



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

Name of Project: Eastern Africa Regional Statistics Program-for-Results (EARSPforR)

Grant No: P176371

Assignment Title: Individual Consultant (IC) - Contracts Management Consultant.

Reference No. TN-STATAFRIC - AUC-498147-CS-INDV

1. Background

The African Union Institute for Statistics, known as STATAFRIC, was established in January 2013 by the African Union Summit of Heads of State and Government held in Addis Ababa, Ethiopia. It is headquartered in Tunis, Tunisia. STATAFRIC's strategic vision is to serve as the Centre of Reference for the production of high-quality statistics on Africa. Its mission is to deliver comparable, reliable, and timely statistics, and to consistently support the African integration agenda through evidence-based decision-making, thereby contributing to the realization of the African Union's vision.

The African Union, through the STATAFRIC Project, is seeking to recruit a qualified and experienced Contracts Management Consultant to strengthen the procurement and contract oversight function for its multi-donor-funded initiatives. This role is critical to ensuring contractual compliance, value for money, and efficiency in delivering the project outcomes.

2. Objectives of the assignment

The objective is to provide comprehensive contract management support to STATAFRIC Projects, ensuring effective procurement oversight, vendor performance monitoring, compliance with AU and donor policies, and risk mitigation across all contractual engagements.

3. Scope of Work

The Contracts Management Consultant shall work under the STATAFRIC Project Implementation Unit with functional oversight by the Operational Support Services Division (OSSD) Directorate. S/he will support in expediting contractual activities from drafting, planning, implementation, monitoring, administration, evaluation, closure, and audit readiness for the three STATAFRIC projects.



4. Duration and Timeline

The assignment shall be for a period of 12 months, renewable subject to the satisfactory performance, availability of funds, and the project timelines.

5. Duty Station

The Contracts Management Consultant will be based in Addis Ababa at the **African Union headquarters**.

6. Evaluation Criteria

The Candidate shall be evaluated based on the following:

No.	Evaluation Criteria	Description	Weight (%)
1.	Educational and Professional Qualifications.	Relevant Advanced degree (<u>A Master's degree</u> in a relevant field such as Supply Chain Management, Procurement, Business Administration, Law, or a related discipline), and professional certifications with full membership (e.g., CIPS).	<u>25%</u>
2.	Relevant Experience in Contracts and Procurement Management.	<u>Minimum</u> five (5) years of demonstrated experience managing contracts and procurement for international, donor-funded, and multilateral organizations (e.g., African Union, World Bank).	<u>30%</u>
3.	Familiarity with International Procurement Frameworks.	Experience with international/ public procurement guidelines.	<u>20%</u>
4.	Expertise in systems and reporting tools.	<u>ERP systems (SAP, Navision)</u> , and tools like STEP or equivalent donor platforms, data analytics tools, contract drafting, MS Excel.	<u>10%</u>
5.	Skills and Competencies.	Strong analytical and reporting, negotiation, and communication skills; vendor relationship management, capacity to operate in multicultural environments, and Knowledge of one of the <u>AU's official languages</u> .	<u>15%</u>
Total Score.			100%

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.



The African Union Commission now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by **16 February 2026 before 15:00 Hours Local Time**

African Union Commission,
Attn: Head, Supply Chain Management Division - Operations Support Services Division
Directorate
Building C, 3rd Floor,
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@africanunion.org



Terms of Reference (ToR)

Individual Consultant (IC) - Contracts Management Consultant

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2. Objective of the assignment

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3. Scope of Work

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4. Major Roles and Responsibilities

4.1 Main Functions:

- 1) Lead contract drafting, review, negotiation, and administration with service providers and vendors, ensuring compliance with African Union policies and standards.
- 2) Serve as the liaison between STATAFRIC and legal/procurement units for all contract-related processes.



4.2 Specific Responsibilities:

- 1) **Contract Drafting & Negotiation:** Draft, review, and negotiate agreements with service providers while ensuring compliance with African Union and World Bank procurement guidelines.
- 2) **Cross-Department Collaboration:** Work with legal, procurement, and other departments to finalize contractual terms.
- 3) **Contract Administration & Performance Monitoring:** Oversee implementation, track obligations, and ensure timely delivery and adherence to terms.
- 4) **Amendments & Renewals:** Manage contract modifications, renewals, and expiration tracking.
- 5) **Financial Oversight:** Review and approve vendor invoices to confirm accuracy.
- 6) **Stakeholder Relations & Issue Resolution:** Maintain relationships with service providers, resolve disputes, and ensure clear communication.
- 7) **Risk Management & Compliance:** Identify risks, implement mitigation strategies, and ensure adherence to procurement policies.
- 8) **Reporting & Documentation:** Maintain contract records, provide analytical reports, and ensure an organized repository.
- 9) **Training & Capacity Building:** Deliver training on contract management procedures and develop institutional tools and guidelines.

