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REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

CONSULTANCY FOR PLANNING OFFICER

PROCUREMENT NUMBER: AUC/PFS/CS/001

SECTION I: LETTER OF INVITATION

Dear Applicants,

REF: CONSULTANCY AS PLANNING OFFICER

1. The African Union Commission wishes to recruit highly qualified African experts 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 under the Fixed Budget Selection Method and the pass mark shall be 70%. The budget is indicated in the ToRs.
3. The Eols must include the following:
 - (i) A Cover Letter outlining the understanding of the assignment and methodology
 - (ii) CV demonstrating experience with similar assignments.
4. The Eols must be submitted to the following e-mail address: tender@africanunion.org with a copy to zerihuna@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 **1500** Addis Ababa Time, on **8th June 2026**. Late applications will not be considered.
7. This call for 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 Division

TERMS OF REFERENCE (TOR)

Planning Officer: Consultant

Peace Fund Secretariat: African Union

1. Background

The African Union Peace Fund (AUPF) serves as an extraordinary testament to the Africa Union's unwavering commitment and commendable progress towards realizing its exemplary ideals. A testament to Africa's 'Unity of Purpose,' the current manifestation of our founding fathers ideals of Pan Africansim, it is an institution that has been meticulously designed to harness the full potential of our collective resources to propel our own development and advance our peace efforts. The Peace Fund was initially established in June 1993, predating the AU itself, and revitalized through the reform process with enhanced governance structures and financial rules which was supported by the AU Assembly Decision 605 (XXVII) dated 18 July 2016. The Peace Fund is an essential operational tool in fulfilling the AU's mandate of achieving peace and security on the continent and building an integrated and prosperous Africa.

The legal basis for the AUPF can be found in Article 21 of the Protocol Relating to the Establishment of the Peace and Security Council (PSC) of the African Union, which called for the establishment of a fund to provide necessary financial resources for peace support missions and other operational activities related to peace and security in Africa. Today, the Peace Fund is expected to play a critical role in the broader African Peace and Security Architecture (APSA).

The financial objective of the revitalized Peace Fund is to achieve a target of US\$400 million as an initial endowment as Member States contributions and to attract external funding through the Executive Council decision. However, the peace and security challenges of our continent require much more than this initial endowment that requires a concerted effort by all interested parties to increase access to resources significantly higher than what has been targeted as an initial capital.

The Peace Fund has an enhanced governance structure and oversight mechanisms focused on achieving the goals of a rapid, flexible, and responsive source of funding. The Crisis Reserve Facility (CRF), as a component of the Peace Fund, provides rapid, emergency response funding for peace and security

crises in Africa. The CRF provides the institution with the flexibility to address rapid onset crises that erupt without sufficient warning.

As part of the institutional support program, the Government of Denmark has provided financial support to the Peace Fund Secretariat to strengthen its operational capacity and to establish an ODA compliant funding window within the Peace Fund. In addition, through the capacity strengthening initiative, the Embassy is supporting the recruitment of technical experts to enhance the Secretariat's ability to effectively manage and implement its activities. In this context, these Terms of Reference have been prepared to recruit a Planning Officer to support the Peace Fund Secretariat on a consultancy basis.

2. Purpose of the Assignment

The purpose of this consultancy is to provide technical and strategic support to the Peace Fund Secretariat to strengthen the planning, coordination, and operationalization of the Peace Fund. The assignment will contribute to enhancing strategic and operational planning processes, improving coordination mechanisms, supporting the development of ODA-compliant funding frameworks, and strengthening planning and monitoring systems to ensure effective implementation and alignment with AU strategic priorities.

3. Objectives

The main objective of this consultancy assignment is to provide technical and strategic support to strengthen the planning, coordination, and operationalization of the Peace Fund, specifically to:

- Support development and implementation of Peace Fund strategic and operational plans.
- Strengthen coordination and planning processes.
- Support development of ODA-compliant funding mechanisms.
- Improve planning and monitoring systems.

4. Scope of Work

Under the overall supervision of the Peace Fund Secretariat, the Planning Officer will provide technical support to strengthen the planning, coordination, and operational effectiveness of the Peace Fund. The consultant will undertake the following tasks:

a) Strategic and Operational Planning

- Support the development and implementation of the Peace Fund's strategic and operational plans.
- Assist in translating strategic priorities into actionable work plans and implementation frameworks.
- Contribute to the review and refinement of planning processes to ensure alignment with African Union strategic priorities.

b) Coordination and Program Alignment

- Support coordination among relevant AU departments, implementing partners, and stakeholders involved in Peace Fund initiatives.
- Facilitate planning and coordination processes to ensure coherence and alignment between funded programs and Peace Fund strategic objectives.
- Assist in preparing coordination meetings, planning sessions, and related documentation.

c) Development of ODA-Compliant Funding Mechanisms

- Provide technical support in the development and operationalization of ODA-compliant funding windows and mechanisms within the Peace Fund.
- Assist in ensuring that funding frameworks and processes align with international development assistance standards and donor requirements.
- Support documentation and reporting related to ODA compliance.

d) Monitoring, Evaluation, and Reporting

- Support the strengthening of planning, monitoring, and reporting systems for Peace Fund activities and funded programs.
- Assist in the development of monitoring frameworks, indicators, and reporting tools.
- Contribute to periodic progress reports, performance assessments, and knowledge products related to Peace Fund initiatives.

e) Technical and Advisory Support

- Provide technical advice to the Secretariat on planning, monitoring, and coordination issues related to the Peace Fund.

