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## **REQUEST FOR EXPRESSIONS OF INTEREST (EOI)**

**Consultancy for Senior Monitoring and Evaluation Expert**

**PROCUREMENT NUMBER: AUC/PFS/CS/001**

## SECTION I: LETTER OF INVITATION

Dear Applicants,

### REF: Consultancy for Senior Monitoring and Evaluation Expert:

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](mailto:tender@africanunion.org) with a copy to [zerihuna@africanunion.org](mailto: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 **8<sup>TH</sup> 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)**

### **Senior Monitoring and Evaluation Expert: 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 Senior Monitoring and Evaluation Officer to support the Peace Fund Secretariat on a consultancy basis.

## **2. Purpose of the Assignment**

The purpose of this consultancy is to provide strategic leadership and technical expertise to strengthen the monitoring, evaluation, reporting, and learning systems of the Peace Fund Secretariat.

The assignment will support the establishment of a robust results-based management framework to track the implementation, performance, and impact of Peace Fund-supported initiatives, including ODA eligible programmes. The consultant will also contribute to strengthening institutional learning, accountability, and evidence-based decision-making within the Peace Fund and ensure that monitoring and evaluation processes are aligned with AU strategic priorities and international development cooperation standards.

## **3. Objectives**

The main objective of this consultancy is to provide strategic and technical support to strengthen the monitoring, evaluation, and learning functions of the Peace Fund Secretariat, specifically to:

- Develop and operationalize a comprehensive Monitoring, Evaluation and Learning (MEL) system for the Peace Fund.
- Strengthen results based planning, monitoring, and reporting for Peace Fund programmes and initiatives.

- Enhance the tracking, evaluation, and performance assessment of Peace Fund funded activities, including ODA-compliant initiatives.
- Strengthen institutional learning, knowledge management, and evidence-based decision making.
- Improve accountability and transparency in the management and reporting of Peace Fund resources.

#### **4. Duties and Responsibilities**

Under the overall supervision of the Director of the Peace Fund Secretariat, the Senior Monitoring, Evaluation and Learning Expert will provide strategic, technical, and operational support to strengthen the monitoring and evaluation systems of the Peace Fund. The consultant will undertake the following tasks:

##### **a) Development of Monitoring, Evaluation and Learning Systems**

- Design and operationalize a comprehensive Monitoring, Evaluation and Learning (MEL) framework for the Peace Fund.
- Develop monitoring guidelines, procedures, indicators, and reporting standards for Peace Fund-supported programmes.
- Establish results-based monitoring tools and performance tracking systems aligned with AU results frameworks.
- Support the integration of MEL systems into the Peace Fund's strategic and operational planning processes.

##### **b) Monitoring and Performance Tracking**

- Establish systems for tracking the implementation and performance of Peace Fund-supported initiatives and programmes.
- Compile, validate, and analyse monitoring data from implementing partners and funded programmes.
- Develop monitoring dashboards and performance tracking tools to support decision-making.
- Conduct periodic programme reviews and performance assessments of funded initiatives.

##### **c) Evaluation and Impact Assessment**

- Design and oversee the implementation of **evaluations of Peace Fund-supported programmes**, including mid-term and final evaluations.
- Develop evaluation methodologies, frameworks, and terms of reference for programme assessments.
- Lead analytical studies and impact assessments to measure the effectiveness of Peace Fund interventions.

- Provide recommendations to improve programme design, implementation, and impact.

#### **d) Strategic Reporting and Results Based Management**

- Strengthen results based reporting systems for the Peace Fund Secretariat.
- Prepare analytical reports, monitoring briefs, and performance updates for AU leadership and governance structures.
- Support the preparation of strategic reports for the Peace Fund Executive Management Board and other oversight bodies.
- Contribute to donor reporting and accountability requirements, including reporting related to ODA compliant funding mechanisms.

#### **e) Knowledge Management and Institutional Learning**

- Establish systems for capturing lessons learned, best practices, and knowledge products from Peace Fund-supported initiatives.
- Develop knowledge management tools and documentation to support institutional learning.
- Facilitate learning workshops and internal knowledge sharing processes within the Peace Fund Secretariat.

