



Terms of Reference

Project Administrative Assistant

Introduction and context

The African Union Inter-African Bureau for Animal Resources (AU-IBAR) is a specialized technical office of the Department Agriculture, Rural Development, Blue Economy and Sustainable Environment (DARBE) of the African Union Commission (AUC). The vision of AU-IBAR is: “An Africa in which animal resources contribute significantly to integration, prosperity and peace”. Its Mission is: to provide leadership and integrated support services for the development of animal resources in Africa.

AU-IBAR’s mandate is to support and coordinate the sustainable development and utilization of animal resources (livestock, fisheries and wildlife) to enhance nutrition and food security and contribute to the wellbeing and prosperity of the people in the Member States of the AU. AU-IBAR is the main vehicle for the African Union to develop appropriate and independent expertise to support and coordinate the sustainable development and utilization of animal resources to enhance food and nutrition security and contribute to the wellbeing and prosperity of the people in the AU Member States.

Under this mandate, AU-IBAR is implementing the Africa Pastoral Markets Development (APMD) Platform project, a 4-year pan-African initiative for investment/market-enabled and adaptive transformation for pastoralism.

AU-IBAR recognizes that pastoralists are critical for Inclusive Agricultural Transformation in Africa as:

- Pastoralists account for 2 – 7% of national GDP and contribute 60 - 80% of meat across Africa (up to 50% of meat exports in many geographies)
- Demand for meat and milk in Sub-Saharan Africa expected to increase by more than 250% by 2050
- Pastoralists provide valuable ecosystem services, using indigenous climate adaptive practices on marginal lands, sequestering carbon, and managing water in Arid and Semi-Arid Lands (ASAL) regions
- Despite potential benefits, pastoral programs have focused on humanitarian activities instead of integrating pastoralists with livestock markets

However, pastoralists are severely marginalized and disproportionately impacted by climate change. Historic investments, though significant, have had limited impact. Given the increasing demand for livestock products, pressure on natural resources, and climate shocks, AU-IBAR is committed to promoting the adoption of a long-term systems lens and coordinated actions within and across countries and sectors/stakeholders to tailor approaches to pastoral communities and archetypes.

With support from the Bill & Melinda Gates Foundation (BMGF), AU-IBAR is hosting and operationalizing the APMD Platform, a 4-year continental initiative, which will build on prior programs and strengthen the pastoral sector enabling environment to:

- Integrate pastoralists into livestock markets, create positive cycles for investment in the value chain, strengthen business continuity, and provide more affordable livestock-sourced products for more consumers.



- Unlock the full potential of up to USD Three Billion of planned pastoral investments over the next 3-5 years
- Strengthen best practice and knowledge sharing for promoting pastoralists' integration into livestock markets; and
- Identify potential areas to shift long-term funding and investments for better outcomes for pastoralists.

The APMD Platform will strategically influence, promote and provide visibility of market-focused interventions to enhance pastoral integration into livestock markets, among key stakeholders. The platform will achieve that by convening and coordinating actions through multi-stakeholder fora designed to implement priority actions under the three pillars below:

- Policy strengthening and strategic implementation,
- Strengthening the pastoralists integration in livestock marketing, and
- Strengthening and diffusing functional data ecosystems

For the implementation of this project, AU-IBAR seeks the services of an “Administrative Assistant, GS5 Level to support the effective implementation and operationalization of the African Pastoral Markets Development Platform.

Objectives

Under the direct supervision of the APMD Platform Coordinator at AU-IBAR, the Administrative Assistant” will work across the platform multi-functional team to support the successful implementation and operationalization of the Platform.

Main Functions

- Project administrative and logistics
- Documentation and recording
- Stakeholder engagement
- Effective communication for knowledge sharing

Key Responsibilities

- i. Collaborate and support cross-functional project teams, providing necessary administrative and logistical support to ensure project activities are effectively executed.
- ii. Organize, coordinate and manage the project team’s calendar of activities
- iii. Travel and conference arrangements: organise hotel and travel bookings; prepare requisite travel documents for meeting attendees (internal & external); in collaboration with the Finance team, prepare budgets for workshops and meetings; support the organisation and execution of meetings, workshops and conferences whether virtual or in-person.
- iv. Execute key administrative tasks, such as document management, preparation of correspondence, management of stakeholder’s data, scheduling, logistics coordination, support to preparation of technical documents, meeting reports/ minutes, presentations, tables, lists, statistics and diagrams etc.



