

AFRICAN UNION

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UNION AFRICAINE

UNIÃO AFRICANA

INTERAFRICAN BUREAU FOR ANIMAL RESOURCES  
BUREAU INTERAFRICAIN DES RESSOURCES ANIMALES

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## Terms of Reference

### Planning and Monitoring Officer

#### INDIVIDUAL CONSULTANCY

#### CONTEXT

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy and Sustainable Environment (DARBE) of the African Union Commission (AUC), is mandated to support and coordinate the utilization of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union. The Vision of the AU-IBAR Strategic Plan 2018-2023 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. AU-IBAR's intervention in the fisheries and aquaculture sector is guided by the Policy Framework and Reform Strategy for fisheries and aquaculture in Africa (PFRS) which is aimed at improving governance of the sector for increased sustainable contribution to food security, livelihoods and wealth creation. Within the framework of the African Union 2063, this intervention also guided by the Africa Blue Economy Strategy envisioning an inclusive and sustainable blue economy that significantly contributes to Africa's transformation and growth.

The Africa Blue Economy Strategy is endorsed at the highest political level of the continent. The Strategy incorporates key critical vectors for promoting blue economy development of the continent, including fisheries, aquaculture and ecosystem conservation; shipping, maritime safety and trade; climate change, environmental sustainability and ecotourism; sustainable energy and extractive mineral resources; governance, institutions and job creation.

AU-IBAR, with support from the Swedish International Development Cooperation Agency (SIDA), is implementing a project on “*Conserving Aquatic Biodiversity in African Blue Economy*”, for three year's period. The overall objective of the project is to enhance the policy environment, regulatory frameworks and institutional capacities of AU member states and regional

economic communities to sustainably utilize and conserve aquatic biodiversity and ecosystems. The specific objectives of the project are as follows:

1. Ratify and/or align relevant international/regional instruments related to blue economy themes (with specific reference to protecting and conserving biodiversity)
2. Optimizing conservation and sustainable use of biodiversity while minimizing conflicts among blue economy sub-themes
3. Strengthening measures for mitigating the negative impacts of coastal and marine tourism, oil, gas, deep sea mining and climate change on aquatic biodiversity and environment
4. Strengthening gender inclusivity in aquatic biodiversity conservation and environmental management

For the implementation of this project, AU-IBAR seeks the services of a **Planning and Monitoring Officer**, for a short term consultancy' to support the implementation of activities relating mainly to project planning and monitoring for sustainable exploitation and conservation of aquatic biodiversity in African blue economy.

#### **Objective of the Consultancy:**

The main objective of this consultancy is to support the 'Conservation of Aquatic Biodiversity and Ecosystems in the Context of the African Blue Economy' Project by strengthening its planning, monitoring and evaluation systems and practices and generate evidence-based feedback for delivery of project deliverables.

#### **Job Description Summary**

Under the direct supervision of the Project Team leader at AU-IBAR, the incumbent will undertake the following targeted areas of work so as to achieve the objectives of the Project 'Conserving Aquatic Biodiversity in African Blue Economy':

1. Participate in the design, implementation and periodic reviews of project management processes and tools for strategy development, operational planning and budgeting, and results monitoring and reporting;
2. Provide technical support relating to the implementation of the project, particularly, supporting the project team to achieve strategic alignment with project objectives, by promoting Results-Based Management approach to project planning, management and monitoring of the project through the development of operational annual plans and performance indicators and targets grounded in the overall project work plan;
3. Undertake monitoring missions to track progress of project implementation and generate evidence-based monitoring reports against performance targets of the project to advice the project team on realization of planned deliverables;
4. Design and propose process improvements based on innovative techniques and best practices to ensure that activities pertaining to the annual planning and reporting cycle are implemented as per the project annual work plan;

5. Coordinate the preparation of regular Monthly, Trimester, Semi-Annual and Annual Reports on annual planning and budgeting, and results monitoring and reporting within prescribed timelines for communication with relevant stakeholders;
6. Coordinate the development of the project exit strategy;
7. Perform any other duties assigned by the Project Team Leader and / or the Director, AU-IBAR

