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AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES P.O. Box 6274 Arusha, Tanzania – Telephone: +255 272 510 510 Website:www.african-court.org / Email: registrar@african-court.org		

AFCHPR/PTS/2026/139
Date: 16 October 2026

REQUEST FOR EXPRESSION OF INTEREST (REOI)
DATABASE OF PREQUALIFIED INDIVIDUAL CONSULTANTS

COMMUNICATION ASSISTANT

1. BACKGROUND

The Communication Unit of the African Court on Human and Peoples' Rights (AfCHPR) is responsible for promoting the Court's visibility, public awareness and engagement with various stakeholders through media relations, digital communication, publications, audio-visual content and other communication activities.

The Unit continues to operate with limited human resources despite an increasing volume of responsibilities. The workload is particularly demanding during Ordinary Sessions of the Court, which also involve official events, stakeholder engagements, institutional activities and special initiatives requiring communication and publicity support.

Given the volume and diversity of these responsibilities, there is a recurring need for temporary professional support in specialised areas of communication and media, particularly during periods of increased activity.

The Court therefore seeks to engage a qualified Communication Consultant to provide temporary professional and operational support to the Communication Unit during Ordinary Sessions of the Court and related activities.

(For further details, please visit: <https://www.african-court.org/afchpr/>)

2. OBJECTIVE OF THE CONSULTANCY

The objective of the consultancy is to strengthen the operational capacity of the Communication Unit during Ordinary Sessions of the Court by providing additional professional support in communication and publicity, content development, media relations, multimedia production, website management and digital communication.

The consultant will contribute to the timely production and dissemination of communication materials and effective coverage of Court proceedings, decisions, events and other institutional activities undertaken during the Sessions.

3. Scope of work and responsibilities

Under the supervision of the Senior Information and Communications Officer and Head of Communication Unit, the consultant will provide media, communication and publicity services during Ordinary Sessions of the Court, including related events, institutional activities and special initiatives.

The responsibilities will include the following:

3.1 Communication Support for Court Sessions, Events and Special Projects

- Provide communication and publicity support during Ordinary Sessions of the Court and related events and activities.
- Assist in planning and coordinating communication activities before, during and immediately after Sessions.
- Prepare and disseminate communication materials, digital updates and event highlights.
- Coordinate publicity and communication coverage of Session proceedings, delivery of decisions and other activities held during Sessions.
- Monitor traditional and digital media coverage of Ordinary Sessions, public hearings, delivery of decisions and related activities, and compile media monitoring reports and summaries.

- Contribute to communication and visibility activities for special projects and institutional initiatives undertaken during Sessions.
- Assist in coordinating visits to the Court by stakeholders, delegations, students and other groups, including related communication and publicity activities.
- Prepare communication reports, activity summaries and related documentation.

3.2 Content Development, Writing and Editing

- Draft and edit website articles, institutional stories, summaries and other public information materials relating to Court Sessions and associated activities.
- Support the development of key messages, talking points and explanatory content on the Court's proceedings, decisions and activities for different audiences.
- Prepare and package content for publication across the Court's website, social media platforms and other communication channels.
- Contribute content for publications, campaigns and special initiatives undertaken during Sessions.
- Review communication materials to ensure accuracy, clarity and consistency with the Court's communication standards.

3.3 Media Relations and Engagement

- Assist in coordinating media coverage of Court Sessions, events and related activities.
- Prepare and distribute press releases, media advisories, press kits and other media materials.
- Facilitate media inquiries, interviews and engagement with journalists across Africa and internationally.
- Support media accreditation, access arrangements and coordination of journalists covering Court activities, where required.

- Maintain and update media contact lists and other relevant media engagement records.

3.4 Multimedia and Visual Communication Support

- Support the development of multimedia content for Court Sessions and associated activities, including short videos, reels, visual highlights, graphics and other digital communication products.
- Assist with photography and videography coverage of Court Sessions, events and meetings.
- Select, edit, caption and prepare photographs and videos for publication.
- Develop basic graphics, posters, banners and other visual communication materials.
- Contribute to the preparation of infographics and simple data visualisations.
- Assist with livestreaming coordination and related audio-visual activities, as required.
- Organise and manage photographs, videos and other digital assets for publication and archiving.

3.5 Website and Digital Content Management

- Support the uploading, updating and formatting of website content relating to Court Sessions and associated activities.
- Publish press releases, updates, audio-visual materials and other Session-related information, including approved materials relating to decisions.
- Organise and present Session-related content on the Court's website.
- Assist in maintaining consistency between the Court's website and other digital communication platforms.
- Manage and organise digital communication materials generated during Sessions.

3.6 Digital and Social Media Management

- Support the management of the Court's social media platforms, including Facebook, Instagram, X, LinkedIn and YouTube, during Ordinary Sessions.

- Develop, adapt, schedule and publish content relating to Court proceedings, decisions, events and other Session-related activities.
- Provide real-time updates and digital coverage during Court Sessions and associated events.
- Contribute to the implementation of digital campaigns and audience engagement initiatives linked to Session activities.
- Monitor social media performance and prepare basic analytics reports on Session-related communication activities.

The consultant will undertake assignments based on the Communication Unit's operational priorities, with specific responsibilities and deliverables determined according to the nature and requirements of each Session and its associated activities. Specific deliverables and timelines will be agreed upon with the Head of Communication Unit based on the priorities and requirements of each Session.

