

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

 Addis Ababa, ETHIOPIA P. O. Box 3243 Tel: +251 (0)11-551 7700 Fax: +251 (0)11-551 0430

 Website : www.africa-union.org

EXPRESSION OF INTEREST – INDIVIDUAL CONSULTANTS

CONSULTANCY SERVICES TO UNDERTAKE ADMINISTRATIVE SUPPORT

Procurement number: STRC/01/2021

1.0. INTRODUCTION

The African Union (AU) was established as a unique Pan African continental body, charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. The African Union Scientific, Technical and Research Commission (AU-STRC) is a specialized technical institution of the African Union with a long history founded in 1954, the AU-STRC has been at the vanguard of promotion of science and technology in the past 6 decades at continental level.

The African Scientific Research and Innovation Council (ASRIC) was adopted by the Executive council decision (EX.CL.Dec.747 (XXII)), thereby paving the way to establish and operationalize ASRIC. The ASRIC has a broad mandate as outlined in its statute to promote research and innovation to address Africa's socio-economic development challenges.

The AU is funded from assessed contribution from the 55 Member states and funds from Institutional Partners for specific projects in line with its Strategic Plan and agreed priorities with the partners.

Africa Union Scientific, Technical, Research & Innovation (AU-STRC) need Temporary support on Administrative.

The AU-STRC seeks to recruit short term **Consultant** for this assignment.

2.0. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to support and improve the administrative services in the AU-STRC. To achieve the stated objective, AU-STRC wishes to engage the services of individual competent consultant to work with the AU-STRC to carry out the service.

3.0. SCOPE OF SERVICES AND TASKS

The expected scope of service and tasks are as follows;

- Assist in the follow up on logistical arrangements, activity implementation and provision of updates;
- Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents;
- Keep an up to date diary of appointments for supervisors;
- Keep equipment in use in good condition and report on defects for maintenance and other necessary action;
- Provide day to day routine administrative supports to various work units of the assigned Department / Division / Units;
- Perform any other relevant duties and responsibility as may be assigned

4.0. DELIVERABLES FOR THE ASSIGNMENT

- The deliverables for this engagement will improve the administrative and financial services in AU-STRC.

5.0. CONSULTANT REPORTING OBLIGATIONS.

- The Consultants shall produce report according to his or her tasks obligations to the Finance and Administrative Officer Head of Financial Management division on a monthly basis on the tasks identified under Section 4.0.

1. QUALIFICATIONS REQUIREMENTS OF THE CONSULTANTS

1.1. Key Qualifications and Skills

- Diploma in Administrative Services, Officer Management, Secretarial and Clerical related studies with 3 years of progressive work experience in private, Public sector. Experience in diplomatic mission, international organization or international non-governmental organizations, will be an add advantage.

1.2. Evaluation and Qualification Criteria

For evaluation of the expressions of interest the following criteria will be applied:

- Education and Relevant Certification (30 Points)
- Experience related to the Assignment (70 Points)

Interested candidates are requested to submit the following documents for AU-STRC consideration: -

Detailed CV outlining the following: -

- Educational and Professional Qualification/Certifications
- Relevant experience in similar assignment per scope of services & task
- References with Phone number and email addresses.

1.3. CLIENT'S INPUT AND REPORTING

The Consultants shall report to the Finance and Administrative officer and shall closely collaborate with the designated responsible staff as determined by the Executive Director of AU-STRC.

2. DURATION OF THE ASSIGNMENT AND RENUMERATION

The duration of the assignment is 5 Calendar Months from the date of commencement which will commence immediately on appointment.

Africa Union shall pay the Consultant a Fixed Sum of **\$2000 per month**. This amount includes all of the Consultant's professional fees, reimbursable, and profits as well as any tax obligation that may be imposed on the Consultant.

11.0 Submissions

AU-STRC now invites eligible **Individual Consultant** to indicate their interest in providing the Services. Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Further clarification can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

By email:

SebleA@africa-union.org and BayekaP@africa-union.org

Proposals and CVs may be delivered by email or hardcopy to the address below **not later than 15:00 hours local time, on 11th August 2021**. If delivered by email the subject matter must be clearly indicated.

African Union Scientific Technical and Research Commission
Attn: The Local Procurement Committee
Plot 114 Yakubu Gowon Crescent, Asokoro
Abuja, Nigeria
PMB 5368 Wuse Zone 2, Abuja, Nigeria

Note: Any application received beyond the deadline will not be accepted.