



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

Country: Ethiopia

Name of Project: Digital Transformation for Africa/ Western Africa Regional Digital Integration Program SOP-1

Grant No: P176932

Assignment Title: Project Coordinator

Reference No. ET-AUC-452915-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *Digital Transformation for Africa/ Western Africa Regional Digital Integration Program SOP-1* and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include to coordinate the implementation of the Digital Transformation for Africa/West Africa Regional Digital Integration Project - DTfA/WARDIP. Specific tasks include:

In collaboration with the Information Society Division Team:

- In consultation with all concerned stakeholders plan, implement, monitor and evaluate project activities to ensure consistency and alignment with the strategic objectives of the project
- Lead the interface with the Information Society Division in resolving implementation issues.
- Manage critical paths/milestones and monitoring mechanisms for the successful completion of the project
- Jointly with the Financial Management Team, prepare annual budgets and funds allocation requests for proposed project activities in line with the Procurement Plan and Project Implementation Plan.
- Jointly with the Procurement Team of the PIU and stakeholders, plan procurement activities and update the Procurement Plan (in the agreed format for the Project), monitor the procurement process to ensure timely delivery, monitor and update performance indicators, and prepare and propose updates where necessary to the Project Operational Manual.
- Ensure high quality and timely production of all deliverables through proper quality control assessments.

- With support from the Environmental and Social Specialists, collaborate and liaise with concerned stakeholders in accordance with the Stakeholder Engagement Plan and ensure that information requests, feedback and grievances related to the project are addressed within stipulated timelines.
- Handle complex issues during implementation of the project
- Lead the development of Terms of References and request for proposals related to the implementation of the DTfA/WARDIP in coordination with the technical specialists of relevant departments and agencies to coordinate inputs for their preparation.
- Monitor budget execution of project activities
- Overseeing the preparation of quarterly, bi-annually and annual progress reports.
- Identify potential risks and issues affecting this complex project and its timeline and develop comprehensive risk mitigation strategy.
- Perform any other duties assigned by supervisors.

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:

Educational Background:

- Advanced university degree (master’s degree or higher) in ICT/Telecommunications/Computer Science or in similar field.
- Additional certifications in project management are an added advantage

Professional Experience:

- Extensive and proven experience (at least 10 years) in the field of ICT, with a focus on digital transformation in Africa and globally of which at least 5 years should be at regional or continental or global level.
- Track record of contributing to and leading initiatives related to digital transformation.
- Good knowledge of the AU context preferred.
- Experience in preparing ICT technical specifications, request for proposals and terms of reference.
- Experience in recruiting, managing, motivating, and monitoring staff members and consultants.
- Experience in supervising external suppliers and contractors.

Knowledge and Expertise:

- In-depth understanding of digital transformation policies, strategies and frameworks.
- Knowledge of World Bank procurement guidelines and reporting requirements.
- Working Knowledge of the public and private sector; preferably, direct working experience with government or private sector or international organizations

Other relevant skills and competencies:**Skills:****Digital Transformation Leadership and Technical Skills:**

- Proven ability to lead digital transformation initiatives within organizations.
- Strategic thinking to align digital strategies with socio-economic development.
- Strong technical background in ICT, with an understanding of development forward looking policies and strategies.
- Ability to assess and integrate innovative digital solutions.

Policy and Strategy Development:

- Experience in developing ICT policies and strategies to support digital transformation.
- Understanding of policy and regulatory frameworks related to digital transformation.

Stakeholder Engagement:

- Excellent communication and negotiation skills to engage with a diverse range of stakeholders.
- Ability to build and maintain relationships with governmental bodies, industry partners, and civil society.

Problem-Solving Skills:

- Analytical mindset to identify and solve complex challenges in the digital space.
- Proactive approach to addressing issues related to digital transformation
- Excellent report writing skills and ability to produce concise reports.
- Excellent interpersonal, presentation and communication skills, both orally and in writing.
- Proficiency in the use of standard office software packages.

Collaboration and Teamwork:

- Ability to work collaboratively within a team and across departments.

- Experience in mentoring and guiding junior professionals.

Languages:

Advanced level in English or French (spoken and written) is required and knowledge of both will be considered 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 **25 October 2024**

African Union Commission,
Attn: Head of Supply Chain Management Division
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Fax: +251 (0) 11 551 0442; +251 11-551-0430
E-mails: tender@africa-union.org

TERMS OF REFERENCE

CONSULTING SERVICES A PROJECT COORDINATOR - (DIGITAL TRANSFORMATION FOR AFRICA/WEST AFRICA REGIONAL DIGITAL INTEGRATION PROJECT (DTfA/WARDIP))

ET-AUC-452915-CS-INDV

1. Background

Realizing the vision of digital transformation for Africa requires appropriate policies and an enabling environment with critical policy reforms to the foundation pillars and critical sectors to drive digital transformation.

