



## TERMS OF REFERENCE

# Individual Consultancy Service Energy Project Assistant

Procurement Number: AFREC/PRO/04.24

## **I. Background**

The African Energy Commission (AFREC) is a Specialized Technical Agency of the African Union (AU) under the African Union Commission (AUC) which was created by the African Heads of States and Governments' Decision in 2001 at the 37th Summit of the Organization of African Unity (OAU) and officially launched by the African Union Ministers in charge of Energy in 2008 in Algiers, Algeria.

In exercising its mandate, the African Union (AU) Specialized Technical Committee on Transport, Transcontinental and Interregional Infrastructure and Energy (STC TTIE) approved eight (8) strategic programme pillars for implementation by AFREC, these include:

- African Energy Information System
- African Energy Transition Programme
- African Energy Efficiency Programme
- Oil and Natural Gas Programme
- Capacity Building Programme
- Bioenergy Modernisation Programme
- Clean Cooking Programme
- Renewable Energy Programme

In its effort to implement these programmes, AFREC is currently looking for an individual consultant to support the Division of Policy Strategy and Support to carry out key energy assignments.

## **II. Objective**

The overall objective of this consultancy is to support the Division of Policy Strategy and Support in the preparation and execution of the annual activities.

## **III. Specific Tasks**

The consultant will:

- Assist in the implementation of AFREC's programmes on capacity building programme, Energy efficiency programme including the African Energy Efficiency Strategy (AfEES) and its Action Plan, African Energy Transition Programme, Bioenergy Modernization Programme, Renewable Energy Programme and clean cooking programme.
- Liaise with African Union Member States, Regional Economic Communities (RECs), Pan – African Institutions, International Organizations, think – tanks and any relevant stakeholders on relevant matters on AFREC's programmes and assist in ensuring coordination and collaboration at all levels.
- Assist on the preparation of reports, budget and work programmes related to the functions of the Division.
- Assist in preparing policy briefs, studies, researches, reports and case studies related with AFREC's Programmes.
- Assist in providing analysis and information in a timely manner for the Division and AFREC's internal and external uses.
- Assist in organizing workshops, conferences, meetings and seminars including drafting of concept notes, speeches and meeting reports.
- Assist in promoting the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required;

- Assist in preparing budget and work plans related with AFREC's programmes as well as reports related to the functions of the Division;
- Assist in any other related duties assigned by the Head of Division.

#### **IV. Deliverables**

The consultant is expected to submit monthly report of the tasks performed and updated work plans.

#### **V. Qualifications and Experience**

A university master's degree in Energy, Renewable Energy, Energy Efficiency, Energy Economics, Energy Management and/or in related field in science and engineering with five (5) years of relevant experience.

OR

A university bachelor's degree in Energy, Renewable Energy, Energy Efficiency, Energy Economics, Energy Management and/or a related field with seven (7) years of relevant experience.

#### **VI. Competencies, skills and requirements**

- Have a good knowledge of energy sector in Africa.
- Experience in working with African regional or continental organisations will be considered as an added advantage.
- Excellent interpersonal skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.).
- Proficiency in one of the AU official working languages (French, English, Portuguese, Spanish and Arabic) is required.
- Fluency in another AU language(s) is an added advantage.
- Ability to work in a multi-cultural environment.
- The candidate must be a national of an AU Member State.

#### **VII. Selection criteria**

The candidates will be evaluated based on the qualifications and other relevant trainings, and their knowledge of the areas covered in the tasks list and communication skills.

#### **VIII. Service Term**

The contract is proposed under the following terms and conditions:

- The consultant will be based at AFREC headquarters in Algiers, Algeria. For international consultant, this is subject to obtaining adequate visa from the Algerian authorities.
- The Consultant will be working under the supervision of the Head of Policy Planning and Strategy.
- The duration of this contract is nine (9) months with the possibility of extension subject to satisfactory performance and availability of fund.
- The consultant will receive a monthly lumpsum of USD 3,000 (inclusive of insurance and all costs) upon submission of monthly report.
- Should the consultant be required to travel outside the duty station, AFREC will provide a return economy class ticket as well as daily subsistence allowances (DSA) at the rate approved for the destination.

**IX. Documents to be submitted by consultant:**

- Cover Letter to AFREC Confirming Interest and Availability for the Individual candidate.
- Two pages updated and signed Resume (clearly indicating experience and achievements) including three (3) professional referees.
- Certified Copy/ies of qualifications and transcripts
- A copy of passport valid for at least 2 years
- A portfolio or link to previous work done if available.

**NOTE: All Documents Must be written and submitted in English or French (preferably word document), except academic documents which should be submitted in PDF**

Please submit your application via email to: [afrec@africa-union.org](mailto:afrec@africa-union.org).

**Deadline: 9<sup>th</sup> April 2024, 23:59 Algerian time. NO late applications will be considered.**