

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

Country: Ethiopia

Name of Project: Strengthening of Food Safety Standards and Nutrition in Africa (SFNA)

Project ID: P-Z1-AAG-046

Assignment Title: Senior Procurement Consultant

Reference No. AUC/AfDB/C/IC/012

The African Union Commission has received financing from the African Development Bank (ADB) toward the cost of the Strengthening of Food Safety Standards and Nutrition in Africa and intends to apply part of the proceeds for consulting services.

The overall objective of the consultancy service is to provide Procurement consultancy services both technical and operational with the project.

The consultant will be part of the Project Implementation Unit in the AUC office in Addis Ababa, Ethiopia, and will work functionally under the Director of Operation Support services of the African Union Commission (AUC) in expediting procurement activities under the project effectively and efficiently and completing the activities within the duration of the project.

The following are the major responsibilities of the consultant;

- a) Prepare a detailed procurement plan/schedule in consultation with the procurement division and the business unit and obtain “No Objection from the Bank;
- b) Initiate planned procurement activities as per the agreed schedule;
- c) Prepare bid documents using the AfDB standard bidding documents and SRFPs providing correct, complete, and unambiguous specifications, standards, and Terms of References (ToRs) for procurement of goods and services financed by under the project;
- d) Follow up and submit Solicitation documents to the Bank for No objection and make such modifications in the said documents as the Bank may recommend;
- e) In case of International Competitive Bidding (ICB) procurements, prepare “Invitations for Bid (IFB)” on various websites including United Nations Development Business (UNDB)/dg Market as required;
- f) Prepare Invitation for Bids (IFB) and arrange for the publication of the SPNs in accordance with the Protocol of Agreement;
- g) Attend the opening of bids at the stipulated time and place. Records bids as read out;
- h) Undertake bid evaluation of both preliminary, financial, and post qualifications requirements and compile the evaluation report in accordance with the African Development Bank’s guidelines and submit the evaluation report to the Bank for “No Objection”;
- i) Prepare awards and contracts in conformity with the requirements of the Bank;
- j) Prepare contract agreement in accordance with the Bank’s standards and guidelines;

- k) Support the Project Management Team in, follow-up and verification of shipping and distribution documents, support in custom clearance and following up payments and disbursement to contractors;
- l) Maintain procurement documents in the proper filing system;
- m) Perform other related duties and responsibilities assigned by the supervisor.

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 AND EXPERIENCE

The Procurement Expert will have, not limited to, the following qualifications and experience:

- A minimum of MA/MSc in Procurement or Supply Chain Management or Public Administration, Business Administration or law, or any other relevant field and post-graduate training in procurement or related subject, or equivalent by experience;
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in the African Development Bank procurement procedures will be a distinct requirement;
- Minimum six (6) years relevant working experience, of which 3 years’ continuous experience is in procurement at senior level, in the AfDB projects;
- Knowledge of the AfDB as well as AUC procurement procedures and documentation will be an added advantage;
- Experience in training, capacity building, and setting up procurement systems in a new organization will be a distinct advantage;
- Computer literacy and competence, Microsoft Word, Excel, Access, PowerPoint;
- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English/French. Knowledge of other African Union working languages would be an added advantage;
- Excellent analytical skills and report writing.

B. OTHER REQUIREMENTS

- Excellent planning, organizing and writing skills;
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Excellent organizational and record-keeping skills;
- Experience in dealing with senior business executives and government officials;

- Good team player while being independent and able to work autonomously.

C. REFERENCES

- Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the AfDB would be a strong advantage.

D. CONTRACT DURATION

- Contract duration will be for one (1) year with the possibility of extension based on the consultant's performance and availability of budget.

The selection procedure shall be as per the African Development Bank's "Rules and Procedures for the use of Individual Consultants", which is available on the Bank's website at <http://www.afdb.org>.

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 07 May 2025

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