



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

REQUEST FOR EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES AS PROCUREMENT OFFICER

PROCUREMENT NUMBER: AUC/ESTI/AfSA/CS/007

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 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 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 Procurement 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. It is against this background that the consultancy services as procurement officer is initiated to support the transition mechanisms of the African Space Agency in providing substantive support for the agency's procurement activities.

II. OBJECTIVE OF THE ASSIGNMENT

The overall objective of recruiting the consultant is to strengthen the procurement capacity of the African Space Agency and that of AUC Procurement Unit. The consultant will organize and implement procurement processes, planning and conduct procurement of goods and services. In addition, the consultant will provide technical and operational support to Procurement Unit in expediting the ongoing programs and projects activities under the African Space Agency in relation to procurements.

III. SCOPE OF THE ASSIGNMENT

The consultant will work under the AUC Procurement Unit to support the implementation of the AfSA procurement needs. The consultant will work closely with the AUC Head of Supply Chain Management, AfSA's Head of Mission, Procurement Officers and other

AUC and AfSA staff to expedite the ongoing agency's procurement activities effectively and efficiently.

Specific responsibilities include the following:

1. Preparing and monitoring the procurement activities of the African Space Agency in line with a predefined procurement plan and needs.
2. Providing technical support to internal and external stakeholders in relation to the AfSA's procurement activities.
3. Implementing the procurement function of the agency by performing the following specific tasks:
 - 3.1. Coordinate Application receipts and participate in evaluations with the Technical officers and Procurement and Legal Departments of the AfSA;
 - 3.2. Provide input in Requests for Proposals, Instructions to Applicants, Grant Contracts, and all other documents pertaining to the AfSA projects and programs.
 - 3.3. Identify issues requiring AfSA legal, procurement and financial advice and liaise with the concerned AUC and AfSA offices to find solutions
 - 3.4. Keep track of due reports, payments, monitoring and evaluation activities, meetings, and all logistical and financial matters to ensure timely completion of reports, activities, and payments.
 - 3.5. Review and monitor disbursements to developers, contractors and individual consultants.
 - 3.6. Develop, execute, and administer complex procurements for diverse procurement requirements in accordance with AUC's Procurement Guidelines and in line with AU Regulations and internally accepted standards and procedures.
 - 3.7. Review submissions from developers, contractors and individual consultants for compliance with laid down guidelines.

The Consultant will also support the AUC Procurement Unit in addressing all other related tasks as requested by the AUC Head of Supply Chain Management in addition to the above specific responsibilities.

IV. DELIVERABLES

The expert shall provide:

1. 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.
2. The Annual Procurement Plan for AfSA
3. Annual procurement report for AfSA
4. Responses to audit queries if and when AfSA is subjected to audits.

V. THE DURATION OF THE CONSULTANT

The assignment shall be for an initial duration of up to 6 months renewable subject to performance and availability of funds. The Consultant shall be subjected to a performance evaluation at the end of the first three (3) months

VI. CONSULTANCY FEE

AUC shall pay the Consultant a fee of USD 7,000 per month, contingent upon the submission and approval of a monthly activity report. Total amount not exceeding US \$42,000 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

1. The Procurement Officer will work under the direct supervision of the Head of Supply Chain Management.
2. Office space, Computer, photocopying machine, stationery, facilitation visas applications, and Internet access shall be provided.
3. The consultant will undertake the work on site at the AUC Headquarters in Addis Ababa, Ethiopia.

VIII. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Qualifications

- Bachelor's degree in Procurement, Law, Commerce, Finance/ Accounting/business administration, engineering, from a recognized institution
- CIPS Level 4 Diploma with at least 5 years' experience in the field of Procurement within a major Government, International Organization, large Public or Private sector organization.
- Master's Degree in any of the above fields will be an added advantage.
- Specialized training in procurement would be an added advantage.
- Advanced knowledge of ERP automated procurement systems
- Knowledge of AU procurement rules and regulations will be an added advantage.
- Relevant experience in INGOs and Government procurement of high-value goods and services, Consultancy and Works.

Skills

- Computer skills: Excel, Powerpoint and MS word
- Strong oral and written communication skills
- Sound planning and organisational skills
- Ability to successfully manage ambiguity
- Ability to work across business units / geographies; cultural sensitivity
- 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 must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Applicants must submit the following documents:

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 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