

AFRICAN UNION

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**PAN AFRICAN VETERINARY VACCINE CENTRE
CENTRE PANAFRICAIN DES VACCINS VETERINAIRES
AU-PANVAC**

Debre Zeit, ETHIOPIA P. O. Box 1746 Telephone : 251 11 433 8001 Fax : 251 11 433 8844
E-mail: aupanvac@africa-union.org

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

SERVICE PROVISION

INFORMATION TECHNOLOGY SERVICE TECHNICIAN

AU-PANVAC/LIPC/006.25

Date: **October 2025**

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TERMS OF REFERENCE

SERVICE PROVISION

INFORMATION TECHNOLOGY SERVICE TECHNICIAN

1. Background

The livestock sector has consistently played a major role in poverty reduction and food security and considered as one of the main contributors towards the attainment of the Millennium Development Goals (MDGs).

The African Union Pan African Veterinary Vaccine Centre (AU-PANVAC) is the AU technical Centre responsible for "promoting the availability of safe, effective and affordable veterinary vaccines in Africa.

In the implementation of its mandates, AU-PANVAC plays a critical role in the enhancement of quality of veterinary vaccines in Africa and their adequate utilization by producers in the field and in supporting national and regional diagnostic laboratories to access needed reagents and enhance their diagnostic capacities.

2. The Pan African Veterinary Vaccine Centre (PANVAC) Structure

It is paramount important to recognize that the current structure of AU-PANVAC did not consider the importance of the information technology for the fulfilment of

its mandates during. Consequently, AU-PANVAC is intending to procure a service provider – Information Technology Service who shall be responsible for managing the information technology to its staff by liaising with the directorate of Management Information Service of the Headquarters and establish Bar Code system to the quality control certificates issued to AU Member States Laboratory and international partners while the proposed structure of AU-PANVAC is in the process of reviewing by the concerned authority.

3. Objectives of the work

The aim of the Service Provider – Information Technology Service work is to ensure the staff of AU-PANVAC is fully supported in respect of information technology and put in place the bar code system to quality control certificate issued to AU Member States laboratories and international partners.

4. Scope of the Work

The service provider shall perform the following duties:

1. Identify the information technology need of AU-PANVAC staff and provide the required assistance,
2. Update all the required software's and anti-virus to the computers of AU-PANVAC,
3. Liaise with the directorate of Management Information Systems (MIS) of the Headquarters for the necessary support from the directorate of MIS both software and hardware to AU-PANVAC,
4. Initiate the Bar Code System and make it operational to the Quality Control Certificate issued to AU Member States Laboratories and international partners,
5. Perform any other related duties as required by the Director of PANVAC

5. Specific Tasks

The service provider will deliver the following specific tasks:

- Identify the needs and support AU-PANVAC Staff in respect of information technology,

- Update the software and anti-virus to the computers of the AU-PANVAC,
- Liaise with the directorate of MIS for support both software's and hardware's
- Initiate the Bar Code System to quality control certificate issued by AU-PANVAC,
- Perform any other related duties as required by the Director of PANVAC.

6. Deliverables

The service provider shall deliver a monthly activity report related to the scope and tasks carried out.

7. Timeline

The assignment shall be for a period of six (6) months beginning 16th November 2024.

8. Duty Station

The service provider will be based at the Pan African Veterinary Vaccine Centre (AU-PANVAC), Bishoftu, Ethiopia.

9. Service provider fee and schedule payments

- a) The service provider will be paid a monthly lump sum of **USD 2,000**. (Two Thousand United States Dollars only) on a monthly basis for the assignment. This amount includes all of the service provider's fees, reimbursables and profits as well as any tax obligation that may be imposed on the service provider. It excludes travel costs and daily subsistence allowance, when the service provider is required to travel on official mission, which will be fully paid for by the AU-PANVAC in line with the relevant Guidelines and procedures.
- b) Payments will be based on outputs/deliverables specified in the TOR and upon certification of satisfactory work by the Supervisor. The payment will be made on monthly basis subject to submission of satisfactory report by the service provider and acceptance of the same by the Client.

10. Qualification and Experience of the Service Provider

- I. Candidates must hold at least a BSc in Computer Science.
- II. 5 years' Work experience on information technology preferably on laboratory information management system and bar code system;
- III. Adds value to team-based activities;
- IV. Demonstrates integrity, a collaborative spirit, a sense of achievement, and in past experiences;
- V. Languages: Fluency in English (required); French, Arabic and Portuguese (desired).
- VI. Good knowledge of the AU policy making processes, prospects, and challenges will be an added advantage

11. Evaluation and Qualification criteria

For evaluation of the submission the following criteria will be applied:

Technical proposal evaluation points		
1	General Education, Qualification and General training	30
2	Experience relevant to the Assignment	60
3	Understanding of the assignment	10
	Total	100

12. Language Requirements

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

13. Contract Management Reporting

The contract will be managed by the African Union Pan African Veterinary Vaccine Centre (AU-PANVAC). The Service provider will report on its activities to

the Senior Veterinary Vaccine Officer and Finance & Administration Office of AU-PANVAC.

14. Invitation

AU-PANVAC now invites eligible Individual Service provider to express 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. Any clarification requests shall be addressed to the email address hereunder

Documents required

- a) Cover letter
- b) CVs

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

15. Address for delivery of Expression of Interest and Clarification requests

Expressions of Interest must be delivered by email to the address below not later than 15:00 local time, on **Tuesday 28 October 2025**.

The email subject shall clearly state the title of the assignment and procurement number.

**PAN AFRICAN VETERINARY VACCINE CENTER AFRICAN UNION
COMMISSION (AU-PANVAC)**

Attn: Dr. Bodjo S. Charles

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