



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

**Country:** Ethiopia

**Name of Project:** The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project

**Grant No:** P180117

**Assignment Title:** Individual Consultant as Project Assistant for Institutional Support Project (ISP) for Free Movement of Persons (FMP) Implementation

**Reference No.** ET-AUC-446540-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project*, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include: To support the effective implementation of the Free Movement of Persons (FMP) and roll out of related implementation programmes and initiatives.

Specific tasks include:

- Provides day-to-day support to project and thematic activities implementation to enable conformity to expected results, outputs, objectives, and work plans.
- Assists in project/thematic activities monitoring based on related work plans.
- Drafts routine official correspondence/documents as per project/thematic activities needs.
- Manages the contact lists of project and thematic activities stakeholders.
- Manages the organization of events, including the preparation and dissemination of information, and their follow-up communications. Follows up on travel arrangements and DSA payments for participants of events organized.
- Assists in the organization of field visits and staff missions as required by the project and thematic activities.
- Takes minutes of meetings.
- Coordinate information flow to ensure that overall reporting and/or submission deadlines are met by project/programme staff.
- Provide support to the Head of the Humanitarian Affairs division and Project Team in performing their duties.

The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expression of Interest.

The African Union Commission now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

a) **Qualifications**

- A university degree in Philosophy, political science, International Relations and Diplomacy, or another relevant academic discipline.

b) **Experience**

- Minimum of five years’ Experience in liaising with a broad spectrum of senior management
- Proven administrative, logistics, and project management skills; experience in organizing high-level meetings and dealing with member states' representatives.
- Demonstrate effective ability for teamwork, as well as the ability to work independently.
- Strong communication skills
- Excellent analytical and writing skills in English; Knowledge of French is an advantage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **13 September 2024**

African Union Commission,  
Attn: Head of Supply Chain Management Division  
Building C, 3<sup>rd</sup> Floor,  
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)

## **TERMS OF REFERENCE**

### **INDIVIDUAL CONSULTANT AS PROJECT ASSISTANT FOR INSTITUTIONAL SUPPORT PROJECT (ISP) FOR FREE MOVEMENT OF PERSONS (FMP) IMPLEMENTATION**

**REF: ET-AUC-446540-CS-INDV**

#### **2) Background**

The AU has prioritized enhancing regional integration and development, and in 2016 decided to move towards a Free Movement of Person's regime in Africa in a bid to enhance African Integration. The promotion of free movement, the African Passport, and a common African market all aim at enhancing access across borders and benefitting trade, agriculture, establishment of businesses and transfer of skills in Africa.

The Protocol to the Treaty Establishing the African Economic Community Relating to the Free Movement of Persons, Right of Entry, Right of Residence and Right of Establishment, having been adopted by the Heads of State and Government of the African Union during their Extraordinary Summit that was held in Kigali, Rwanda in March 2018, with 32 signatures and 4 ratifications.

#### **3) Objectives**

To support the effective implementation of the Free Movement of Persons (FMP) and roll out of related implementation programmes and initiatives.

#### **4) Scope of the Assignment**

The Project Assistant (PA) will provide logistic and administrative support to the Free Movement of Persons Project. Additionally, the Project Assistant will provide related support to the thematic work agendas to enable the BISHARA Project implementation and create the conditions for securing support for the follow-up activities to ensure implementation. Key tasks will include:

##### **a) Support to Project and thematic activities implementation**

- Provides day-to-day support to project and thematic activities implementation to enable conformity to expected results, outputs, objectives, and work plans.
- Assists in project/thematic activities monitoring based on related work plans.
- Drafts routine official correspondence/documents as per project/thematic activities needs.
- Manages the contact lists of project and thematic activities stakeholders.
- Manages the organization of events, including the preparation and dissemination of information, and their follow-up communications. Follows up on travel arrangements and DSA payments for participants of events organized.
- Assists in the organization of field visits and staff missions as required by the project and thematic activities.

- Takes minutes of meetings.
- Coordinate information flow to ensure that overall reporting and/or submission deadlines are met by project/programme staff.
- Provide support to the Head of the Humanitarian Affairs division and Project Team in performing their duties.

**b) Financial & Administration functions**

- Prepares and maintains in cooperation with the Finance & Administration Department, the project's service providers' payment log file and ensures that contract files including procurement, deliverables, reports, etc. are effectively stored.
- Manages and organizes everyday office work.
- Establishes a proper filing system and maintains files and documentation in good order.
- Performs any other duties as requested by the Project Coordinator.
- Provide administrative and logistical support to the African Union Commission's Humanitarian Affairs Division
- Provide support in drafting reports, speeches, and briefing notes; research writing; compilation of publications on FMP and Humanitarian at large
- Provide logistical support in organizing relevant experts and departmental meetings as well as close coordination with all relevant AUC departments on issues of humanitarian concern.
- Assist in promoting the effective flow of information between member states, RECs, Humanitarian Partners, and AUC departments in various projects and activities of the Division.

**5) Qualification and Experience**

**a) Qualifications**

- A university degree in Philosophy, political science, International Relations and Diplomacy, or another relevant academic discipline.

**b) Experience**

- Minimum of five years' Experience in liaising with a broad spectrum of senior management
- Proven administrative, logistics, and project management skills; experience in organizing high-level meetings and dealing with member states' representatives.
- Demonstrate effective ability for teamwork, as well as the ability to work independently.
- Strong communication skills
- Excellent analytical and writing skills in English; Knowledge of French is an advantage.

**c) Competencies**

- Accountability – takes responsibility for action and manages constructive criticisms.
- Continuous Learning – promotes continuous learning for self and others.
- Communication – listens and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative – actively seeks new ways of improving programs or services.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve the performance of self and others.

- Planning and Organizing - plans work, anticipates risks, and sets goals within the area of responsibility.
- Professionalism - displays mastery of subject matter.
- Teamwork – contributes to a collegial team environment; incorporates gender-related needs, perspectives, and concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Corporate competencies

**d) Skills for project implementation.**

- Strong people skills, communication skills, and ability to manage external collaborators.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.

**6) Languages:**

Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage.

**7) Duration of the Assignment**

The Consultancy service is for a period of One (1) year renewable. The Consultancy may be renewed, subject to satisfactory performance and availability of funds.

**8) Duty Station**

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

**9) Institutional Arrangement**

The Project Assistant will work under the overall supervision of the Head of Humanitarian Division and under direct supervision of Project Coordinator -BIASHARA FMP Project

**10) 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