19 RESPONSE SUPPORTED BY AFRICAN DEVELOPMENT BANK

**Project ID: P-Z1-IBE-023
Grant Number: 5900155016362**

ASSIGNMENT TITLE: Legal Consultant

Date: 5 June 2023

PROCUREMENT REFERENCE No.: AUC/DMA/C/46

The African Union Commission has received financing from the African Development Bank (AfDB) to support Africa CDC on COVID-19 response and intends to apply part of the agreed grant amount for consulting services.

This EOI is prepared to engage an Individual Consultant for a consultancy Services of a Legal expert under the auspices of the African Development Bank (AfDB) support to the Africa CDC COVID-19 response.

1. Background

Africa Centres for Disease Control and Prevention (Africa CDC) is a specialized technical institution of the African Union that strengthens the capacity and capability of Africa's public health institutions as well as partnerships to detect and respond quickly and effectively to disease threats and outbreaks, based on data-driven interventions and programmes. Officially launched in January 2017 and guided by principles of leadership, credibility, ownership, delegated authority, timely dissemination of information, transparency, accountability and value addition, Africa CDC works with all African countries to strengthen the capabilities of their public health



institutions for disease surveillance, emergency response and prevention, including the capacity to detect and respond quickly and effectively to disease outbreaks and other health burdens. It also serves as a platform for Member States to share and exchange knowledge and lessons from public health interventions.

A grant agreement was signed between the African Union and the African Development Fund to support the African Union Commission, through the Africa CDC to strengthen capacities to prevent and contain COVID-19 in regional member countries. The Project will support the latter's COVID-19 Pandemic Preparedness and Response Plan activities including: (i) building and strengthening systems for disease detection and epidemiological intelligence at Africa CDC and in the countries; (ii) expanding laboratory capacity for COVID-19 detection; (iii) strengthening National Public Health Institutes (NPHIs); (iv) supporting national emergency response; (v) improving institutional infection prevention and control capacity; and (vi) strengthening Africa CDC's ability to provide guidance, technical advice and oversight to continent-wide response. The project involves several procurement activities whose timely implementation is key to the success of the project.

2. Objectives

The overall objective of the consultancy service is to provide legal advice, technical and administrative support at Africa CDC. The consultant will be part of the Project Implementation Unit and will work functionally work under the overall supervision of the Deputy Director General at Africa CDC.

3. Major duties and responsibilities

The Legal Consultant will provide legal advisory services to the Africa CDC staff and top management. The Legal Consultant will report to the Project Coordinator.

The consultant serves as the focal point for legal advice, technical and administrative support for Africa CDC program financed by the AfDB. Under the overall supervision of the Deputy Director General, the consultant will be expected to perform the following duties and responsibilities:

- Provide legal services to the Africa CDC.
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- Liaise with relevant Africa CDC divisions and assist in drafting and validating Legal frameworks.
- Conduct legal research and proffer legal opinions on matters raised by Africa CDC.
- Assist in the preparation of agreements and contracts as well as claims and disputes.
- Assist in the preparation of legal opinions/advice on a wide range of international public and private law issues.
- Assist in providing legal advice on project related matters, other matters in Africa CDC, and assists in reviewing administrative decision.
- Provide legal and ad hoc advice on diverse substantive and procedural questions and emerging issues, as required.
- Draft and review host agreements between the AU/Africa CDC and Regional Collaborating Centers (RCC).
- Review and assist in drafting administrative contracts and agreements such as Memorandums of Understanding, Grant Agreements, Letters of Agreements, contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services.
- Participate in meetings of relevant legal nature on behalf of Africa CDC.
- Serve as focal point between Africa CDC and Office of the Legal Counsel.
- Advise on administrative matters, on Legal Issues relating to conflict prevention, management, and resolution.
- Liaise with the Office of the Legal Counsel in negotiating Agreements where Africa CDC is a party.
- Follow up agreements with partners as well as with the Office of the Legal Counsel.
- Take lead in coordinating due diligence assessments between Africa CDC and external partners.
- Provide legal advice on the interpretation of legal texts relating to administrative and institutional matters.
- Perform any other relevant functions as may be assigned by the Supervisor.

4. Required qualifications and experience

Qualification and experience

Master's degree in law with emphasis in the area of Global Health Law, Public Health Law, Public International Law, Administrative Law, Labor Law, and 7 years of work experience.



The candidate needs to have at least 3 years of experience in supervisory position in legal institution.

Or

Bachelor's degree in law with emphasis in the area of Global Health Law, Public Health Law, Public International Law, Administrative Law, Labor Law, and 10 years of work experience. The consultant needs to have at least 3 years of experience in supervisory position in legal institution.

Extensive experience in legal drafting and analyzing jurisprudence.

Other requirements

- Excellent knowledge of International Law and Public Health Law.
- Knowledge of legal policies, practices and procedures and ability to apply them in an organizational setting.
- Ability to identify issues, formulate opinions, make conclusions and recommendations in individual and team settings.
- Demonstrable skills in identifying challenges, opinion formulation, and in documenting conclusions and recommendations.
- Able to manage programs and projects.
- Very good capacity to work on office computer applications, well versed in the use of MS Office (Excel, Word, PowerPoint, and other office applications). Strong practical knowledge/experience in using SAP will be highly advantageous.
- Very good capacity to draft and prepare reports as and when required, very good oral and written communication skills. The ideal candidate should be able to follow and promote a two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.
- Ability and willingness to share knowledge, learn and allow continuous improvement.
- Excellent interpersonal and negotiation skills, sense of accountability and compliance.
- Demonstrate professionalism, demonstrate skills associated with good decision-making.
- Able to work under pressure, particularly as a professional civil servant in a multi-cultural environment.
- Drive for results and continuous improvement.
- Able to adapt readily to change, seek better ways to get the job done.



- Appreciates compliance against specified procedures to complete tasks; shows accountability towards successful completion of tasks; takes initiatives as and when required.
- Very good ability to work in a team setup and collaborate.
- High ethical standards and an uncompromising sense of integrity
- Understanding of the African Union working methods and processes, as well as managing associated relationships with Member States and partners is an added advantage.

5. Language requirements

Excellent oral and written communication skills in at least one AU working language English; communication skills in additional AU working languages will be an added advantage.

6. Duty station

The consultant will be based in Addis Ababa, Ethiopia at the Headquarters of the African Union Commission – Africa CDC.

7. Duration of the assignment

The duration of the assignment will start from the contract signature date to the end of the Project (currently planned on September 2024) and may be renewable beyond the initial period, subject to extension of the project duration, satisfactory performance, and the need as of business continuity.

8. Remuneration

Remuneration is payable on a monthly basis based on qualifications and experience and the applicable AU rates for the level of the consultancy. 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 Africa CDC.

9. Institutional and organizational arrangements

The following shall be made available by the AUC and Africa CDC



- Office accommodation.
- Photocopying, stationery.
- Facilitation of Visa; and
- Internet Access.

10. Evaluation and qualification criteria

- General experience - 10 Points
- Specific Experience relevant to the assignment – 50 Points
- Qualifications – 30 Points
- Language – 10 Points

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as per the evaluation and qualification criteria. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s [Procurement Framework dated October 2015](http://www.afdb.org), which is available on the Bank’s website at <http://www.afdb.org>.

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

CVs must be delivered in a written form following the above criteria to the emails below before 15:00 Hours Addis Ababa Time on **20 June 2023**.

**Africa Centers for Diseases Control and Prevention,
Attn: Head of Management and Administration
P.O. Box 3243, Roosevelt Street
Addis Ababa, Ethiopia**

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