



## **Project Name:- Sahel Women Empowerment and Demographic Dividend (SWEDD) Africa Regional Project and the Eastern and Southern Africa Girls' Empowerment and Resilience (EAGER) Programme**

ASSIGNMENT TITLE: Selection of Project Officer

Procurement Reference No. ET-AUC-392588-CS-INDV

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The African Union Commission has received financing from the World Bank toward the cost of the consultancy service for the selection of Selection of Project Officer.

This EOI is prepared to engage an Individual consultant for the Selection of individual consultant for the position of Selection of Project Officer.

### **1. Background**

The African Union (AU) and the World Bank Group have established a strategic partnership and an extensive collaboration in various areas over the past years. Following increased engagement between the Commission and the World Bank, existing collaborations and new programmes on gender equality and women's empowerment (GEWE) have been established. In 2020, the AU and World Bank signed an agreement to implement the Sahel Women Empowerment and Demographic Dividend (SWEDD) Africa Regional Project (2020-2025), and more recently a grant has been approved for the Eastern and Southern Africa Girls' Empowerment and Resilience (EAGER) programme, to be implemented from 2024 to 2029. Together, the two projects provide a platform to directly collaborate with AU Member States across Western, Central, Eastern and Southern Africa on women and girls' empowerment.

The SWEDD project seeks to strengthen advocacy and political commitment on Reproductive, Maternal, Newborn, Child Health, and Nutrition (RMNCHN) and women's empowerment at continental, regional and national levels, in particular to: (a) improve capacity to promote and monitor the ratification, domestication and implementation of regional instruments, particularly those relating to girls and women empowerment and,

prevention of Sexual and Gender-based Violence (SGBV) and harmful practices (including child marriage and female genital mutilation); (b) strengthen capacity of continental, regional and national institutions to prevent and respond to SGBV, harmful practices, and improve women's access to education, justice and economic inclusion; (c) strengthen data and reporting systems of the African Union Commission on gender related outcomes; (d) facilitate capacity development to track and share best practices across Member States and among non-state actors on youth and women's empowerment; (e) conduct advocacy and contribute toward continental and regional campaigns that promote women's empowerment and condemn Gender-based Violence; and (f) inform annual reporting and action at the level of Heads of state and Government.

Building on the objectives of the SWEDD, the new EAGER programme seeks to increase girls' and women's educational attainment and earnings and to strengthen the institutional capacity to implement gender equality policies. The programme components include boosting human capital accumulation, enabling access to productive employment, and building the enabling environment to generate change across both formal and informal institutions including development of policies and regulatory frameworks, markets, and social norms that support the adoption of progressive gender equality reforms.

## **2. Objectives of the assignment**

The objective of the assignment is to recruit one project officer responsible for the day-to-day project related activities, including provide inputs on administrative matters related to project implementation as per the project operations manual and the grant agreement.

## **3. Duty Station**

The Project Officer is expected to be based within the African Union Commission's Women, Gender and Youth Directorate (WGYD) in Addis Ababa, Ethiopia. He/ She shall avail time for any travel pertinent to SWEDD & EAGER as requested by the WGYD, and/or the Department of Health, Humanitarian Affairs and Social Development (HHSD) and/or the AU CIEFFA.

## **4. Activities and Deliverables**

The African Union Commission seeks the services of a qualified professional to execute the role of Project Officer.

### **4.1. The Project Officer is responsible for:**

- a) Support the Regional Programme Coordinator on; preparing project progress reports for all relevant management bodies, including the Technical Working Group (TWG), the Project Management Team (PMT) and the Project Steering Committee (PSC), including administrative functions and knowledge management.
- b) Managing and facilitating the flow of essential information among the project team members and governance structures – including through weekly, monthly and quarterly updates internally – and at least once every quarter externally.

