



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

REQUEST FOR EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES AS LEGAL OFFICER

PROCUREMENT NUMBER: AUC/ESTI/AfSA/CS/012

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 LEGAL 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 Legal 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 standard, 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 a Legal Officer who will support AfSA's legal requirements and in standardization of agreements, contracts etc.

II. OBJECTIVE OF THE ASSIGNMENT

The purpose of this engagement is to provide legal expert services to AfSA, focusing on the development, review, and standardization of agreements, contracts, memoranda of understanding (MoUs), and other legal instruments. The Legal consultant will ensure that all legal documents are consistent, of high quality, and uphold the legal integrity of AfSA's operations.

III. SCOPE OF THE ASSIGNMENT

The responsibilities of the Legal Officer will include drafting and reviewing legal documents, supporting dispute resolution and arbitration, and developing comprehensive legal frameworks to guide AfSA's activities with the following key responsibilities:

1. Legal Document Review and Standardization:

- Review and standardize agreements, contracts, MoUs, and other legal documents to ensure consistency and compliance with AU policies and international best practices.
- Ensure clarity and enforceability of legal documents to minimize potential disputes.
- Conduct regular assessments to ensure that all legal instruments meet compliance standards and serve AfSA's best interests.

2. Dispute Resolution and Arbitration Support:

- Manage and address issues arising from contractual disputes, including payment discrepancies, performance issues, and non-compliance with terms.
- Support arbitration efforts by preparing documentation, coordinating with legal representatives, and adhering to International Law and the African Union Legal Instruments.

3. Policy Advisory and Capacity Building:

- Advise AfSA officials on legal matters related to AfSA's operations, including policy analyses and recommendations.
- Assist in developing and implementing training programs for AfSA staff, focusing on contract management, dispute resolution, and legal compliance.

4. Stakeholder Relationship Management:

- Liaise with mid- to senior-level AU and AfSA officials and external stakeholders to streamline legal processes and ensure effective communication.
- Represent AfSA in meetings and discussions on legal matters, ensuring alignment with AU and AfSA's objectives and compliance standards.

5. Administrative and Reporting obligations:

- Maintain meticulous records of legal activities, including contract negotiations and dispute resolutions, in line with AU standards.
- Submit regular progress and performance reports to the line manager, detailing milestones and legal outcomes.

6. Additional Duties:

- Provide Legal support to the AU as may be instructed by the Legal Counsel
- Perform any other duties as assigned by line management to enhance AfSA's legal framework and support the overall mandate of the AfSA.

IV. DELIVERABLE

The Legal 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 6 Months renewable subject to satisfactory performance and availability of fund.

VI. CONSULTANCY FEE

AUC shall pay the Legal Officer a fee of USD 5,000 per month, contingent upon the submission and approval of a monthly activity report. Total amount not exceeding US \$30,000 for the six (06) 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

- The Legal Consultant will work under the direct supervision of the Legal Officer of the African Space Agency, on all space files.
- Office space, Computer, photocopying machine, stationery, facilitation of visa, and Internet access shall be provided.
- The consultant will undertake the work on site the AUC Headquarter in Addis-Ababa, Ethiopia under the general supervision of the Legal Counsel.

VIII. REQUIRED SKILLS AND EXPERIENCE

- Education: Advanced university degree in Law, preferably with a specialization in International Law, from a recognized institution.
- Professional Skills: Extensive experience in international contract review, negotiation, and dispute resolution, with a foundation in developing legal frameworks, particularly in the context of the African Union.
- Experience: Proven experience in legal advisory roles within international organizations; prior experience with AU projects is highly desirable.
- Interpersonal Skills: Effective communicator with strong relationship-building capabilities, comfortable in multicultural environments.
- Proficiency in one of the AU official working languages. Fluency in other AU working language(s) will be an added 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
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