**Academic Requirements:** The incumbent should have an advanced University degree in Strategic Management, Project Planning and Management or related fields. An academic degree and relevant experiences in the field of Animal Resource and their ecosystems such as Fisheries and Aquaculture, Environmental Science, Agriculture and Veterinary would be an added advantage

### **General Experience**

- i. At least 7 years of continuous working experience at senior and advisory positions in Results-Based Management (project planning, monitoring, reporting and evaluation) environment
- ii. Evidence of familiarization of functions of Regional Economic Communities, specialized regional institutions and AU Member States in implementation of blue economy related disciplines
- iii. In-depth experience of working within the multi-partner environment at continental, regional and national levels.

### **Specific Experience;**

- i. Working knowledge and evidence of understanding and experience of African Union project planning, monitoring and reporting processes and tools, including the planning cycle;
- ii. An in-depth working knowledge with the African Monitoring and Evaluation Reporting Tool (AMERT) to develop work plans and budgets, and reports;
- iii. Familiarity with African Union Agenda 2063; and the Africa Blue Economy Strategy themes and their linkage to aquatic biodiversity and ecosystems;
- iv. Record of experience of formulation of frameworks, guidelines and strategies related to blue economy themes, including aquatic biodiversity and environmental conservation;
- v. Proven experience and track record of working with project staff to develop work plans and budgets, reporting tools, and results-based reports;

### **Required Skills**

- i. Diplomacy and good interactive skills necessary for dealing with senior officials in Government, Regional Organizations, and donor/development organizations in Africa;
- ii. Good networking skills and ability to maintain positive and constructive dialogue and relationships with key institutions operating in the regions;

- iii. organizational and inter-personal skills, and ability to work in a multi-cultural team environment
- iv. Very strong writing, analytical and communication skills are necessary.
- v. Demonstrated ability to provide strong leadership and foster team environment is required
- vi. Ability to work under pressure and according to tight deadlines
- vii. Essential computer skills in particular competency in the use of basic Windows MS Office programs (Word, Excel, Power Point)
- viii. Proficiency and / or working knowledge of at least two AU languages (English, French, Arabic, Portuguese, Spanish, and Kiswahili)

**DELIVERABLES:**

1. Project annual work plans and budgets
2. Project quarterly calendar of missions and meetings
3. Monthly, Trimester, Semi-Annual and Annual Reports on project implementation progress
4. Field monitoring reports
5. Project Exit Strategy
6. Monthly report of works performed

**Evaluation Criteria:**

The applications will be evaluated on the basis of the relevant technical qualifications, experience and competence of the candidates.

| Criteria                                 | Scores (%) |
|--|------------|
| Qualifications                           | 20         |
| General Experience                       | 25         |
| Specific Experience                      | 40         |
| Other skills                             | 10         |
| Proficiency in AU languages (at least 2) | 5          |

**Gender Mainstreaming:**

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

**Duty station:**

The consultants will be stationed in Nairobi with travel on specific assignments agreed with the AU-IBAR Management.

**Duration:**

The effective duration of this assignment is six (6) months. The contract would be renewable depending on availability of funds and satisfactory performance.

The selected candidate should be available to undertake this assignment as soon as the contract is signed.

**Remuneration:**

The remuneration for this Consultancy is fixed at US\$ 6,873.52 per month equivalent to **P3 Step 9** (local) of the African Union Salary Scale, Monthly Payment after submission of approved satisfactory report.

Expenses for missions will be covered separately in accordance with the applicable African Union Commission rules and regulations.

**Supervision and reporting**

The candidate will be under the direct supervision of the project team leader with oversight supervision by the Director of AU-IBAR. The team leader will have the responsibility of approval of reports

**Application Process**

The deadline for submission of proposals is Wednesday 5<sup>th</sup> June 2024, 15.00 hours, Nairobi Local Time. Applications received after the deadline will not be considered.

The following documents should be submitted with the application:

- Motivation letter summarizing the suitability for this position
- Detailed curriculum vitae
- Copies of academic and professional certificates
- Copies of identification documents
- Signed declaration on exclusion criteria in the format provided

Applications should be submitted via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org).