

**REQUEST FOR EXPRESSION OF INTEREST  
(REOI)**

**(CONSULTING SERVICES– INDIVIDUAL CONSULTANT)**

**ASSIGNMENT TITLE: Selection of Junior Procurement Consultant**  
**Reference No: - AUC/SCMD/C/003**

**BACKGROUND**

The AU is established as a Political Institution with a broadened focus on Regional integration and cooperation as a basis for enhanced democratic governance, rule of law, prosperity and poverty reduction. The Institution has the ambition to further enhance its effectiveness and efficiency to constantly adjust its operations to the evolving needs and mandates of the African citizens and drive the Continent's integration and the institutional transformation process, a prerequisite for organization capacity and systems enhancement, which is required to support its day to day activities.

Given the nature of its work within the Commission, the Operation Support Service Directorate has the mandate to develop and implement sound SCM Strategies with the mission that serve and support our customer and stakeholders in attaining Agenda 2063 Aspiration by providing quality procurement management service in an efficient, effective and transparent manner whilst ensuring best value for money. The AU SCMD is working in the vision to become a continental center of excellence for quality procurement, travel management and store management service provider in the near future.

The African Union Commission (AUC) now invites potential individual consultant for Junior Procurement Consultant position so as to fill the gap the Supply Chain Management of the Directorate.

**A. OBJECTIVES**

The objective of the consultancy service is to recruit an individual consultant that support the AU Supply Chain Management Division (SCMD) to handle small value contracts of Goods, Consultancy and Non-consultancy services.

**B. SCOPE OF WORK**

The junior procurement consultant will be part of the AU Supply Chain Management Division (SCMD) and expediting most of the small value contracts of Goods, Consultancy and Non-consultancy procurement activities in an effective and efficient manner.

### **C. MAJOR ROLES AND RESPONSIBILITIES**

The following are the major responsibilities of the consultants;

- Prepare a detailed procurement plan/schedule in consultation with the procurement division and the business unit.
- Initiate planned procurement activities as per the agreed schedule;
- Prepare RFQ for small value contracts of goods, consultancy and non-consultancy services
- Prepare Invitation for Bids (IFB) , RFQ and arrange for the publications of the SPNs in accordance with the Protocols of Agreements;
- Attend the opening of bids at stipulated time and place. Records bids as read out;
- Undertake bid evaluation both preliminary, financial and Technical requirements and compile the evaluation report in accordance with the AU Procurement manual.
- Prepare awards and contracts in conformity with the requirements of the AU Procurement manual and AU FRR;
- Prepare PO and letter of guarantee to the winning company or service provider.;
- Maintain procurement documents in proper filing system;
- Perform other related duties and responsibilities assigned by the supervisor.

### **D. INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS**

The junior procurement consultant will report functionally to the AU Supply Chain Management Division head and the Director of OSSD in the AU headquarter.

### **E. QUALIFICATIONS AND EXPERIENCE**

The junior procurement consultant will have, not limited to, the following qualifications and experience:

- A University degree, in Procurement and Supply Chain Management, Business Administration, Finance, Law, Economics, Accounting or related field from a recognized institution.
- Good knowledge of standard procurement methods and procedures will be a distinct requirement;
- Minimum two (2) years relevant working experience in procurement at junior level, in international organization like AU
- Knowledge of the AUC procurement procedures and documentation will be an added advantage;
- Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;
- Experience in SAP is an additional advantage.

- Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- Fluency in written and spoken English/French. Knowledge of other African Union working languages would be an added advantage;
- Excellent analytical skills and report writing.

#### **F. OTHER REQUIREMENTS**

- Excellent planning, organising and writing skills;
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Excellent organizational and recordkeeping skills;
- Experience in dealing with senior business executives and government officials;
- Good team player while being independent and able to work autonomously.

#### **H. REFERENCES**

Verifiable references and membership of professional organization(s). Previous work experience in international organization will be a strong advantage.

#### **I. PERFORMANCE CRITERIA**

The performance of the Procurement Expert will be evaluated quarterly. The criteria used to measure his/her performance will be:

- Timely processing of procurement requisitions
- Ability to meet deadlines in terms of procurement
- Compliance with procurement procedures foreseen in the Grant, measured by the number of rejected submissions for prior examination and post-review audit findings (technical and financial)
- Delivery of tendered supplies and services.

#### **J. DURATION AND TIMING**

Contract duration will initially be six (6) months with possibility of extension for the other six months based on the consultant performance and availability of budget.

#### **K. DUTY STATION**

The consultant will be based in the HQ AUC Addis Ababa, Ethiopia

## **L. REMUNERATION**

Remuneration is payable on a monthly basis. It is negotiable but based on qualifications and experience and the applicable AU rates for the level of the consultancy. Fees payable do 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.

The following shall be made available by the AUC:

- Office Space;
- Computer, Photocopying, Stationary;
- Facilitation of Visa and
- Internet Access

## **M. EVALUATION AND QUALIFICATION CRITERIA**

- General experience - 10 Points
- Specific Experience relevant to the assignment – 50 Points
- Qualifications – 30 Points
- Language – 10 Points

The African Union Commission now invites eligible Individual Consultants (“Consultants”) to submit their CVs in providing the Services and required documents as per the evaluation and qualification criteria. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The junior Consultant will be selected in accordance with the “AU Procurement Manual

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

CVs must be delivered in a written form following **the above criteria** to the emails below before 15:00 Hours Local Time on 24<sup>th</sup> May 2024

African Union Commission,

Attn: Head of Procurement Travel and Store Division

Building C, Room 327

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@africa-union.org](mailto:tender@africa-union.org);