5. Institutional and Organizational Arrangements

The Contracts Management Consultant will report functionally to the OSSD Directorate at the African Union Headquarters and administratively to the Project Manager and the Executive Director of the STATAFRIC.

6. Required Qualifications and Experience

The Contracts Management Consultant will have, not limited to, the following qualifications and experience:

- A master's degree in a relevant field such as Supply Chain Management, Procurement, Business Administration, Law, or related discipline, with a minimum of five (5) years of progressive experience in World Bank financed projects contract management and procurement.

6.1 Additional Requirements (Experience):

- 1) Demonstrated experience working with international organizations, multilateral institutions, or the public sector is highly desirable.
- 2) Familiarity with procurement frameworks and policies of international organizations such as the **African Union**, and donor institutions (e.g., **World Bank**).
- 3) Practical experience using procurement systems and platforms, including familiarity with the ERP systems (e.g., **SAP**, **Navision**) and contract management tools like the World



Bank's **STEP** (Systematic Tracking of Exchanges in Procurement) or similar contract management tools, is an added advantage.

- 4) Holding a professional certification, such as **CIPS** (Chartered Institute of Procurement & Supply) at full membership (MCIPS) or Professional Diploma, or other internationally recognized credentials, is considered a strong asset.

6.2 Required Skills & Competencies:

- 1) Deep understanding of contract law, procurement principles, and donor compliance.
- 2) Excellent negotiation, communication, and interpersonal skills.
- 3) Strong analytical and problem-solving capabilities.
- 4) Proficiency in ERP systems (e.g., **SAP**, **Navision**) and contract management tools.
- 5) Ability to manage multiple contracts and competing priorities.
- 6) Demonstrated ethical conduct and ability to foster vendor transparency.
- 7) Sensitivity to multicultural and international work environments.
- 8) Good team player while being independent and able to work autonomously.

7. References

Verifiable references and membership of professional organization(s).

8. Performance Criteria

The performance of the Contracts Management Consultant will be evaluated quarterly. The criteria used to measure his/her performance will be:

- Proper implementation of contract management.
- Ability to meet deadlines in terms of contract duration.
- Compliance with contractual procedures foreseen in the Grant.
- Proper contract closure.

9. Duration and Timing

The assignment shall be for a period of **12 months**, renewable subject to satisfactory performance, availability of funds, and project timelines.

10. Duty Station

The Contracts Management Consultant will be based in Addis Ababa at the **African Union headquarters**.

11. Remuneration

The contract is time-based, and 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 consultancy for the World Bank funded projects. 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.

The following shall be made available by the AU for the consultant:

- Office facility;
- Computer, Photocopying, Stationary;
- Facilitation of Visa and,
- Internet Access in the AUC compound.

12. Services and Facilities provided by the client (AU)

The AU shall make the following available:

- Office space and internet connectivity.
- Visa support and mission travel arrangements.
- Access to relevant tools, documentation, and internal systems.

13. Evaluation and Qualifications Criteria

The following technical evaluation criteria will be used to select the most appropriate Individual Consultant (IC):

No.	Evaluation Criteria	Description	Weight (%)
6.	Educational and Professional Qualifications.	Relevant Advanced degree (<u>A Master's degree</u> in a relevant field such as Supply Chain Management, Procurement, Business Administration, Law, or a related discipline), and professional certifications with full membership (e.g., CIPS).	<u>25%</u>
7.	Relevant Experience in Contracts and Procurement Management.	<u>Minimum</u> five (5) years of demonstrated experience managing contracts and procurement for international, donor-funded, and multilateral organizations (e.g., African Union, World Bank).	<u>30%</u>
8.	Familiarity with International Procurement Frameworks.	Experience with international/ public procurement guidelines.	<u>20%</u>
9.	Expertise in systems and reporting tools.	<u>ERP systems</u> (SAP, Navision), and tools like STEP or equivalent donor platforms, data analytics tools, contract drafting, MS Excel.	<u>10%</u>
10.	Skills and Competencies.	Strong analytical and reporting, negotiation, and communication skills; vendor relationship management, capacity to operate	<u>15%</u>



	in multicultural environments, and Knowledge of <u>one</u> of the <u>AU's official languages</u> .	
	Total Score.	100%

14. Level of effort and timetable

It is expected that the assignment will start at the beginning of March 2026.