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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

**CONSULTANCY SERVICES ON SECURITY SECTOR REFORM (SSR) AND DISARMAMENT,
DEMOBILIZATION AND REINTEGRATION (DDR)**

PROCUREMENT NUMBER: AUC/PAPS/GCPD/C/015

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SECTION I: LETTER OF INVITATION

15 April 2026

Dear Applicants,

REF: CONSULTANCY SERVICES ON SECURITY SECTOR REFORM (SSR) AND DISARMAMENT, DEMOBILIZATION AND REINTEGRATION (DDR)

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 CVs for the assignment as per attached Terms of Reference (TORS).
2. A Consultant will be selected on the basis of their qualifications and experience in accordance with the provisions in the evaluation criteria. The technical evaluation weighs 70%. The best three(03) applicants will take an Oral Interview which will weigh 30%.
3. The EOI must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
 - (iii) Certified/Notarized copies of academic certificates
4. The EOI must be submitted to the following e-mail address: tender@africanunion.org with a copy to IsaacS@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 the EOI is **1500hrs** Addis Ababa Time, on **30th April 2026**. Late applications will not be considered.
7. This Request for Expressions of Interest comprises of the following:
Section I – This Letter of Invitation
Section II - Terms of Reference

Yours sincerely,

Head, Supply Chain Management Division

CALL FOR PROPOSAL – INDIVIDUAL CONSULTANT

CONSULTANCY SERVICES ON SECURITY SECTOR REFORM (SSR) AND DISARMAMENT, DEMOBILIZATION AND REINTEGRATION (DDR)

APP Ref: AUC/PAPS/GCPD/C/015

TERMS OF REFERENCE

1. Background

As part of its mandate to provide technical support to AU Member States and Peace Support Operations on Disarmament, Demobilization, and Reintegration (DDR) and Security Sector Reform (SSR), the African Union (AU) Commission has been assisting national institutions in fulfilling their responsibilities. This support has included the deployment of consultants to AU liaison offices and missions to strengthen their capacity to provide technical assistance to the national SSR and DDR bodies, in line with continental and regional policies and frameworks such as the AU SSR Policy Framework and various Operational Guidelines on DDR.

The 1226th meeting of the AU Peace and Security Council (PSC), held on 6 August 2024 on the theme “Constitutionalism, Democracy, and Governance”, highlighted that current threats to stability undermine the objectives of Silencing the Guns by 2030 and Agenda 2063. The Council emphasized the need for a holistic and inclusive approach to address the root causes of instability. Likewise, the 1232nd PSC meeting, held on 18 September 2024 on “Civil-Military Relations and Conflict Management in Africa”, underscored the importance of the sustainability of SSR and DDR efforts, as well as their complementarity in promoting human rights, accountability, and oversight.

These elements reaffirm the critical importance of inclusive, well-structured, and sustainable SSR and DDR processes that contribute to peace consolidation, post-conflict reconstruction, and socio-economic development within a framework of conflict prevention.

Against this backdrop, the AU Commission plans to deploy a senior Consultant to its Liaison Office in the Democratic Republic of the Congo (DRC).

2. Objective of the Assignment

The overall objective of the consultancy is to provide strategic and technical guidance to the AUC and its Liaison Office in the DRC by conducting a focused assessment of the political, institutional, and operational landscape of SSR and DDR as well as Small Arms and Light Weapons (SALW).

The consultant will develop a concise, action-oriented roadmap that reflects national ownership, enhances coordination, and defines potential AU support in a complex and evolving context. These recommendations are also intended to inform the development of a broader national roadmap with concrete steps for implementing inclusive and accountable SSR and DDR processes.

3. Scope of the Assignment

The consultant will work under the supervision of the Ag. Special Representative of the Chairperson of the AU Commission (SRCC).

The SRCC will collaborate closely with the Directorate of Governance and Conflict Prevention (GCP) within the Political Affairs, Peace and Security (PAPS) Department, specifically through the DDR/SSR Division.

Under the guidance of the Ag. SRCC, the Scope of Work for the Consultant will include:

1. Provide strategic and technical advice to the African Union (AU) and the AU Liaison Office in the Democratic Republic of Congo (DRC) on potential Security Sector Reform (SSR) and Disarmament, Demobilization, and Reintegration (DDR) support priorities. This will be based on consultations and interventions with DRC counterparts and other relevant stakeholders.
2. Conduct comprehensive field assessments to evaluate existing DDR initiatives and Community Violence Reduction (CVR) programs.
3. Offer guidance on DDR and SSR initiatives involving national, state, and non-state actors, with particular emphasis on community engagement, local non-state actors, and the integration of gender mainstreaming to promote increased women's participation in the security sector.
4. Identify gaps, needs, and opportunities where the AU can provide catalytic support, including policy development, institutional capacity building, and mobilization of funding.

5. Support the AU in mobilizing and coordinating international assistance for DDR, SSR, and Small Arms and Light Weapons (SALW) control as interconnected initiatives.
6. Collaborate closely with the African Union Commission's (AUC) Governance and Conflict Prevention (GCP) Directorate to ensure all assigned tasks align with best practices and the standards outlined in the AU Policy Framework on SSR, DDR, and SALW programs.

