



**AFRICAN UNION INTERAFRICAN BUREAU FOR ANIMAL RESOURCES**

**TERMS OF REFERENCE**

**CONSULTANCY SERVICES: PROCUREMENT CONSULTANT**

**MARCH 2025**

## **1. Background**

The African Union Interafrican 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 Feed and Fodder project, a part of which will be utilized to engage a Consultant to support the Procurement Unit.

## **2. Objectives of the Assignment**

The objective of the assignment is to support the procurement capacity of AU-IBAR through effective and efficient delivery of procurement services to internal staff and project partners and to support the overall planning and execution capacity of AU-IBAR.

## **3. Scope of the Assignment**

The Project Procurement Officer shall be responsible for the following:

- In consultation with implementing departments of AU-IBAR, prepare, update, implement and monitor the Project Procurement Plan and prepare, track and update the AU-IBAR Procurement Report;
- Undertake the procurement of goods and services in accordance with AUC and funding partner guidelines as stipulated in the AUC Procurement Manual and various project protocols and agreements and provide ongoing monitoring as required;
- Review specifications and Terms of Reference (ToRs) to ensure completeness, accuracy and compliance with quality standards and assist during contract negotiations;
- 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 task on the Project, as may be required and in accordance with its internal procurement policies, manuals and guidelines;
- Draft, negotiate and finalize all types of contractual correspondence and documents;
- Prepare status reports on procurement activities and contract management tables monthly;
- Carry out regular market assessments to maintain accurate knowledge of market prices for most common goods and services;
- Develop tools for capturing procurement data and identifying progress towards the achievement of procurement schedules, including updating and maintaining procurement records and filing system in accordance with AU-IBAR's policy;
- Provide procurement advice to the AU-IBAR internal team and project partners where applicable and ensure the compliance of internal control requirements by team members;
- Expeditiously follow up supply of goods and services and coordinate the submission of payment requests to the finance unit for action;
- Prepare minutes and reports of Procurement Committee meetings;
- Perform any other project-related procurement activities as may be requested by the AU-IBAR Director from time to time.

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

The ideal candidate should have:

- A minimum of BSc. in Procurement or Supply Chain Management or Law, or Public Administration, Business Administration or any other relevant field including training or equivalent experience in procurement or related subject. A relevant post-graduate degree will be an added advantage.
- Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in the African Union Commission procurement procedures will be a distinct advantage;
- At least 5 years of relevant work experience in Procurement or Service Delivery;
- Understanding of basic procurement principles. Understanding of AUC and other (e.g. USDA, European Union) procurement procedures and documentation would be an added advantage;
- Experience in training, capacity building and improvement of procurement systems in an international organization or large institution;
- Proficiency in at least one of the AU working languages (English, French, Arabic and Portuguese) is a must (oral and written);

- Teamwork: Demonstrated ability to work in a multicultural environment and good interpersonal skills;
- Proficiency in using the Microsoft Office suite (Word, Excel, PowerPoint) including excellent web navigation skills;
- Excellent analytical skills and report writing.

## 5. Duration of the Assignment

The estimated duration of the assignment is six (6) months.

## 6. Duty Station

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

## 7. Fees

Fees shall be payable monthly on an all inclusive basis at a rate equivalent to P2 Step 5 on the AUC Salary scale. Fees shall be payable upon submission and approval of a monthly progress report.

## 8. 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.

## 9. Gender Mainstreaming

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

## 10. Evaluation Criteria:

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

Academic Qualifications	20
General Experience	20
Specific Experience	50
Other Skills	10
Total	100

## 11. Submission of Applications

Interested applicants are requested to submit their application via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org). The deadline for submission of applications shall be 18<sup>th</sup> April 2025, Nairobi local time.

Applicants are required 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