- Support the preparation of analytical briefs, presentations, and reports for internal and external stakeholders.

5. Expected Deliverables

The consultant will be expected to deliver **monthly report** of following outputs during the course of the assignment:

a) Support to Strategic and Operational Planning

- Technical inputs and documentation supporting the development or refinement of the Peace Fund's strategic and operational plans.
- Annual or periodic work plans aligned with Peace Fund strategic priorities.

b) Strengthened Coordination and Planning Processes

- Documentation and technical support for coordination and planning meetings, including agendas, briefing materials, and summary reports.
- Recommendations to improve coordination and alignment among Peace Fund-supported initiatives.

c) ODA-Compliant Funding Framework Support

- Technical inputs and documentation supporting the development or operationalization of ODA-compliant funding mechanisms within the Peace Fund.
- Guidance notes or analytical briefs related to ODA compliance and donor alignment.

d) Monitoring and Reporting Frameworks

- Strengthened monitoring and reporting tools, including indicators, templates, or frameworks to track the implementation of Peace Fund activities and funded programs.

e) Progress and Technical Reports

- Periodic progress reports summarizing activities undertaken, results achieved, challenges encountered, and recommendations.
- A comprehensive report summarizing the work undertaken, key outputs delivered, lessons learned, and recommendations for strengthening the planning, coordination, and monitoring systems of the Peace Fund.

6. Consultancy Fee

Remuneration is payable on monthly basis upon submission of monthly delivery report. The fixed budget allocated for this assignment is **US\$ 4000** with the total contract amount of **USD48,000**. This cost includes all consultant's costs and profit. Fees payable does not include costs associated with project related travels, coordination/organization of project related activities and events, stakeholder dialogues, consultations, and workshops. These costs will be met by the AU.

7. Duration of Consultancy

The exercise will be undertaken within the period of twelve (12) months subject to renewal based on progress and performance.

8. Reporting

The Planning consultant shall report to the Director of the Peace Fund Secretariat.

9. Payment Method

Payment will be made every month as per the service confirmation and approval by the Director of Peace Fund Secretariat.

10. Duty Station

African Union Commission Headquarters, Addis Ababa, Ethiopia.

11. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

- Bachelor's degree or above in International Relations, Public Administration, Development Management, or a related field.
- A minimum of three (3) years of relevant experience for a Bachelor's degree holder or one (1) year of relevant experience for a Master's degree holder in planning or program coordination.
- Previous experience working with the African Union Commission (AUC) and familiarity with AUC planning and reporting tools is desirable.
- Certificates of short-term training in areas such as Project Management, Planning, Monitoring, Evaluation, and Reporting will be considered an added advantage.
- Strong analytical and organizational skills.
- **Language:** Proficiency in at least one AU working language is required. Knowledge of additional AU languages is an advantage

12. Evaluation Criteria.

For evaluation the following criteria will be applied:

S/N	Award Criteria	Allocated Point
1.	General Education, Qualification and Relevant Training	20
2.	Relevant experience related to the assignment	30
3.	Technical approach and methodology	30
4.	Work Plan	10
5.	Proficiency in at least one AU working language is required. Knowledge of additional AU languages is an advantage	10
Total		100

13. Required Documentations

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) Technical Proposal not exceeding 7 pages on
 - i. Understanding and interpretation of the TOR
 - ii. Methodology to be used in undertaking the assignment
 - iii. Time and activity schedule

2) Personal Capacity Statement

- I. Relevant experience related to the assignment
- II. A detailed Curriculum Vitae of the Consultant outlining the following:
 - Educational and Professional Qualification/Certifications
 - Relevant experience in similar assignments (clearly state the duties and the achievements in different sections under each position occupied)
 - References with Phone number and email addresses

14. Invitation

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:

- Cover letter - Understanding of the assignment / TOR
- Methodology to be used in undertaking the assignment
- Time and activity schedule /work plan
- CV

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

Proposals must be delivered in a written form to the address below not later than **15:00** hours local time, on **8th June 2026**.

**African Union Commission,
Addis Ababa, Ethiopia**

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E-mail : tender@africanunion.org

And zerihuna@africanunion.org