#### **f) Oversight of Peace Fund Initiatives**

- Provide monitoring and technical oversight to ensure the effectiveness and efficiency of Peace Fund supported initiatives.
- Review programme proposals and implementation reports to ensure alignment with Peace Fund priorities and monitoring standards.
- Support the Secretariat in strengthening programme accountability and performance management mechanisms.

#### **g) Advisory Support to Governance Structures**

- Provide analytical and monitoring support for statutory meetings of the Peace Fund governance structures.
- Prepare monitoring reports, evaluation summaries, and analytical briefs for governance bodies and senior AU leadership.
- Provide strategic advice to the Peace Fund Secretariat on strengthening monitoring, evaluation, and accountability systems.

## 5. Expected Deliverables

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

- a) **Monitoring, Evaluation and Learning (MEL) Framework**  
A comprehensive MEL framework for the Peace Fund, including monitoring guidelines, indicators, reporting templates, and performance tracking systems.
- b) **Monitoring Tools and Performance Tracking Systems**  
Development of monitoring dashboards, reporting templates, and analytical tools to track the performance and impact of Peace Fund-supported initiatives.
- c) **Periodic Monitoring and Performance Reports**  
Preparation of regular monitoring reports and analytical performance updates on Peace Fund programmes and initiatives for internal management and governance bodies.
- d) **Evaluation Frameworks and Analytical Studies**  
Development of evaluation methodologies and analytical studies assessing the effectiveness and impact of Peace Fund-supported initiatives.
- e) **Independent Evaluation Group of Peace Fund:** Overall coordination and support to the functions of the Independent evaluation Group of the African Union Peace Fund
- f) **Development of new program initiatives:** Development of new programs and projects for financing the activities of the African Union Peace Fund
- g) **ODA-Compliant Funding Window Framework**  
Technical documentation supporting the establishment and operationalization of an **ODA-compliant funding window within the Peace Fund**, including eligibility criteria, operational guidelines, and compliance mechanisms aligned with OECD DAC standards.
- h) **ODA Monitoring and Reporting Tools**  
Development of monitoring and reporting frameworks to track **ODA-eligible Peace Fund activities**, ensuring compliance with donor reporting requirements.
- i) **Institutional Learning and Knowledge Products**  
Preparation of lessons learned reports, knowledge briefs, and documentation capturing best practices from Peace Fund-supported initiatives.
- j) A comprehensive report summarizing the work undertaken, key outputs delivered, lessons learned, and recommendations for strengthening the monitoring, evaluation, reporting, and ODA-compliance 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\$ 8,600** with the total contract amount of **USD86,000**. This cost includes all consultants costs and profits. 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.

## **3. Duration of Consultancy**

The exercise will be undertaken within the period of ten (10) months subject to renewal based on progress and performance.

## **7. Reporting**

The Monitoring and Evaluation Consultant reports to the Director of the Peace Fund Secretariat.

## **8. Payment Method**

Payment shall be made monthly, based on the submission of reports and their confirmation and approval by the Director of the Peace Fund Secretariat.

## **9. Duty Station**

African Union Commission Headquarters, Addis Ababa, Ethiopia.

## **10. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT**

- Advanced university degree (master's or equivalent) in Public Administration, Development Management, Public Policy, Monitoring and Evaluation, or a related field.
- Minimum of ten (10) years of progressively responsible experience in monitoring and evaluation, results-based management, programme management, or strategic planning within international organizations, development institutions, or peace and security programmes.
- Demonstrated experience in designing and implementing monitoring, evaluation and learning (MEL) systems, results frameworks, and performance tracking tools for complex programmes or multi-stakeholder initiatives.
- **Language**-Proficiency in at least one AU working language is required. Knowledge of additional AU languages is an advantage.

## 11. 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/activities and timelines	10
5.	Proficiency in at least one AU working language is required. Knowledge of additional AU languages is an advantage	10
<b>Total</b>		100

## 12. 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 /work plan

### 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

### **13. 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 **8<sup>th</sup> June 2026**

**African Union Commission,**

**Addis Ababa, Ethiopia**

**Tel: +251 (0) 11 551 7700 – Ext 4305**

**Fax : +251 (0) 11 551 0442; +251 11-551-0430**

**E-mail : [tender@africanunion.org](mailto:tender@africanunion.org)**

**And [zerihuna@africanunion.org](mailto:zerihuna@africanunion.org)**