

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

Country: Ethiopia

Name of Project: Africa Think Tank Platform Project

Grant No: - E246-3A

Project No: - P179804

**ASSIGNMENT TITLE: Selection of Individual consultant as ATTP Project
Secretariat/M&E officer**

Procurement reference number: ET-AUC-469497-CS-INDV

The African Union Commission has received financing from the World Bank toward the Implementation of Africa Think Tank Platform Project and intends to apply part of the proceeds for the selection of Financial Management Consultant to support the operational coordination of the project's secretariat.

The Objective of the assignment is to undertake various administrative tasks and attend meetings with team members, stakeholders, clients and suppliers so as to monitor and evaluate a project in appropriate manner. To measure progress towards achieving program goals. Identifying areas for improvement and making adjustments to program activities

A. Scope of Assignment: Under the guidance of the Project Coordinator, the ATTP Project and M&E Officer will be responsible for the following tasks:

(i) Project Officer tasks

- Supporting the management of the daily operational work of the project and ensuring timely delivery of the project's goals through the deliverables formulated on the project document, which are expressed through staff performance assessed in line with the respective AU policy and system.
- Providing technical and administrative support for the efficient functioning of all Units within the project.
- Maintaining regular working relations with stakeholders in AUC, the ACBF, AUDA-NEPAD and the partner institution in the execution of the Project's mandate.
- Contributing to the preparation of periodic financial and budget execution reports and monitors budget execution at project level.
- Ensuring the effective management of funds contributed to the organization in collaboration with AUC Finances/ERM division which is responsible of the Financial Management of the project.

- Maintaining a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
- Contributing in conducting analysis and generating accurate reports promptly for the respective Unit/Division and AU's internal use;
- Supporting the organization of relevant meetings, workshops, and conferences with stakeholders;
- Engaging with relevant mid-level stakeholders and developing working relationships;
- Support the promotion of the activities of the Division including preparing leaflets, guidelines, and fact sheets;
- Assisting in drafting reports, minutes, and other relevant documentation and in preparing budget and work programmes related to the functioning of the Africa Think Tank Platform Project's project activities.

(ii) Monitoring and Evaluation tasks:

- Design and implement a robust monitoring and evaluation framework aligned with project goals and objectives, incorporating clear indicators, targets, and data collection methodologies to track project progress and outcomes.
- Develop monitoring tools and systems to collect, analyze, and report on project data, ensuring quality, accuracy, and reliability of information for informed decision-making and learning.
- Conduct regular monitoring visits to project sites to assess progress, identify challenges, and provide technical assistance and guidance to project teams for effective implementation.
- Lead the evaluation of project interventions and activities, conducting impact assessments, lessons learned exercises, and evaluations to assess project effectiveness, efficiency, relevance, and sustainability.
- Prepare comprehensive monitoring and evaluation reports and presentations for project stakeholders, highlighting key findings, lessons learned, and recommendations for improvement.

B. Duty Station and Contract Duration

The Project and M&E Officer position is a full-time role for the duration of the project. The selected candidate shall be based in Addis Ababa, Ethiopia at the AU Headquarters. The initial contract amount shall be for one year with possibility of extension subject to resource availability, satisfactory performance, and approval of the appointing authority.

C. Required Qualification and work experience.

- A minimum of a University Bachelor's degree in Project Management, Business Administration, International Relations, Development Studies or another relevant field.
- At least three (3) years of relevant work experience in project management, finances and administration.

- Strong knowledge and experience in international development project management and coordination of regional programs;
- Familiarity with World Bank project implementation procedures and reporting requirements;
- Extensive knowledge and hands-on experience of the African continent and the AU Member States will be an added advantage;
- Excellent project management, communications, and writing skills are required;
- Proficiency in English. A working knowledge of other official or working languages is an added advantage.
- Analysis and synthesis capacity in the elaboration of reports and systematization of evidence.
- Capacity to accompany and propitiate spaces for significant learning (useful for change).
- Capacity to understand the judgment of others with respect and openness.
- Understanding of qualitative and quantitative approaches in social science research.
- Theoretical and practical knowledge of impact evaluations.
- Demonstrated skills and experience to work with a variety of stakeholders and partners including trade unions and employers and government.
- Proficient in information technology Microsoft Word, PowerPoint, Excel, web browsers, use of database applications).

D. Evaluation and Qualification Criteria

- General experience - 10 Points
- Specific Experience relevant to the assignment – 50 Points
- Qualifications – 30 Points
- Language – 10 Points

E. Consultancy Fee

It is negotiable but based on qualifications, experience, and 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. The AU will meet these costs.

F. Reporting

The consultant will report to the project coordinator and to the World Bank portfolio manager.

G. Services /Facilities to Be Provided by the Client

The AU shall make the following available

- Office accommodation;
- Computer, Photocopying, stationery;
- Facilitation of Visa; and
- Internet Access.

