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

Country: Ethiopia

Name of Project: The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project

Grant No: P180117

Assignment Title: Project Officer

Reference No. ET-AUC-509700-CS-INDV

The African Union Commission has received financing from the World Bank toward the cost of *The Building Institutions and Systems to Harness and Realize Agenda (BIASHARA) 2063 Project* and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include coordinating and supporting the planning, execution, monitoring, and evaluation of supply chain projects. The role ensures full alignment with internal policies, national legislation, donor requirements, and international best practice -including those of the World Bank, where applicable. Specific tasks include:

Project Management and Compliance

- Project Implementation Support:
  Provide day-to-day project management support, ensuring that project activities, timelines, budgets, and outputs are delivered efficiently, particularly in relation to e-Procurement reforms and partner-supported projects.

- Risk Management:
  Establish and maintain a dynamic risk register for all OSSD projects, with specific focus on the e-Procurement reforms, ensuring proactive mitigation strategies are in place.

- Compliance Monitoring:
  Ensure that all project activities comply with AU policies, World Bank/partner requirements, internal regulations, and international standards.

- Process Improvement & Quality Assurance:
  Contribute to streamlining internal workflows, processes, and coordination mechanisms within OSSD to enhance efficiency, operational coherence, and quality assurance.

- Knowledge Management:
  Develop knowledge products, case studies, and lessons learned from project implementation and M&E activities to inform future programming and capacity development.

Monitoring, Evaluation and Reporting

- Design and Implement M&E Frameworks:
  Develop and implement a comprehensive Monitoring and Evaluation (M&E) framework, incorporating well-defined indicators, targets, and methodologies aligned with project and donor requirements to assess progress, outputs, outcomes, and impacts.

- Develop Tools & Systems:
  Establish and maintain appropriate monitoring tools, templates, and digital systems to enable consistent data collection, aggregation, and reporting across OSSD's project portfolio, particularly focusing on World Bank-funded projects.

- Data Analysis & Synthesis:
  Lead the collection, collation, analysis, and synthesis of qualitative and quantitative data from all relevant units (Procurement, Asset Management, Warehouse, Transport). Ensure data is transformed into actionable insights for management and stakeholders.

- Strategic Alignment:
  Support all OSSD Units in aligning their annual work plans, budgets, and deliverables with the AU's strategic objectives and donor expectations.

- Reporting:
  - Lead the preparation of quarterly, bi-annual, and annual reports, ensuring timely and quality submissions to donors, the AU Commission, and other stakeholders.
  - Develop project dashboards and presentations (Excel, PowerPoint, Power BI where applicable) for internal and external reporting.
  - Generate periodic financial analysis and budget execution reports, ensuring alignment between financial performance and programmatic results.

  - Representation & Coordination:

  - Serve as the OSSD focal point in M&E-related meetings, donor engagements, and institutional reporting forums.

  - Coordinate with other directorates, partners, and stakeholders to harmonize data reporting and M&E practices.

Capacity Building & Technical Support
- Capacity Strengthening:
  Design and deliver capacity-building sessions for OSSD staff and other relevant stakeholders on:
  - M&E frameworks and best practices.
  - Results-based reporting.
  - Project management methodologies (e.g., Agile, PRINCE2, PMP standards).

- Technical Guidance:
  Provide technical advice and mentorship to project teams on M&E, data reporting, and results management to strengthen institutional capacities within OSSD and the wider AU Commission.

The detailed Terms of Reference (TOR) for the assignment are attached to this Request for Expression of Interest.

The African Union Commission now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- **Academic Qualification:**
  Bachelor's Degree in Project Management, Business Administration, International Development, M&E, or related fields. A Master's degree is an added advantage.
- **Experience:**
  Minimum 7 years of relevant experience, including direct experience in:
  - Project management.

- o Monitoring and evaluation.
- o Results-based reporting for donor-funded projects.
  - ▪ **Certifications:**
    Project Management Certification (PMP, PRINCE2, Agile) is required. Other PM and M&E certification is an added asset.
  - ▪ **Technical Skills:**
    - o Strong data collection, analysis, and visualization skills.
    - o Proficiency in Microsoft Office 365, Excel (advanced), PowerPoint, and project management tools.
    - o Experience in using M&E digital platforms and data visualization tools is desirable.
  - ▪ **Other Skills:**
    - o Excellent writing and communication skills.
    - o Strong interpersonal and stakeholder engagement skills.
    - o Understanding of World Bank project implementation guidelines and reporting.
    - o Familiarity with AU systems and the African development context is an advantage.

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, revised November 2020 ("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 **07 October 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
Fax: +251 (0) 11 551 0442; +251 11-551-0430
E-mails: Tender@AfricanUnion.org

TERMS OF REFERENCE
INDIVIDUAL CONSULTANT AS PROJECT OFFICER
REFERENCE No: ET-AUC-509700-CS-INDV

1. Background

The African Union Commission has received financing from the World Bank toward the Implementation of Building Institutions to Harness and Realize Agenda (2063) and intends to apply part of the proceeds for the selection of an Individual consultant as Project Officer for the Operational Support Services Department (OSSD

2. Rationale

The African Union Commission (AUC), through its Supply Chain Management Division, is committed to delivering efficient and transparent project outcomes in collaboration with its partners. Working across Asset Management, Warehouse, Procurement, and Transport Units, the Project Officer plays a key technical role in coordinating and supporting the planning, execution, monitoring, and evaluation of supply chain projects. The role ensures full alignment with internal policies, national legislation, donor requirements, and international best practice -including those of the World Bank, where applicable.

