



**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 Coordinator for Institutional Support Project (ISP) for Free Movement of Persons (FMP) Implementation

Reference No. ET-AUC-446538-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:

- Coordinate the FMP engagements under the supervision of the Head of Division.
- Work closely with the Partnerships Management and Resources Mobilization directorate and the project implementation units (PIU) to provide technical oversight on the implementation of the project.
- Performs the operation of the FMP project implementation and day-to-day running to ensure delivery of results within available budget and timeframe.
- Provide technical and intellectual support in the FMPs activities
- Foster and ensure collaboration with relevant strategic key stakeholders.
- Support the AU Integration Agenda within the framework of FMP.
- Identify best practices to ensure ratification of the FMP.
- Coordinate internal working methodology.
- Develop and oversee implementation of an overall work programme for the Project.
- Responsible for the day-to-day administrative management of the project implementation.
- Provide technical guidance and management of the Project and other project related consultants;
- Oversee the preparation of timely procurement and expenditure plans to facilitate the smooth and timely release/disbursement of project funds;
- Work with schedule officers to supervise the organization of relevant meetings/sessions and implementation of events;

- Monitor the work of Experts/Consultants recruited for the implementation of the specific project related tasks and assignments for timely delivery;
- Provide support in the overall fund management working with the AUC PIU, the monitoring and preparation of project financial management reports, including interim financial reports (IFRs);
- Prepare and submit mid-term progress reports and periodic updates and briefs, as stipulated in the Support Programme;
- Prepare and submit quarterly implementation status report;
- Develop and maintain communication and knowledge exchange links with the Regional Economic Communities (RECs) and other relevant partners on the implementation of the project;
- Coordinate the preparation and development of a successor phase to the current Project.

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:

- Minimum of a Masters’ Degree in Regional Integration, International Relations, Governance, Project Management or any other relevant field, with at least 12-15 years of relevant work experience;
- Strong knowledge and experience in regional institution building, in management and coordination of regional programs;
- Excellent interpersonal skills and ability to coordinate effectively between multiple institutions (AU, WBG as well as Regional Economic Communities);
- Previous AU, WBG, UN, REC, Multilateral Institution based institutional support management or related experience and familiarity with fund management, including development of annual work programmes and cost breakdowns, preparation of periodic (quarterly, annual and mid-term reports), monitoring and supervising preparation of project financial management reports, organizing high level forums and stakeholder workshops, analysis of project implementation status and other forms of project briefs and documentation will be crucial requirements;
- Knowledge of Cross border mobility, travel documents policy and Africa’s regional integration and development experience.
- Extensive knowledge of engagement of the African continent and the Member States will be an added advantage;
- Excellent project management, communications and writing skills are required;
- Proficiency in English. A working knowledge of another other language is an added 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
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P.O Box 3243, Roosevelt Street
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TERMS OF REFERENCE

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

REF: ET-AUC-446538-CS-INDV

1. 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 in February 2018. It currently has 32 signatures and 4 ratifications.

2. Objectives of the assignment

To support the effective implementation of the FMP Protocol for a better coordination.

3. Scope of the Assignment

The Scope of the service shall be included, but not limited to, the following activities:

- Coordinate the FMP engagements under the supervision of the Head of Division.
- Work closely with the Partnerships Management and Resources Mobilization directorate and the project implementation units (PIU) to provide technical oversight on the implementation of the project.
- Performs the operation of the FMP project implementation and day-to-day running to ensure delivery of results within available budget and timeframe.
- Provide technical and intellectual support in the FMPs activities
- Foster and ensure collaboration with relevant strategic key stakeholders.
- Support the AU Integration Agenda within the framework of FMP.
- Identify best practices to ensure ratification of the FMP.
- Coordinate internal working methodology.
- Develop and oversee implementation of an overall work programme for the Project.
- Responsible for the day-to-day administrative management of the project implementation.
- Provide technical guidance and management of the Project and other project related consultants;
- Oversee the preparation of timely procurement and expenditure plans to facilitate the smooth and timely release/disbursement of project funds;
- Work with schedule officers to supervise the organization of relevant meetings/sessions and implementation of events;

- Monitor the work of Experts/Consultants recruited for the implementation of the specific project related tasks and assignments for timely delivery;
- Provide support in the overall fund management working with the AUC PIU, the monitoring and preparation of project financial management reports, including interim financial reports (IFRs);
- Prepare and submit mid-term progress reports and periodic updates and briefs, as stipulated in the Support Programme;
- Prepare and submit quarterly implementation status report;
- Develop and maintain communication and knowledge exchange links with the Regional Economic Communities (RECs) and other relevant partners on the implementation of the project;
- Coordinate the preparation and development of a successor phase to the current Project.

4. Qualification and Experience

- a. Minimum of a Masters' Degree in Regional Integration, International Relations, Governance, Project Management or any other relevant field, with at least 12-15 years of relevant work experience;
- b. Strong knowledge and experience in regional institution building, in management and coordination of regional programs;
- c. Excellent interpersonal skills and ability to coordinate effectively between multiple institutions (AU, WBG as well as Regional Economic Communities);
- d. Previous AU, WBG, UN, REC, Multilateral Institution based institutional support management or related experience and familiarity with fund management, including development of annual work programmes and cost breakdowns, preparation of periodic (quarterly, annual and mid-term reports), monitoring and supervising preparation of project financial management reports, organizing high level forums and stakeholder workshops, analysis of project implementation status and other forms of project briefs and documentation will be crucial requirements;
- e. Knowledge of Cross border mobility, travel documents policy and Africa's regional integration and development experience.
- f. Extensive knowledge of engagement of the African continent and the Member States will be an added advantage;
- g. Excellent project management, communications and writing skills are required;
- h. Proficiency in English. A working knowledge of another other language is an added advantage.

Other Requirements

- Sound planning and organizational skills.
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Experience in dealing with senior business executives and government officials;
- Good team player while being independent and able to work autonomously.
- Management Experience and excellent interpersonal skills.
- Ability to work in a multicultural environment;

- Computer competencies: (Microsoft Word, Power point, Excel, etc.).
- Ability to facilitate meetings.
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development.
- Proficiency in one of the AU working languages.

5. 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.

6. 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.

7. Duty Station

The consultant shall be based in the African Union Commission Offices in the Directorate of Health and Humanitarian Affairs in Addis Ababa, Ethiopia

8. Institutional Arrangement

The consultant will work under the overall supervision of the Head of Humanitarian Division in the Africa Union Commission.

9. 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