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 ("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 19 May 2025

**African Union Commission,
Attn: Head of Supply Chain Management Division
Building C, 3rd Floor,
P.O Box 3243, Roosevelt Street
Addis Ababa, Ethiopia
Tel: +251 (0) 11 551 7700 – Ext 4305
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E-mails: tender@africa-union.org**

**TERMS OF REFERENCE
(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

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Grant No: - E246-3A

Project No: - P179804

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I. Background:

The Africa Think Tank Platform Project's development objective is to establish a sustainable platform to strengthen the capacity for effective policy research and policy-making on cross-boundary priorities in Africa. The project has three components which are summarized below:

Component 1 of the project aims to establish the capacity to operate a sustainable policy-making platform. This includes creating and setting up the necessary structures and systems, establishing a secretariat to manage the platform, designing, and implementing monitoring and evaluation strategies, and building and maintaining a network of think tanks, regional economic communities, and policymakers. The component also supports the competitive selection of think tanks, who will submit proposals targeting at least four of the six regional priority themes identified under the project. The selected think tanks will form a network and work on continental priority issues.

Component 2 of the project focuses on strengthening the capacity of think tanks and policy research institutions. This includes providing technical assistance and training to think tanks, supporting the quality and communication of research, providing support for resource mobilization efforts, creating a peer network for female economic researchers, and undertaking a study to research and analyze previous initiatives aimed at increasing female participation in policy research.

Component 3 of the project aims to support the sustainability of the platform and policy research over the long term. This includes developing the capacity of the African Union Commission (AUC) to mobilize resources and establish facilities to crowd funds from various stakeholders. It explores the establishment of a special fund and an endowment fund to pool resources from African governments, the private sector, foundations, individuals, and institutional donors. The funds will be used to finance further research and capacity-building efforts.

The African Union Commission (AUC) is implementing this project and is seeking a qualified and experienced Project Officer to support the operational coordination of the project's secretariat. The Project Coordinator will second the Project Technical Advisor, responsible for managing the overall project and ensuring its successful implementation.

II. Objective of the assignment

The Objective of the assignment is to undertake various administrative tasks and attend meetings with team members, stakeholders, clients and suppliers so as to monitor and evaluate a project in appropriate manner. To measure progress towards achieving program goals. Identifying areas for improvement and making adjustments to program activities.

III. Responsibilities and Duties

Under the guidance of the Project Coordinator, the ATTP Project and M&E Officer will support the effective delivery of the activities of the Project.

Project Officer

The indicative tasks to be performed by the Project Officer include among others:

- Supporting the management of the daily operational work of the project and ensuring timely delivery of the project's goals through the deliverables formulated on the project document, which are expressed through staff performance assessed in line with the respective AU policy and system.
- Providing technical and administrative support for the efficient functioning of all Units within the project.
- Maintaining regular working relations with stakeholders in AUC, the ACBF, AUDA-NEPAD and the partner institution in the execution of the Project's mandate.
- Contributing to the preparation of periodic financial and budget execution reports and monitors budget execution at project level.
- Ensuring the effective management of funds contributed to the organization in collaboration with AUC Finances/ERM division which is responsible of the Financial Management of the project.
- Maintaining a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
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- Support the promotion of the activities of the Division including preparing leaflets, guidelines, and fact sheets;
- Assisting in drafting reports, minutes, and other relevant documentation and in preparing budget and work programmes related to the functioning of the Africa Think Tank Platform Project's project activities.

Monitoring and Evaluation:

- Design and implement a robust monitoring and evaluation framework aligned with project goals and objectives, incorporating clear indicators, targets, and data collection methodologies to track project progress and outcomes.
- Develop monitoring tools and systems to collect, analyze, and report on project data, ensuring quality, accuracy, and reliability of information for informed decision-making and learning.
- Conduct regular monitoring visits to project sites to assess progress, identify challenges, and provide technical assistance and guidance to project teams for effective implementation.
- Lead the evaluation of project interventions and activities, conducting impact assessments, lessons learned exercises, and evaluations to assess project effectiveness, efficiency, relevance, and sustainability.
- Prepare comprehensive monitoring and evaluation reports and presentations for project stakeholders, highlighting key findings, lessons learned, and recommendations for improvement.

IV. Qualification and Experience

The project officer and M&E office should have

- A minimum of a University Bachelor's degree in Project Management, Business Administration, International Relations, Development Studies or another relevant field.
- At least three (3) years of relevant work experience in project management, finances and administration.
- Strong knowledge and experience in international development project management and coordination of regional programs;
- Familiarity with World Bank project implementation procedures and reporting requirements;
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- Analysis and synthesis capacity in the elaboration of reports and systematization of evidence.
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- Proficient in information technology Microsoft Word, PowerPoint, Excel, web browsers, use of database applications).

V. Duty Station and Contract Duration

The Project and M&E Officer position is a full-time role for the duration of the project. The selected candidate shall be based in Addis Ababa, Ethiopia at the AU Headquarters. The initial contract amount shall be for one year. The contract may be renewed based on satisfactory performance.

VI. Reporting

The consultant will report to the project coordinator and to the World Bank portfolio manger.

VII. Payment Terms

The contract agreement that will be signed with the client shall be time-based contract and the Consultant shall be paid based on the time sheet approved by his/her immediate supervisor and approved by the PMRM director Remuneration will be payable on a monthly basis. It is negotiable but based on qualifications, experience, and the applicable AU rates for the level of the consultancy. Fees payable do not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations and workshops. The AU will meet these costs.

VIII. Services /Facilities to Be Provided By The Client

The AU shall make the following available

- Office accommodation;
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