The World Bank is financing the implementation of the Digital Transformation for Africa/ Western Africa Regional Digital Integration Program (DTfA/ WARDIP) SOP-1. The objective of this program is to increase broadband access and usage in participating countries and to advance integration of digital markets in Western Africa.

The first Series of Projects under this grant (DTfA/ WARDIP -SOP1) has The Gambia, Guinea, Guinea-Bissau, Mauritania, ECOWAS, African Union Commission (AUC) and the Smart Africa Alliance as beneficiaries. At the AUC level the main objective is to support the AUC to implement the Digital Transformation Strategy for Africa (DTS) 2020-2030. In particular, activities will (i) support the development and strengthening of continental digital policy frameworks in key areas, (ii) evaluate and review progress of DTS, (iii) strengthen project management and implementation capacity, and (iv) support policymakers and decision makers across the continent in operationalizing the DTS. Funding for the project is USD 6 million over a five (5) year period from 2024 – 2028.

As part of the implementation arrangement of the project, a Project Implementation Unit (PIU) is to be established within the AUC which will be responsible for the day-to-day management of the project activities, as well as the preparation of annual operational, procurement, and financial plans, the drafting of contract documents, and the preparation of a consolidated implementation report.

In view of the above and as part of the establishment of project implementation unit, the African Union Commission would like to recruit a Project Coordinator.

2. Objectives of the Assignment

To coordinate the implementation of the Digital Transformation for Africa/West Africa Regional Digital Integration Project - DTfA/WARDIP

3. Scope of the Assignment

The duties and responsibilities of the incumbent shall include the following:

In collaboration with the Information Society Division Team:

- In consultation with all concerned stakeholders plan, implement, monitor and evaluate project activities to ensure consistency and alignment with the strategic objectives of the project
- Lead the interface with the Information Society Division in resolving implementation issues.
- Manage critical paths/milestones and monitoring mechanisms for the successful completion of the project
- Jointly with the Financial Management Team, prepare annual budgets and funds allocation requests for proposed project activities in line with the Procurement Plan and Project Implementation Plan.
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- Identify potential risks and issues affecting this complex project and its timeline and develop comprehensive risk mitigation strategy.
- Perform any other duties assigned by supervisors.

4. Qualifications and Experience Requirements for the Consultant

Educational Background:

- Advanced university degree (master's degree or higher) in ICT/Telecommunications/Computer Science or in similar field.
- Additional certifications in project management are an added advantage

Professional Experience:

- Extensive and proven experience (at least 10 years) in the field of ICT, with a focus on digital transformation in Africa and globally of which at least 5 years should be at regional or continental or global level.
- Track record of contributing to and leading initiatives related to digital transformation.
- Good knowledge of the AU context preferred.
- Experience in preparing ICT technical specifications, request for proposals and terms of reference.
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Knowledge and Expertise:

- In-depth understanding of digital transformation policies, strategies and frameworks.
- Knowledge of World Bank procurement guidelines and reporting requirements.
- Working Knowledge of the public and private sector; preferably, direct working experience with government or private sector or international organizations

Other relevant skills and competencies:

Skills:

Digital Transformation Leadership and Technical Skills:

- Proven ability to lead digital transformation initiatives within organizations.
- Strategic thinking to align digital strategies with socio-economic development.
- Strong technical background in ICT, with an understanding of development forward looking policies and strategies.
- Ability to assess and integrate innovative digital solutions.

Policy and Strategy Development:

- Experience in developing ICT policies and strategies to support digital transformation.
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Stakeholder Engagement:

- Excellent communication and negotiation skills to engage with a diverse range of stakeholders.
- Ability to build and maintain relationships with governmental bodies, industry partners, and civil society.

Problem-Solving Skills:

- Analytical mindset to identify and solve complex challenges in the digital space.
- Proactive approach to addressing issues related to digital transformation
- Excellent report writing skills and ability to produce concise reports.
- Excellent interpersonal, presentation and communication skills, both orally and in writing.
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Collaboration and Teamwork:

- Ability to work collaboratively within a team and across departments.
- Experience in mentoring and guiding junior professionals.

Languages:

Advanced level in English or French (spoken and written) is required and knowledge of both will be considered an added advantage.

5. Expected Outcomes

The Project Coordinator will be monitored to ensure continuous commitment in meeting the objectives of the assignment as indicated above (Scope of Services). The following instruments will be used for monitoring purposes:

- Efficiency and Quality of Reports
- Timely Submission of Reports
- Effectiveness of Advice given
- Timely implementation of planned activities

6. Duration of the Assignment

The expected duration of the assignments will be One Year (1) renewable based on performance and availability of funds.

7. Duty Station

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

8. Institutional Arrangement

The Consultant will work under the direct supervision of the Head, Information Society Division.

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

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