



Km 6 Middle Ring Road
5th Settlement, Cairo, Egypt

REQUEST FOR EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES AS ADMINISTRATIVE OFFICER

PROCUREMENT NUMBER: AUC/ESTI/AfSA/CS/008

AFRICAN UNION

الاتحاد الأفريقي

UMOJA WA AFRIKA



UNION AFRICAINE

UNIÃO AFRICANA

UNIÓN AFRICANA

Addis Ababa, ETHIOPIA, P. O. Box 3243, Telephone: +251-11-551 7700,

Fax: +251-11-5517844, website: www.africa-union.org

SECTION I: LETTER OF INVITATION

26 August 2025

Dear Applicants,

REF: CONSULTANCY SERVICES AS ADMINISTRATIVE 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 the below stated documents for the assignment as per attached Terms of Reference (ToRs).
2. The 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) Cover letter - Understanding of the assignment / TOR
 - (ii) A detailed Curriculum Vitae of the Consultant
 - (iii) Certified copies of Educational and Professional Qualification/Certifications
 - (iv) Three References (two of which must be work based on your most recent assignments) with Phone number and email addresses
 - (v) All documents must be compiled and submitted as a single PDF file

4. The Eols must be submitted to the following e-mail address: tender@africanunion.org with a copy to aholoupek@africanunion.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 **15h00** Addis Ababa Time, on **12 September 2025**. Late applications will not be considered.
7. The supporting documents
8. 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 Management Division

TERMS OF REFERENCE

Consultancy Services as Administrative Officer

I. BACKGROUND

The African Space Agency (AfSA) was established as an organ of the African Union (AU) mandated to promote the peaceful use of outer space, coordinate continental space-related activities, and foster regional and international collaboration in space science, technology, and innovation. As AfSA becomes operational, it is entering a critical phase of institutional development during which foundational systems, technical frameworks, and governance structures must be strategically put in place to ensure effective and sustainable delivery on its continental mandate and to play a pivotal role in advancing the implementation of Agenda 2063, the African Union's blueprint for a prosperous, integrated, and people-centered continent.

As part of its mandate, AfSA is also tasked with strengthening the African National Space Agencies and institutions across AU Member States. This includes providing technical guidance and coordination on the development of regulatory frameworks, fostering cooperation among national agencies, and promoting an integrated continental space ecosystem standards, and policies to ensure safe, ethical, and sustainable use of outer space.

In view of this institutional transition, AfSA seeks to procure the services of an Administrative Officer who will provide substantive support for organizational and administrative support to AfSA activities.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to provide organizational and administrative support to the activities of the African Space Agency. In addition, the Administrative Officer will contribute to smooth operations of AfSA for the effective implementation of the Agency's programs and operations.

III. SCOPE OF THE ASSIGNMENT

The consultant will support secretariat and corporate services in facilitating various administrative functions of AfSA, ensuring the effective, efficient, and timely implementation of its activities with the following specific responsibilities:

1. Provide administrative support to the day-to-day operations of the African Space Agency, ensuring smooth and efficient functioning of its activities
2. Drafts routine official correspondence and documents as per AfSA's requirement
3. Support the organization of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications. Follows up of travel arrangements and claim, and DSA payments for participants of events organized.
4. Prepares related background materials for discussions, correspondence, and briefing sessions.
5. Takes records/minutes of meetings as required.
6. Support AfSA's communication needs, including liaising with the communication officer in drafting and publishing press releases on the organization's website and other online platforms.
7. Coordinates information flow to assist overall reporting and/or submission deadlines are met by staff.
8. Procures needed supplies, including office equipment and furniture, where needed.
9. Manages and organize everyday office work.
10. Performs any other duties as requested.

IV. DELIVERABLE

The Officer shall prepare a monthly activity report outlining the tasks executed and their status. The report shall highlight the attainment of critical milestones, provide an overview of overall monthly performance.

V. THE DURATION OF THE CONSULTANT

The assignment shall be for an initial duration of up to 12 months, of which the first 3 months shall be considered as a probationary period and renewable subject to satisfactory performance and availability of fund.

VI. CONSULTANCY FEE

AUC shall pay the Consultant a fee of USD 5,000 per month, contingent upon the submission and approval of a monthly activity report. Total amount not exceeding US \$60,000 for the twelve (12) months assignment. This amount includes all the Consultant's fees and profits as well as any tax obligation that may be imposed on the Consultants.

VII. GOVERNANCE AND SUPPORT BY THE AFRICAN UNION

1. The Administrative Officer will work under the direct supervision of the President of the Council of the African Space Agency, with technical collaboration with the Monitoring and Evaluation Officer.
2. Office space, Computer, photocopying machine, stationery, facilitation of visas, and Internet access shall be provided.
3. The consultant will undertake the work on site at AfSA Headquarter in Cairo, Egypt.

VIII. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Hold at least a bachelor's degree or equivalent in Communication, Journalism, Law, Public/Business Administration, from a recognized institution
- A minimum of five (5) years of relevant professional experience in providing administrative support towards ensuring smooth operations of a program or an organization
- Knowledge/ experience in the field of Space Law or Space Diplomacy is added advantage
- Experience in coordinating communication, correspondences with respect to office management.

- Competence with standard MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience of SAP operations.
- Experience working at an international organization and knowledge of African Union Commission working methods and mechanisms is an advantage

IX. EVALUATION AND QUALIFICATION CRITERIA

The African Union Commission now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested candidates are requested to submit the following documents for AUC's consideration:

1. Cover letter - Understanding of the assignment / TOR
2. A detailed Curriculum Vitae of the Consultant (clearly state the duties and the achievements in different sections under each position occupied)
3. Certified copies of Educational and Professional Qualification/Certifications
4. Three References (two of which must be work based on your most recent assignments) with Phone number and email addresses
5. All documents must be compiled and submitted as a single PDF file

For evaluation, the following criteria will be applied:

S/N	Award Criteria	Allocated Point
1.	General Education, Qualification and Relevant Training	30
2.	Relevant experience related to the assignment	60
3.	Fluency in AU recognized languages	10
Total		100

The AUC is an equal opportunities institution, and gender equity will be strived at in the selection of the suitable consultancy.

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

Applications must be submitted electronically to the address below not later than **15:00** hours local time, on **12 September 2025**.

African Union Commission,

Addis Ababa, Ethiopia

Tel: +251 (0) 11 551 7700

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

E-mail: tender@africanunion.org

Copy: aholoupek@africanunion.org