- v. Support day to day operational needs related to stakeholder communication, engagement, and partnership building including supporting the dissemination of relevant documents and materials in accordance with a specific assigned task.
- vi. Assist the knowledge Management expert /officer in the preparation, sharing and dissemination of information and messaging related to pastoral sector marketing
- vii. Assist with the financial tracking, and record keeping on the project expenditure.
- viii. Filing and archives: maintaining accurate and tidy files, electronic filing and archiving system and filing indexes.
- ix. Monitoring completeness and timelines of documentation and inputs for the development of reports.
- x. Follow-up on progress of studies, outsourced to consultants for timely delivery.
- xi. Perform any other duties as may be assigned by the supervisor.

Key Deliverables

- Provision of administrative and logistical support to cross-functional project teams.
- Organized travel and accommodation arrangements for project-related activities, including meetings, workshops, and conferences.
- Effective provision of operational support for stakeholder engagement, including but not limited to meeting coordination and execution, stakeholder outreach, stakeholder communication, etc.
- Accounts of stakeholders convenings and communication such as meetings, workshops, and events organized, including attendee lists, agendas, and outcomes are well maintained.
- An organized digital and physical filing system maintained including correspondence, stakeholder database, records or copies of project reports and outputs, capacity building materials and programs, and copies of procurement processes retained.
- Documentation of regular technical / financial / procurement / capacity building documents and reports outlining the execution of project activities, timelines, budget expenditure and responsible parties.
- Documentation of marketing strategies and materials related to pastoral sector.

Duration:

The duration of this consultancy is Six (6) months, which may be renewed subject to satisfactory performance and availability of funds.

Location

The Consultancy will be based in AU-IBAR offices in Nairobi, Kenya and will be required to maintain the AUC office hours.

Remuneration:

The remuneration for this Consultancy shall be an all-inclusive monthly fee equivalent to GSA-5 on the AUC Salary Scale and shall not exceed US\$ 1,888 per month.

The expert will be responsible for his/her medical and travel insurance cover for the duration of the consultancy. Expenses for travel on official missions will be covered separately by AU-IBAR in accordance with the applicable African Union Commission rules and regulations.



Supervision

The Consultant will work under the technical supervision of the project coordinator and the administrative supervision of the Senior Human Resources and Administration Officer in AU-IBAR.

Requirements

Qualifications:

The successful applicant should have a minimum of a first level university degree in administration, social science or gender studies or a related field.

General Experience:

- At least two (2) years cumulative experience performing administrative or related functions in an international organization or multi-cultural environment.
- Minimum three (3) years' experience working in international organization or multinational firm with operation and projects implemented in multiple countries.
- Experience in taking minutes and preparation of meeting reports.
- Post-qualification working experience, including internship or consultancy in reputable African organization / firm or related functions (administrative services), as well as performing human resource related functions.

Specific Experience

- Minimum of Three (3) years of progressive work experience in project administration, for donor funded projects in multiple-national organization. Priority will be accorded to applicants who have demonstrated experience in projects that incorporate gender dynamics and/or marketing activities.
- Previous experience in supporting project/program operation and implementation. Priority will be accorded to applicants with experience in project / programs supporting agriculture / livestock or pastoral sector.
- Demonstrable experience in planning technical workshops and meetings involving stakeholders at continental, regional, and national levels in Africa.
- Experience in conducting inventories, filling and documentation of activities / reports in issues relating to administration and procurement, as well as maintaining database on relevant stakeholders.
- Record of experience in liaising or communication with African stakeholders.

Other Essential Skills and Experience

- Demonstrated knowledge and competence in administrative and clerical work is required.
- Demonstrated ability to build relationships and work collaboratively with cross-functional teams and external counterparts is required.
- Excellent written and verbal communication skills in English, or more of AU Official language
- Able to work independently and in a team
- Proficiency in one AU official languages; second language will be considered as an advantage.
- Computer skills; Microsoft Office, MS word, Excel, PPT, Outlook.



SELECTION CRITERIA

Applications will be evaluated in accordance with the requirements and the evaluation grid below:

Criteria	Max Score
Qualification	15
General Experience	20
Specific Experience	50
Other Skills	10
Language	5
Total	100

Applicants who meet the technical requirements may be invited for an interview (virtual or in person as is appropriate).

Gender Mainstreaming:

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

Submission of the application

Applications are open to individuals of eligible nationalities. If your career aspirations, qualifications, and experience match the above requirements, please email your application stating **“Administrative Assistant – APMD” in the subject of the email.** Applications should be submitted via email to procurement@au-ibar.org with a copy to albert.obiero@au-ibar.org and should include the title “” in the subject of the email.

The deadline for submission of applications is Friday 3rd May 2024 at 1500 hours Nairobi local time.

Applications should include the following:

- a) A filled Application Form (form is attached);
- b) Detailed curriculum vitae;
- c) Detailed curriculum vitae with names and contact details of professional referees (reference letters may be provided)
- d) Completed declaration on exclusion criteria in the format attached; and,
- e) Copies of identification documents.

A Personal Data Protection and Privacy Statement is attached as information for the applicants.