- c) Maintaining and monitoring the project calendar and milestones. Following up on operation and implementation of planned project activities as outlined in the joint work-plan of SWEDD and EAGER, and supports all phases of the project (planning, implementation, monitoring and evaluation.
- d) Leading the development of a communication and knowledge management strategy within the first 3 months of appointment, and its execution within and outside African Union Commission.
- e) Support the set-up and operationalization of a regional Community of Practice on Girls' and Women's Empowerment.
- f) Facilitating the preparation and dissemination of information materials, including report, policy and communication publications, as well as project visibility materials; and
- g) Performing any additional tasks assigned by the Regional Project Coordinator not stipulated in these TORs.
  - h) Assume responsibility for monitoring and reporting, as well as for timely submission of quality progress reports and agreed-upon monitoring deliverables.
  - i) Conduct regular liaison with all AUC operational units and key staff in all units involved in the SWEDD and EAGER.
  - j) Develop a communication and knowledge management strategy for the SWEDD and EAGER project within 3 months of appointment.
  - k) Produce a dedicated work-plan to facilitate regular information collation, dissemination and liaison with AU Member States, Stakeholders and Partners within 3 months of appointment, and support its implementation.
  - l) Organize and manage information for PSC and PMT meetings.
  - m) Produce all outwardly facing information materials and reports – including weekly and monthly internal updates; quarterly newsletters.
  - n) Support the convening of at least 2 sessions of the Community of Practice of WGE practitioners, including representatives of Member States joining the SWEDD and EAGER initiatives within the contract period.

- o) Maintaining and furnishing relations with the media fraternity at regional and continental levels and providing regular updates, particularly around key dates, milestones and events.

## **5. Reporting and Supervision**

The Project Officer will report to the Regional Programme Coordinator and work under the co-supervision of the Women, Gender and Youth Directorate together with the Head of Division of Social Welfare, Vulnerable Groups and Drug Control of the HHS Department.

### **REMUNERATION**

Remuneration is payable on a monthly basis. 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.

The following shall be made available by the STATAFRIC OFFICE

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

If the Project Officer's travel out of the duty station, expenses related to the travel shall be covered by the African Union Commission in accordance with African Union Commission rules and regulations.

## **6. Qualifications and Work Experience Required**

- a) A Masters degree with a focus on Social Sciences, Human Rights, Gender Studies, International Development, Economic, Public Administration or closely related focus.
- b) At least 3 years of relevant experience in coordinating, programming and reporting for women empowerment and/or gender-based violence activities and programmes; previous experience in the development or/and humanitarian sector, particularly on gender equality will be considered an asset.
- c) Proven track record and experience in reporting and communicating results and developing programme and project planning documents.
- d) Proven experience or understanding of issues of gender equality and violence against women including school- related gender-based violence.
- e) Excellent writing skills in preparing briefs, reports, human interest stories or similar for various audiences.

- f) Strong teamwork and negotiation skills. Proven ability to work seamlessly across sectors and units, and to identify common ground between different perspectives.
- g) Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making.
- h) Previous experience in knowledge management/Community of Practice will be considered an asset.
- i) Experience working in and/or knowledge of the development context of the African continent.
- j) Willingness and ability to travel.

## **7. Language Requirement**

The Project Officer should be proficient in English and at least one of the African Union working languages. Good command of French is an advantage.

## **8. Terms of Payment and Duration**

The Project Officer shall be remunerated based on experience and qualification of the consultant. The contract will be covering a 6-month period, with possibility to extend based on successful performance.

## **9. Evaluation and Qualification Criteria**

- (1) General experience - 10 Points
- (2) Specific Experience relevant to the assignment – 50 Points
- (3) Qualifications – 30 Points
- (4) Language – 10 Points

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs for the assignment 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.

A Consultant will be selected in accordance with the “Procurement Regulations for IPF Borrowers” “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), which can be found at the following website: [www.worldbank.org](http://www.worldbank.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 for the assignment must be delivered in a written form following the above criteria to the emails below before 15:00 Hours Local Time on November 30, 2023.

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 4305

Fax: +251 (0) 11 551 0442; +251 11-551-0430

E-mails: [tender@africa-union.org](mailto:tender@africa-union.org);