Terms of Reference

Consultancy Services for a Policy Officer (Early Warning/Disaster Risk Reduction (DRR) Expert) for the Strengthening Early Warning in Africa (SEWA) Project Under the Africa-EU Space Partnership Programme (AESPP)

(APP Ref: AUC/SEBE/CS/047)

1. Background

1.1. 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. Its Headquarters is located in Addis Ababa, capital city of Ethiopia. The African Union Commission (AUC) is the secretariat of the AU and is the key organ playing a central role in the day-to-day management of the AU.

1.2. The African Union Commission (AUC) is implementing the Strengthening Early Warning in Africa (SEWA) project under the AU-EU Space Partnership Programme. The main objective of SEWA is to enhance the capacity of African Union Member States to produce and deliver space-based services and applications, data, and information for early warning systems related to hazardous weather or climate events.

1.3. The AUC is responsible for the overall continental coordination of the project, which has five outputs: (1) Improved access to, processing, applicability and use of Earth Observation (EO) data, with a focus on meteorological data, and Numerical Weather Prediction (NWP) products and services for Early Warning; (2) Established and operated African Meteorological Satellite Application Facility (AMSAF), including possible support for forecasting capabilities at different ranges; (3) Co-designed and delivered Impact-Based Forecast services and tools; (4) Enhanced coordination with institutional framework for hazardous weather and climate Early Warning and shared knowledge across regions; and (5) Strengthened human capacities, knowledge and community shaping across the Early Warning value chain with a focus on space-based data and technologies.

1.4. The AUC is looking for a short-term consultant to be engaged as Policy Officer (Meteorology Expert) of the SEWA project

2. Scope and Purpose of the Assignment

The Consultant, working closely with the Meteorology Expert, will provide expertise in early warning, make technical follow-ups with the DRR and early warning stakeholders, and ensure smooth execution of early warning technical work. The officer will also support training activities to enhance capacities in the development and use of early warning products. S/he will foster networks with the academia, and research and training institutions including, DRR and early warning communities. The officer will promote synergy building with the meteorological communities and other sectors that utilize early warnings.

3. Main Duties and Responsibilities

The Consultant will be responsible for and carry out the following tasks:

- Support the implementation SEWA-related activities, including preparing and developing reports, budgets, and project work plans
- Actively contribute to the development of regional strategies, policies, programs, and plans to strengthen SEWA systems
- Provide technical and administrative support to the Programme Coordinator in all SEWA-related activities
- Work closely with Member States and partners to facilitate strengthening of new/existing DRR/EW-related User Interface Platforms (UIPs) in the regions and their use for co-design, co-production, evaluation and feedback from all stakeholders, and to refine and improve impact-based forecasting services and tools
- Support development and access to customized anticipatory action triggers, mapping of key hazards and the production of risk maps at regional and nations levels
- Facilitate networking and foster peer-to-peer experience sharing among SEWA countries and regions, encouraging knowledge exchange and collaboration
- Provide support to the establishment and implementation of the governance arrangements of AMSAF
- Offer technical support in the development of resource mobilization strategies, ensuring alignment with regional stakeholders.
- Support the organization of the biennial African fora for the project's life-span
- Ensure coordination with the AMHEWAS programme and with international relevant bodies related to EO data needs and decision-making processes for Early Warning
- Facilitate collaboration between weather and climate agencies, research institutions, and technology companies to innovate and improve IBF capabilities and warning tools
- Liaise with WMO Regional Training Centres on the delivery of tailored trainings to experts from RCCs and Member States
- Perform any other related duties assigned by supervisor.

4. Gender Mainstreaming

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

5. Duration of the Assignment

The exercise will be undertaken within a period of six (6) months

6. Consultancy Fee

The contract will be a time-based contract, and AUC shall pay the Consultant a fee of up to USD7,101.00 per month. Total amount not exceeding US$42,606.00 for the six (06) months assignment. This amount includes all of the Consultant's fees and profits, as well as any tax obligation that may be imposed on the Consultant.

7. Duty Station

The Consultant will undertake the work on site at AUC Headquarters, Addis Ababa

8. Contract Management and Reporting

The Consultant will report on his/ her activities to the Head of Division, Sustainable Environment within the Sustainable Environment and Blue Economy Directorate.

9. Language

Proficiency in at least one of the African Union working languages (Arabic, English, French, Portuguese); knowledge of other AU working languages will be an added advantage.

10. Qualification and Experience

The Candidates must have:

- Candidates must have a minimum of a Master's Degree in Environmental Studies, Sustainable Development, Geography, Meteorology, Climatology, or related field and minimum of four (3) years relevant work experience including in early warning
  OR
- A Bachelor's Degree in Environmental Studies, Sustainable Development, Geography, Meteorology, Climatology, or related field and minimum of four (5) years relevant work experience including in early warning, DRR
- Knowledge/expertise of multi-hazard early warning systems, anticipatory action, impact-based forecasting and issues in Africa
- Technical expertise and experience in supporting multi-hazard early warning programmes with special emphasis on strengthening spatial technologies and earth observation (EO)

11. Evaluation and Qualification Criteria

S/N	Award Criteria	Allocated Points
1.	General Education, Qualifications and Relevant Training	35
2.	Relevant experience related to the assignment	55
3.	Fluency in an AU language e.g. English; knowledge of any other AU language is an asset (French, Arabic, Portuguese, Spanish or Swahili)	10
	Total	**100**

Minimum score is 70 points (pass mark).

12. Invitation

The African Union Commission now invites eligible Individual Consultants to submit their CVs and requested information. Interested candidates must provide information demonstrating that he/she has the required qualifications and relevant experience to undertake the assignment.

Documents required:

- Cover letter
- A detailed Curriculum Vitae of the Consultant
- Copies of Educational and Professional Qualifications/Certifications

- Relevant experience in similar assignments (clearly state the duties and the achievements in different sections under each position occupied)
- Three References (two of which must be work-based from your most recent assignments) with phone number and email addresses

Further clarifications can be obtained at: tender@africanunion.org with CC: **SenamiM@AfricanUnion.org** during office hours 08:00-17:00 hours Local Time. Always quote the APP Reference.

Proposals should be submitted by email to the address below, no later than **3.00 pm Addis Ababa** time on **22nd October 2026.** Submissions received after the deadline will be rejected.

Address:

The Head, Supply Chain Management Division
African Union Commission, Addis Ababa, Ethiopia
Building C, 3rd Floor; Tel +251115517700
Email; tender@africanunion.org