

AFRICAN UNION

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Website: www.au.int

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTING SERVICES TO SUPPORT AFRICAN REGIONAL OFFICES AND AFRICAN
UNION ORGANS AS A JUNIOR PROCUREMENT OFFICER**

PROCUREMENT NUMBER: AUC/OSSD/C/004



Addis Ababa, Ethiopia P. O. Box 3243 Telephone: +251 115 517 700 Fax: +251 115 517 844

Website: www.au.int

SECTION I: LETTER OF INVITATION

12 March 2025

Dear Applicants,

REF: CONSULTING SERVICES TO SUPPORT AFRICAN REGIONAL OFFICES AND AFRICAN UNION ORGANS AS A JUNIOR PROCUREMENT OFFICER

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 **26th 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

CONSULTING SERVICES TO SUPPORT AFRICAN REGIONAL OFFICES AND AFRICAN UNION ORGANS AS A JUNIOR PROCUREMENT OFFICER

1. Background

The Operations Support Services Directorate (OSSD) of the African Union (AU) provides essential administrative, logistical, and operational support to ensure the efficient functioning of regional offices and AU organs. As part of its mandate, OSSD facilitates coordination, resource management, and operational oversight, ensuring that regional entities operate in alignment with AU policies, standards, and strategic objectives. This includes enhancing operational efficiency, streamlining processes, and strengthening communication between AU headquarters and regional offices. By providing technical and capacity-building support, OSSD helps regional entities effectively implement their mandates and contribute to the AU's broader goals of integration, efficiency, and service delivery across the continent.

2. Objectives of the Assignment

The objective of this assignment is to support OSSD in strengthening the operations and coordination of regional offices and AU Organs to enhance efficiency, compliance, and service delivery. The Consultant will assist in tracking operational activities, maintaining records, collecting and analyzing data, and supporting resource management efforts to ensure effective oversight. The role also involves preparing reports, facilitating communication between AU headquarters and regional offices, and supporting compliance checks to align operations with AU policies and standards. Additionally, the Consultant will assist in streamlining administrative processes, enhancing digital records management, and providing logistical support to improve the efficiency and responsiveness of AU regional offices and organs.

3. Scope of the Assignment

The consultant shall be responsible for the following:

- consolidation of annual procurement plans for Regional Offices and Organs;
- Coordinate the preparation of procurement reports on bi annually and annually;
- Facilitate and coordinate dissemination of the revised Procurement Manual;
- Review and Facilitate publication of Tenders from Regional Offices and Organs on the AU Website;
- Review procurement reports before submission for approval by relevant authorities
- Ensure the procurement of office supplies and equipment for regional offices is handled efficiently, following procurement procedures.

4. Education, Experience and Qualifications

The ideal candidate should have:

- Bachelor's degree in Procurement and Supply Chain Management, Logistics, Business Administration, Finance, Law, Economics, Accounting, Engineering.
- Minimum of two (2) years of relevant experience in procurement operations, contract administration, supply chain coordination, or records management, preferably within an international organization.
- Strong understanding of procurement processes, contract management, and compliance monitoring in line with AU policies and international best practices.
- Experience in handling procurement documentation, processing purchase requests, and tracking procurement transactions.
- Familiarity with African Union procurement policies, procedures, and reporting requirements is an advantage.
- Proficiency in Enterprise Resource Planning (ERP) systems, such as SAP, for procurement tracking and records management is desirable.
- Strong data entry, record-keeping, and administrative skills, with proficiency in Microsoft Word, Excel, Access, PowerPoint, and procurement database management systems.
- Ability to work in a multi-cultural environment, demonstrating strong interpersonal and communication skills.
- Fluency in written and spoken AU working languages.
- Strong attention to detail and organizational skills, with the ability to maintain structured procurement records and ensure compliance with audit and regulatory requirements.
- Experience in report writing, purchase order processing, and procurement performance tracking, ensuring transparency and efficiency in procurement operations.

5. Duration of the Assignment

Contract duration will initially be six (6) months with possibility of extension for the other six months based on the consultant performance and availability of budget.

6. Duty Station and Reporting

The consultant will be based at the AUC, Addis Ababa, Ethiopia. The consultant will report to the Head of Supply Chain Management Division.

7. Remuneration

Remuneration is payable on a monthly basis upon submission of activities report. The fees will be based on the applicable AU rates for the level of the consultancy. Fees payable does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. These costs will be met by the AU.

The following shall be made available by the AUC:

- Office accommodation;
- Computer, photocopying, stationary;
- Facilitation of Visa, and
- Internet Access

8. 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
- 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 **26th March 2024**.

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

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

E-mail: tender@africa-union.org

Copy: IsaacS@africa-union.org