



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

REQUEST FOR EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES AS TECHNICAL PLANNING EXPERT

PROCUREMENT NUMBER: AUC/ESTI/AfSA/CS/013

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 TECHNICAL PLANNING EXPERT

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 Technical Planning Expert

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 experienced Technical Planning Expert who will lead the development and integration of comprehensive planning methodologies. The expert will play a key role in ensuring that AfSA's strategic and operational planning is forward-looking, results-oriented, and in alignment with the African Union's priorities.

II. OBJECTIVE OF THE ASSIGNMENT

The primary objective of this assignment is to provide technical expertise to support AfSA in the development and operationalization of strategic and institutional planning systems that will guide its foundational and programmatic functions by **designing and institutionalize integrated planning methodologies** that support AfSA's strategic objectives, operational efficiency, **ensure AfSA's planning processes are forward-looking, results-driven, and adaptable**, in line with evolving continental priorities and international best practices in space governance.

III. SCOPE OF THE ASSIGNMENT

The consultant will support the operationalization of AfSA by providing programmatic, technical, and administrative support to ensure the effective, efficient, and timely implementation of the Agency's functions and activities.

Specific responsibilities include the following:

- a) Provide program management support in executing the African Space Agency's day-to-day operations by providing specialized technical planning and coordination support to Procurement, Finance, and Program Management team.
- b) Plan and develop strategic planning frameworks to guide the implementation of AfSA's projects and programs, ensuring alignment with the Agency's overall strategic objectives.
- c) Plan the scope of AfSA's technical efforts by dedicating time upfront to develop a detailed technical program breakdown structure, technical schedule, workflow, and identify resource requirements and constraints, including funding, budget, facilities, and long-lead items.
- d) Plan, coordinate, and support stakeholder and consultative meetings to ensure effective collaboration and decision-making, covering end-to-end meeting management (Pre-Meeting Coordination, Meeting Execution, Post-Meeting Follow-Up)
- e) Conduct program milestone reviews with the M&E expert to enable critical and valuable assessment to be performed if and when required.
- f) Support the development, refinement, and operationalization of work plans by ensuring alignment with the AfSA's policies, breaking down activities into structured quarterly mission plans, and maintaining compliance throughout implementation.
- g) Develop and maintain a comprehensive tracking dashboard; if and required for African Space Agency programs and projects to enable real-time monitoring, proactive management of administrative workflows, and timely execution of critical processes.
- h) Conduct research-based analyses to evaluate program performance, identify defects and root causes, propose corrective measures, and assess milestones and implementation status of specific technical activities, to support a thorough and meaningful performance assessment.
- i) Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications.

IV. DELIVERABLE

The Expert 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 Technical Planning Expert a fee of USD 7,000 per month, contingent upon the submission and approval of a monthly activity report. Total amount not exceeding US \$84,000 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

- The Technical Planning Expert 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.
- Office space, Computer, photocopying machine, stationery, facilitation of residence and visa, and Internet access shall be provided.
- The consultant will undertake the work on site at AfSA Headquarter in Cairo, Egypt.

VIII. REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Minimum of master's degree qualification or higher in related disciplines such as Natural Sciences, Engineering, Physical Sciences, Astrological Physics or Physics, Space Science, from a recognized institution.
- Certification in PRINCE II or PMP is required
- The following competencies and experience are required:
- The consultant that is envisioned to undertake this assignment must have proven track record in fields related to program/project planning, Project Integration Management, Project Time, and scope management at the continental level within the field of Earth Observation and/or Space Science.
- At least 5 years of experience in project planning and management in which three years of experience should be at the continental level.
- Excellent Planning, time management and reporting skills are required.
- 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.

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