3.6 Expected deliverables

The consultant will be expected to contribute to the following outputs, depending on the assignments undertaken:

1. **Communication planning and coordination** undertaken for Ordinary Sessions of the Court, including preparation of communication plans, content schedules and coordination of publicity activities.
2. **Communication and publicity activities** implemented during Ordinary Sessions of the Court, including related events and special initiatives.
3. **Communication materials** developed and disseminated, including press releases, media advisories, articles, summaries and other public information content.
4. **Digital and social media coverage** provided for Court proceedings, delivery of decisions and Session-related activities across the Court's digital platforms.

5. **Media relations and engagement** facilitated, including coordination of journalists, interviews and media inquiries, as well as media monitoring and reporting.
6. **Stakeholder relations and engagement** facilitated, including coordination of visits, preparation of communication materials and publicity of stakeholder activities.
7. **Multimedia and visual content** developed, including graphics, photographs, short videos, promotional materials and event highlights.
8. **Communication and visibility materials** prepared for institutional campaigns, publications and special projects.
9. **Digital and audio-visual materials** organised and maintained for publication and archiving.
10. **Periodic activity reports** prepared, covering outputs delivered, media coverage, digital engagement and other communication activities.

Specific deliverables and timelines will be agreed upon with the Head of Communication Unit based on the priorities and requirements of each Session.

4. EDUCATIONAL QUALIFICATIONS

The communication consultant should possess:

- A university degree in Communication, Journalism, Media Studies, Public Relations, Digital Media or another relevant field.

5. WORK EXPERIENCE

- A minimum of three (3) years of relevant professional experience in communication, journalism, public relations, digital media or related fields, with demonstrated experience in content development, media engagement and digital communication.
- Demonstrated experience in digital and social media management, including content development and publishing.

- Strong writing, editing and communication skills, with experience producing content for different audiences and platforms.
- Practical experience in media relations, institutional communication or event publicity.
- Familiarity with website content management systems and digital publishing.
- Basic knowledge of multimedia content production, photography, video editing or graphic design.
- Experience working with international or regional organisations, public institutions or similar environments would be an advantage.

6. REQUIRED SKILLS

The consultant should demonstrate:

- Excellent writing, editing and verbal communication skills.
- Strong digital communication and social media management abilities.
- Ability to develop engaging content for different audiences and communication platforms.
- Familiarity with digital content creation and editing tools, including Canva, Adobe applications or equivalent software.
- Good organisational skills and the ability to manage multiple assignments and deadlines.
- Creativity, initiative and the ability to work independently and as part of a team.
- Ability to work effectively in a fast-paced environment, particularly during Court Sessions and major events.
- Professionalism, discretion and attention to detail.
- Familiarity with AI-enabled communication tools and emerging digital technologies would be an added advantage.

7. Language requirements

Fluency in written and spoken communication in at least one of the official AU working languages (Arabic, English, French, Portuguese, Spanish or Kiswahili). Working knowledge of an additional AU language is an added advantage.

8. DURATION OF THE CONSULTANCY

Qualified consultants admitted to the roster will be engaged on a short-term, time-based basis, depending on the needs of the Court during its Ordinary Sessions and related activities.

The duration of each assignment will be determined by the specific requirements of the Session, including any necessary preparatory and post-Session activities.

Supervision and reporting

The consultant will work under the supervision of the Head of Communication and collaborate with other members of the Communication Unit and relevant Units of the Court.

The consultant will submit periodic activity reports and deliverables as agreed upon with the supervisor.

9. Consultancy Fees

- The consultant shall be issued with a time-based Contract at standard institutional rates

10. APPLICATION PROCEDURE

Interested candidates are requested to submit the following:

- Copies of diplomas, attestations, certificates, etc. to be uploaded through the online application form; or link provided above

- Curriculum Vitae of the Consultant detailing multimedia, interpretation support, AI tools, NDI, hardware maintenance, and IT support experience to be uploaded through the online application form;
- Any supporting documents as proof of relevant experience related to the assignment (copies of previous contracts and/or screenshots (e-mails) thereof: 1 contract per year of experience)
- Contacts of organizations previously worked for
- Curriculum Vitae of the Consultant detailing multimedia, interpretation support, AI tools, NDI, hardware maintenance, and IT support experience
- Consultancy Application Form duly filled and signed

11. SUBMISSION DEADLINE

- Applications must be submitted electronically through the portal no later than 15 November 2026 at 17:00 local time (GMT+3).

Quotations must be returned to:

Email: tender@african-court.org

(The maximum size of attachments is 25 MB. If the size of your attachment exceeds 25 MB, please send it over several emails.)

Request for clarification;

Bidders requesting clarification of the items, technical requirements or conditions stipulated in this REOI shall communicate in writing with African Court office through the email address: procurement@african-court.org

12. IMPORTANT INFORMATION

- Only shortlisted candidates meeting all specified criteria will be considered for inclusion in the Court's Database of Consultancy Services for Communication Assistant.

- Inclusion in the Database shall not constitute a commitment or guarantee of a contract award by the Court.
- Incomplete applications or applications missing any of the required supporting documents, including a CV, academic certificates, and recommendation letter, shall not be considered for evaluation.
- The African Union is an equal opportunity employer; female candidates are strongly encouraged to apply.

Dr. Robert Eno

DocuSigned by:



Registrar of the Court