

AFRICAN UNION  
الاتحاد الأفريقي



UNION AFRICAINE  
UNIÃO AFRICANA

INTERAFRICAN BUREAU FOR ANIMAL RESOURCES  
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES

## **TERMS OF REFERENCE – INDIVIDUAL CONSULTANCY**

### **PROCUREMENT EXPERT – FISHGOV 2 PROJECT**

#### **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, the Swedish International Development Cooperation Agency (SIDA) by way of the Project 'Conserving Aquatic Biodiversity in African Blue Economy', has been granted no-cost extension approval for implementation of the remaining activities.

#### **Objectives of the Assignment**

The objective of the assignment is to provide Procurement Services both technical and operational, in relation to the project. As a member of the Procurement Unit and the FISHGOV 2 Project Team, the Procurement Expert is required to proactively work with all relevant personnel, to ensure the successful delivery of project outputs and project development objectives

#### **Scope of the Assignment**

The Consultant shall be responsible for the following:

- i. Provide support in the management of end – to – end procurement activities from planning to contract award.
- ii. Assist in developing, executing, and administering complex procurements for diverse works, goods and services in accordance with African Union Regulations and internally accepted standards and procedures.
- iii. Provide procurement expert advice on wide ranging and complex technical and other issues relating to institutional procurement.
- iv. In consultation with Business Units, reviews the type of work, goods and services required and recommends appropriate procurement strategy and methods.
- v. Monitor and track the Implementation of the Annual Procurement Plan in close collaboration with Business Units.
- vi. Provide advice and guidance to Business Units concerning development of specifications for acquisition of goods or related services including preparation of price estimates on procurement requests for non-standard items.
- vii. Conduct market research and analysis to inform procurement decisions.
- viii. Collaborate with Business Units to facilitate smooth procurement operations.
- ix. Prepare solicitation documents for goods, work and services to be procured using appropriate methodologies.
- x. Carry out the procurement process, including pre-bidding conference, evaluation of bids, post-qualification and recommendation for award in line with African Union’s Procurement procedures.
- xi. Prepare and present procurement cases to the relevant authorities for approval.
- xii. Coordinate contract negotiations, ensuring adherence to the procurement policies and obtaining value for money
- xiii. Monitor supplier performance and contract compliance, addressing any issues proactively
- xiv. Track orders to ensure prompt delivery of services.
- xv. Provide input on periodic reports and statistics on procurement activities such as purchase orders.
- xvi. Provide technical support in preparation and conducting procurement training on procurement techniques, processes and systems for AU- IBAR staff.
- xvii. Identify and manage procurement risk in the procurement cycle.
- xviii. Liaise with external stakeholders, including donors, and international partners, on procurement-related matters to ensure compliance with applicable rules and procedures.
- xix. Perform any other relevant duty/ responsibility assigned by the Supervisor.

## **Qualifications and Experience Requirements for the Consultant**

The ideal candidate should have:

- i. A minimum of a Master's Degree in Management, Procurement or Supply Chain Management, Finance and Accounting or Public Administration, Business Administration or Law or any other relevant field including training in procurement or related subject, or equivalent by experience;
- ii. Good knowledge of standard procurement methods and procedures following UNCITRAL model / Public Procurement disciplines. Specific knowledge and experience in the AUC procurement procedures will be a distinct requirement;
- iii. At least 7 years of relevant work experience in Procurement, Logistics, Warehousing or Supply Chain management;
- iv. Understanding of fundamental procurement principles. Understanding of EU and AUC procurement procedures and documentation would be an added advantage;
- v. Record of familiarization of institutions and mandates, procurement procedures and documentation of AU-IBAR, AUC or RECs would be an added advantage;
- vi. Good knowledge of procurement processes, challenges and lessons on the continent
- vii. Teamwork: Demonstrated ability to work in a multicultural environment and good interpersonal skills;

### **Deliverables:**

- i. Monthly compiled reports
- ii. Quarterly Publication of consultancies online
- iii. End to end procurement process undertaken for IBAR projects
- iv. Drafting of supplier and consultant contracts
- v. Mechanism for tracking project progress developed and operationalized
- vi. Periodic procurement status updates submitted/delivered to the project team
- vii. Convening the Local Internal Procurement Committee meetings and attendance at the AUC Internal Procurement Committee meetings
- viii. The requirements and responsibilities may be changed by the supervisor during the assignment.

<b>Criteria</b>	<b>Scores (%)</b>
Education and qualifications relevant to the assignment	25
Relevant work experience (at least 7) years	30
Specific Experience and Understanding of AUC and other (e.g. Public Procurement) procurement procedures and documentation	35
Proficiency in at least two of the AU working languages (English, French, Arabic, Swahili and Portuguese)	10
<b>Total</b>	<b>100</b>

### **Duration of the Assignment**

The estimated duration of the assignment is six (6) months renewable subject to performance and availability of funds

### **Duty Station**

The consultant will be based in the AU-IBAR Offices in Nairobi, Kenya.

### **Remuneration**

The remuneration for this Consultancy is set at **AU Salary Grade at P2 Step 5**. 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.

### **Supervision**

The Procurement Expert will be under the functional and under the supervision of the AU-IBAR Director.

### **Medical**

The consultant 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.

### **Submission of Applications**

Applications should be submitted through email to: [procurement@au-ibar.org](mailto:procurement@au-ibar.org) and should include the title **“FISH – GOV 2; Project Procurement Expert”** in the subject of the email.

**Applications Should Include the Following:**

- i. Detailed curriculum vitae (CV) and brief cover letter.*
- ii. Copies of academic and professional certification documents.*
- iii. Proposed methodology and approach for the assignment (workplan).*
- iv. Declaration on exclusion criteria (see format attached).*
- v. Identification documents.*

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