4. Effort and Time Frame

The assignment is expected to last for a period of three (3) months, commencing as soon as the consultant is recruited. The consultant's deployment is scheduled to begin on **01 July 2026** and conclude on **31 September 2026**. During this period, the consultant will be required to deliver the reports outlined in the deliverables section of the assignment.

5. Specific deliverables

The consultant will be required to submit the following key deliverables in line with the assignment timeline and payment schedule:

a. Inception Report:

Within ten (10) days of the commencement of the assignment, the consultant shall submit an inception report. This report should reflect initial findings and guidance provided during the induction meeting with the Acting Special Representative of the Chairperson of the African Union Commission (SRCC) in the Democratic Republic of Congo (DRC), and in close collaboration with the AUC's Governance, Conflict Prevention and DDR/SSR Division. Upon approval and acceptance of the inception report, the Commission shall release **10%** of the consultancy fee.

b. Mid-Term Report:

After forty (40) days of work, the consultant shall submit a mid-term report summarizing consultations with key DRC counterparts and relevant stakeholders. The report should highlight critical findings related to Disarmament, Demobilization and Reintegration (DDR), Security Sector Reform (SSR), and Small Arms and Light Weapons (SALW). Upon approval of this report, **50%** of the consultancy fee shall be disbursed.

c. Final Report:

Following an additional thirty (30) days of work, the consultant shall submit a final report detailing assessed needs and priorities, along with actionable recommendations and an

implementation plan. Upon acceptance and approval of the final report, the remaining **40%** of the consultancy fee shall be paid.

6. Duty Station:

AU LIAISON OFFICE in The Democratic Republic of Congo (DRC) Air travel to and from the duty station, will be provided by the Commission under the principle of direct route and cheapest economy class ticket, in accordance with the AU Rules and Regulations.

7. Assignment Management and Administration

The immediate supervision of the assignment shall be done by the Ag. AU SRCC and AU Liaison Office in DRC. The DDR/SSR Division, under the Directorate for Governance Prevention, as the focal point at the AU Commission, will work closely with the AU Liaison office team on the execution of the activities and delivery of the expected deliverables.

8. Consultancy Fees

The Consultant will be paid a lumpsum of fixed fee of **US Dollars Nineteen Thousand (19,000)** for the assignment. The payment will be phased in accordance with the various deliverables as indicated above and is inclusive of all costs and profits as well as tax obligations that may be imposed on the Consultant.

9. Qualifications

The consultant should be a holder of a minimum of an advanced University degree (Master) in the field of Political Science, Law, International Relations or any related Social Sciences. Having a certification on an internationally recognized course on Security Sector Reform or on Disarmament, Demobilization and Reintegration (DDR) would be an added advantage.

10. Experience

- a. At least ten (10) years of work experience on peace and security issues, with five (5) of such years devoted to work related to security sector reform or disarmament, demobilization and reintegration and conflict management on the African continent
- b. Have the ability to conduct high level discussions and to work closely with high level representatives of governments, military officials, NGOs and multi-lateral institutions in complex peace and security environments with multiple interests.
- c. Experience in providing technical DDR/SSR support to AU Member States in complex environments, along with strong knowledge of arms and ammunition control issues, is highly required.

- d. Experience in providing training, facilitation, conflict management or peace processes support especially in the African context, especially in the Democratic Republic of Congo specifically, will be a clear added advantage.
- e. Be computer literate and well versed in the use of the Internet, Power Point, Excel and Word. Keep abreast of other available technology;
- f. Have excellent writing, negotiating, analytical and communication skills.

11. Required Skills

- Significant knowledge of SSR, DDR, SALW concepts, terminology, and research and policy literature, particularly on the African continent is required.
- Have proven interest in following developments in the security sector in Africa.
- Excellent writing skills and ability to clearly communicate both in writing and speaking, including public speaking and Power Point presentations.
- Good interpersonal skills.

12. Languages

Proficiency in oral and written French is required. Knowledge of English would be an added advantage.

13. Evaluation Criteria:

SN	Award Criteria	Maximum Points
1	Academic Qualifications	
	Master’s degree in Political Science, Law, International Relations, or related Social Sciences (required). Additional certification in SSR/DDR is a strong asset.	15
2	Professional Experience in SSR/DDR	
	At least 10 years of relevant work experience, including 5 years specifically in SSR, DDR, or conflict management in Africa. Experience providing technical support to AU Member States or similar institutional settings.	25
3	Field and contextual experience, Strategic and Technical Advisory Skills	
	Demonstrated experience in complex peace and security environments—especially in the DRC or similar contexts. Familiarity with arms and ammunition control and CVR initiatives. Experience in field assessments, strategic guidance, and developing roadmaps. Ability to identify gaps and coordinate international assistance.	25

	Demonstrated experience in engagement with high-level discussions and work with senior representatives of governments, military, NGOs, and multilateral institutions. Strong grasp of SSR/DDR strategy and implementation in multi-stakeholder environments.	15
4	Communication and Interpersonal Skills	
	Proven experience to draft reports and deliver presentations. Experience engaging effectively with high-level stakeholders.	10
5	Language Proficiency	
	Fluency in French (oral and written) is essential. Working knowledge of English is a strong asset.	10
	Total Points	100

Note:

1. Pass mark is 75 points. The weight for the technical evaluation is 70
2. Oral Interviews will be conducted for the top three (03) candidates. The weight for Orals is 30