



**AFRICAN UNION INTERAFRICAN BUREAU FOR ANIMAL
RESOURCES**

TERMS OF REFERENCE

**CONSULTANCY SERVICES: PROCUREMENT
CONSULTANT**

FEBRUARY 2024

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PROCUREMENT CONSULTANT
INDIVIDUAL CONSULTANCY

1. Background

The African Union Inter-African Bureau for Animal Resources (AU-IBAR) is a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy and Sustainable Environment (DARBE) of the African Union Commission (AUC). AU-IBAR's mandate is to support and coordinate the utilization of livestock, fisheries and wildlife as a resource for both human well-being and economic development in the African Union member states (AU-MS) and Regional Economic Communities (RECs).

This mandate is delivered in line with the AU-IBAR programme priorities through various projects. In the course of project implementation, AU-IBAR undertakes extensive procurements for services, goods, consultancies and works; engages extensively with partners on funding arrangements; and provides funding to implementing partners through grants and sub-delegation agreements.

AU-IBAR with the support of its partner, Bill and Melinda Gates Foundation, has secured funding to implement a Resilient Feed and Fodder Systems (RAFFS) project, a part of which will be utilized to engage a Consultant to support the Procurement Unit.

2. Objective of the Consultancy:

The main objective of the consultancy is to provide responsive, effective, and quality expert procurement services to internal staff and project partners, while achieving best value for money, ensuring a competitive, fair and transparent process, and to support the overall planning and execution capacity of AU-IBAR.

3. Tasks

Under the direct supervision of the Director of AU-IBAR, the incumbent will undertake the following areas of work so as to achieve the objectives of AU-IBAR:

- In consultation with Business Units of AU-IBAR, support in the preparation, updating, implementation, and monitoring of the procurement plan;
- Undertake the procurement of goods and services as per the internal procurement policies, manuals, and guidelines;
- Review specifications and Terms of Reference (TORs) to ensure completeness, accuracy, and compliance with quality standards;
- Prepare bid documents required to facilitate procurement operations, including requests for quotation, requests for Expressions of Interest, Procurement Notices, Bidding documents, Tender Evaluation Reports, contracts, and other related documents;
- Participate in the evaluation of proposals and related tasks, as may be required, and as per internal procurement policies, manuals and guidelines;
- Draft, negotiate, and finalize contractual correspondence and documents until the award of contracts;
- Prepare monthly status reports on procurement activities in consultation with other procurement colleagues;
- Carry out regular market assessments to maintain accurate knowledge of market prices for most common goods and services;

- Capture procurement data and identify progress towards the achievement of procurement schedules, including updating and maintaining procurement records and filing system as per AU-IBAR's policy;
- Provide procurement advice to the AU-IBAR internal team and project partners where applicable;
- Expeditiously follow up supply of goods and services and submit payment requests to the finance unit for action;
- Prepare minutes and reports of procurement committee meetings including obtaining the necessary AU-IBAR internal approvals;
- Perform any other procurement activities as may be requested by the AU-IBAR Director.

4. Duration of the Assignment

The estimated duration of the assignment is six (6) months. The selected candidate should be available to undertake this assignment with minimum delay.

5. Duty Station

The consultant will be based in AU-IBAR offices in Nairobi, Kenya and will work within the stipulated working hours for the office with travel on specific assignments agreed with the AU-IBAR Management.

6. Fees

The remuneration for this Consultancy is set at **P2 step 5. (Local USD 5,303.34; International USD 6,550.08)**. Expenses for missions will be covered separately in accordance with the applicable African Union Commission rules and regulations. Fees shall be payable upon submission and approval of monthly progress reports.

1. Supervision

The Project Procurement Officer will be under the functional and administrative supervision of the AU-IBAR Director but will work in consultation with all AU-IBAR Units and staff.

2. Requirements

8.1 Educational Qualifications

The successful candidate shall have a Bachelor's degree in Procurement, Logistics, Business Management, Business Administration Supply Management, International Business, Public Administration or related/similar fields or any other related discipline with 5 years continuous experience in providing procurement, logistics or related program management services support for a public and/or private sector agency or program of considerable complexity and size of experience. A Master's degree will be an added advantage.

8.2 General professional experience

- Experience in a procurement office environment is desirable;
- A minimum of five (05) years of relevant work experience in logistics, procurement, administrative services or related areas is required;
- Record of familiarization of institutions and mandates, procurement procedures and documentation of AU-IBAR, AUC or RECs would be an added advantage;
- Good knowledge of procurement processes, challenges and lessons on the continent

8.3 Specific professional experience

- Experience in an international work environment is highly desirable. Specific knowledge and experience in the African Union Commission and/or other organizations (e.g. USDA, European Union; AfDB) procurement procedures will be an added advantage;
- Experience in training, capacity building and improvement of procurement systems in an international organization or large institution;
- Experience working with Enterprise Resource Planning (ERP) system (such as SAP) or similar system is desirable;
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law is desirable

8.4 Skills and Competencies

- **Professionalism** - Proven expertise procurement; demonstrated in-depth technical knowledge and proven analytical skills on issues related to sourcing of goods, services and works;
- **Planning and organizing** - Proven ability to plan and organize work within procurement; ability to make timely decisions;
- **Communication** - Effective written, oral and presentation skills, particularly ability to present information in a concise and accurate manner; ability to develop consensus among people with varying points of view.
- **Teamwork** - Excellent interpersonal skills and ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- **Judgement/Decision-making** - Good judgement and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximise productivity and achieve institution's goals.
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint) including excellent web navigation skills;
- Excellent analytical skills and report writing.

8.5 Language requirement

Proficiency in at least one of the AU working languages (English, French, Arabic, and Portuguese) is a must (oral and written); Knowledge of Swahili is an added advantage.

8.6 Evaluation and qualification Criteria:

The applications will be evaluated on the basis of the criteria set out above and marks awarded as follows:

Criteria	Scores (%)
Education and qualifications relevant to the assignment	25
Relevant work experience (at least 5) years	35
Specific Experience and Understanding of AUC and other (e.g. USDA, European Union) procurement procedures and documentation	30
Proficiency in at least one of the AU working languages (English, French, Arabic, and Portuguese)	10
Total	100

The minimum technical qualification is 70.

8.7 Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

9 Submission of Applications

The AU-IBAR now invites eligible **Individual Consultants** (“Consultants”) to submit the following documents in their application:

- Detailed curriculum vitae
- Signed declaration on exclusion criteria (format provided)
- Copies of academic qualifications
- Copy of identification documents (s) e.g. national passport biodata page. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The proposal and supporting documents should be submitted in English.

The deadline for submission of proposals is **26th February 2024.**

Interested applicants are requested to submit their application via email to: procurement@au-ibar.org with a copy to: alexander.eyong@au-ibar.org

Documents forming part of this application:

- Terms of reference
- Declaration on exclusion criteria
- Data protection and privacy statement