3. Scope of Assignment

The Project Officer will be responsible for the following tasks:

Project Management and Compliance

- Project Implementation Support:
  Provide day-to-day project management support, ensuring that project activities, timelines, budgets, and outputs are delivered efficiently, particularly in relation to e-Procurement reforms and partner-supported projects.

- Risk Management:
  Establish and maintain a dynamic risk register for all OSSD projects, with specific focus on the e-Procurement reforms, ensuring proactive mitigation strategies are in place.

- Compliance Monitoring:
  Ensure that all project activities comply with AU policies, World Bank/partner requirements, internal regulations, and international standards.

- Process Improvement & Quality Assurance:
  Contribute to streamlining internal workflows, processes, and coordination mechanisms within OSSD to enhance efficiency, operational coherence, and quality assurance.

- Knowledge Management:
  Develop knowledge products, case studies, and lessons learned from project implementation and M&E activities to inform future programming and capacity development.

Monitoring, Evaluation and Reporting

- Design and Implement M&E Frameworks:
  Develop and implement a comprehensive Monitoring and Evaluation (M&E) framework, incorporating well-defined indicators, targets, and methodologies aligned with project and donor requirements to assess progress, outputs, outcomes, and impacts.

- Develop Tools & Systems:
  Establish and maintain appropriate monitoring tools, templates, and digital systems to enable consistent data collection, aggregation, and reporting across OSSD's project portfolio, particularly focusing on World Bank-funded projects.

- Data Analysis & Synthesis:
  Lead the collection, collation, analysis, and synthesis of qualitative and quantitative data from all relevant units (Procurement, Asset Management, Warehouse, Transport). Ensure data is transformed into actionable insights for management and stakeholders.
- Strategic Alignment:
  Support all OSSD Units in aligning their annual work plans, budgets, and deliverables with the AU's strategic objectives and donor expectations.
- Reporting:
  - Lead the preparation of quarterly, bi-annual, and annual reports, ensuring timely and quality submissions to donors, the AU Commission, and other stakeholders.
  - Develop project dashboards and presentations (Excel, PowerPoint, Power BI where applicable) for internal and external reporting.
  - Generate periodic financial analysis and budget execution reports, ensuring alignment between financial performance and programmatic results.
  - Representation & Coordination:

    - Serve as the OSSD focal point in M&E-related meetings, donor engagements, and institutional reporting forums.

    - Coordinate with other directorates, partners, and stakeholders to harmonize data reporting and M&E practices.

Capacity Building & Technical Support
- Capacity Strengthening:
  Design and deliver capacity-building sessions for OSSD staff and other relevant stakeholders on:
  - M&E frameworks and best practices.
  - Results-based reporting.
  - Project management methodologies (e.g., Agile, PRINCE2, PMP standards).
- Technical Guidance:
  Provide technical advice and mentorship to project teams on M&E, data reporting, and results management to strengthen institutional capacities within OSSD and the wider AU Commission.

4. **Qualification and Experience**

- **Academic Qualification:**
  Bachelor's Degree in Project Management, Business Administration, International Development, M&E, or related fields. A Master's degree is an added advantage.
- **Experience:**
  Minimum 7 years of relevant experience, including direct experience in:
  - Project management.
  - Monitoring and evaluation.
  - Results-based reporting for donor-funded projects.
- **Certifications:**
  Project Management Certification (PMP, PRINCE2, Agile) is required. Other PM and M&E certification is an added asset.
- **Technical Skills:**
  - Strong data collection, analysis, and visualization skills.
  - Proficiency in Microsoft Office 365, Excel (advanced), PowerPoint, and project management tools.
  - Experience in using M&E digital platforms and data visualization tools is desirable.
- **Other Skills:**

- ○ Excellent writing and communication skills.
- ○ Strong interpersonal and stakeholder engagement skills.
- ○ Understanding of World Bank project implementation guidelines and reporting.
- ○ Familiarity with AU systems and the African development context is an advantage.

5. Duty Station

The selected candidate shall be based in Addis Ababa, Ethiopia at the AU Headquarters.

6. Contract Duration

The initial contract amount shall be for one year with the possibility of extension subject to resource availability, satisfactory performance, and approval of the appointing authority.

7. Renumeration

Remuneration shall be monthly. The AUC shall pay the Consultant for services rendered at the rate(s) per man/month spent, subject to a maximum of eight hours per day in accordance with the rates agreed during contract negotiations.

8. Reporting

The consultant will report to the Head of Division, SCMD

9. Services /Facilities to be provided by the Client

The AUC shall provide the following.
- Office accommodation
- Computer, Photocopying, Stationary
- Facilitation of Visa and
- Internet Access