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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICES AS PROCUREMENT OFFICER FOR THE GEOTHERMAL RISK
MITIGATION FACILITY (GRMF)**

PROCUREMENT NUMBER: AUC/IED/C/028

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SECTION I: LETTER OF INVITATION

24 February 2025

Dear Applicants,

REF: CONSULTANCY SERVICES AS PROCUREMENT OFFICER THE GEOTHERMAL RISK MITIGATION FACILITY (GRMF)

1. The African Union Commission wishes to select a highly qualified African expert to undertake the above assignment. The AUC now invites interested **Individual Consultants** to submit CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultant will be selected on the basis of their qualifications and experience in accordance with the provisions on the selection of Individual Consultants and the pass mark shall be 70%.
3. The Eols must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
4. The Eols must be submitted to the following e-mail address: tender@africa-union.org with a copy to IsaacS@africa-union.org
5. The title of the Procurement and Procurement Number must appear as subject of e-mail submissions
6. The Deadline for submission of Eols is **1500** Addis Ababa Time, on **10th March 2025**. Late applications will not be considered.
7. This Request for Expressions of Interest comprise of the following:
Section I – This Letter of Invitation
Section II - Terms of Reference

Yours sincerely,

Head, Supply Chain Division

TERMS OF REFERENCE

Procurement Consultant

1. Introduction:

The geothermal resources of the East Africa Rift System (EARS) have the potential to generate over 20,000 Mwe. However, this resource is currently only used to a limited extent in the EARS countries. Geothermal energy is a clean, renewable, environment-friendly and indigenous resource that can improve the energy-generation mix, but its' development is facing many challenges.

The main challenges for the development of geothermal resources in EARS are, among others: (i) Inadequate policy and regulatory framework to attract investment; (ii) Large upfront cost of geothermal resource exploration and development; and (iii) Risks in resource “exploration” and “power development”.

In 2012, the African Union Commission (AUC) and its partners established the Geothermal Risk Mitigation Facility (GRMF) as a financial tool for supporting the geothermal energy development in Eastern Africa. The objective of the Facility is to encourage public and private investors, as well as public-private partnerships, to develop geothermal energy in Eastern Africa by providing grants for two types of activities: (i) Surface studies to determine the optimal location of exploration wells and (ii) Drilling exploration wells and testing of the reservoir; as well as the physical infrastructures (access road, electricity and water supply) related to the two activities. This encourages further geothermal investments and improves access to equity or other funding sources and thus plays a catalytic role in establishing geothermal energy as a strategic option in power expansion planning of Eastern Africa.

The GRMF beneficiaries are required to conduct procurement activities in line with the Developer Procurement Guidelines. Please refer to the latest version of the Developer Procurement Guidelines available at:

https://grmf-eastafrika.org/wp-content/uploads/2018/07/grmf_developer_procurement_guidelines_v6.pdf

In this context, the Department of Infrastructure and Energy wishes to engage a short-term consultant to support all procurement-related activities, including the implementation of the Geothermal Risk Mitigation Facility (GRMF).

2. Objectives

The overall objective of recruiting the consultant is to strengthen the procurement capacity of the AUC Procurement Unit and that of the Infrastructure and Energy Department, particularly for the Geothermal Risk Mitigation Facility (GRMF). The consultant will organize and implement procurement processes and planning and conduct procurement of goods and services. In addition, the consultant will provide technical and operational support to Procurement Unit in

expediting the ongoing programs and projects under Infrastructure and Energy Department in relation to the procurement activities.

3. Scope Of Work

The consultants will work under the Procurement Unit to support the implementation of the Geothermal Risk Mitigation Facility (GRMF) and other Infrastructure and Energy Department programs and projects. The consultants will work closely with the Chief of the Procurement Unit, GRMF Project Manager, procurement Officers and other AUC staff to expedite the GRMF and department's ongoing procurement activities effectively and efficiently and complete the activities within the agreed due dates.

4. Major roles and responsibilities

The following are the major responsibilities of the consultant.

- Prepares and monitors the procurement activities of the Infrastructure and Energy Department in line with a predefined annual procurement plan.
- Provides technical support to internal and external stakeholders in relation to the Department's procurement activities.
- Supports the promotion of the Infrastructure and Energy Department and Regional Geothermal Coordination Unit (RGCU) activities, including preparing leaflets, guidelines and fact sheets.
- Implements the procurement function of the GRMF by performing specific tasks for the program:
 - ✓ Provide procurement support at 1st level, 2nd level and 3rd level procurements of the project phase during pre-qualification, Application and Contracting phases of the GRMF.
 - ✓ Provide input in Requests for Proposals, Instructions to Applicants, Grant Contracts, and all other documents pertaining to the GRMF project.
 - ✓ Coordinate Application receipts and participate in evaluations with the Technical Assistant and Procurement and Legal Departments of the AUC.
 - ✓ Identify issues requiring AUC legal, procurement and financial advice and liaise with the concerned AUC offices to find solutions.
 - ✓ Keep track of due reports, payments, monitoring and evaluation activities, meetings, and all logistical and financial matters to ensure timely completion of reports, activities, and payments.
 - ✓ Review and monitor disbursements to developers and contractors.
 - ✓ Develops, executes, and administers complex procurements for diverse procurement requirements in accordance with GRMF Procurement Guidelines and Early Contract Manual in line with AU Regulations and internally accepted standards and procedures.
 - ✓ Reviews submissions from Geothermal Developers for compliance with laid down guidelines.

5. Qualification and experience of the consultant

The consultant shall have the following competencies:

- A postgraduate or bachelor's qualification in Procurement, Supply Chain Management, Commerce, Business Administration or a related field.
- Specialized training in procurement would be an added advantage.
- Five years of procurement experience at an international level.
- Advanced knowledge of ERP automated procurement systems

- Knowledge of GRMF procurement guidelines, AU procurement rules and regulations will be an added advantage.
- Relevant experience in INGOs and Government procurement of high-value goods and services, Consultancy and Works.
- Excellent report writing and good spoken and written English or French command.
- Ability to work flexibly and adapt to different styles of working.
- Computer skills

6. Special requirements

The consultants:

- Should demonstrate all the necessary ethical behavior in implementing the procurement assignments.
- Should be honest.
- Should take all the necessary responsibility and accountability for the entitled jobs.
- Should keep the Commission's confidential information in a very strict manner.
- Should demonstrate integrity with the Commission's high priorities and ethical conduct.
- Should be willing to work in stressful conditions.

7. Duration

The exercise will be undertaken within a period of one year

8. Duty Station

The consultant will undertake the work on site at AUC Headquarter, Addis Ababa

9. Selection criteria

Proposals will be evaluated using the following criteria:

S/N	Award Criteria	Allocated Points
1	General Education, Qualification and Relevant Training	20
2	Relevant experience related to the assignment	30
3	Technical approach and methodology	30
4	Work Plan	10
5	Fluency in English or French.	10
Total		100

10. Invitation

The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Applicants must submit the following documents:

- Cover letter - Understanding of the assignment / TOR
- Methodology to be used in undertaking the assignment
- Time and activity schedule
- CV

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time. Proposals must be submitted electronically to the address below not later than **15:00** hours local time, on **10 March 2024**.

**African Union Commission,
Addis Ababa, Ethiopia**

Tel: +251 (0) 11 551 7700 – Ext 4305

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

E-mail: tender@africa-union.org

And IsaacS@africa-union.org