

AFRICAN UNION		UNION AFRICAINE
الاتحاد الأفريقي		UNIÃO AFRICANA
UNIÓN AFRICANA		UMOJA WA AFRIKA
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/2026/137

Date: 16 October 2026

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

REPRODUCTION ASSISTANT

1. BACKGROUND

The African Court on Human and Peoples' Rights (the Court) is a continental judicial institution established by Member States of the African Union (AU) to ensure the protection of human and peoples' rights across Africa. The Court complements and reinforces the functions of the African Commission on Human and Peoples' Rights. Established pursuant to Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (adopted in June 1998 in Ouagadougou, Burkina Faso, and entered into force on 25 January 2004), the Court maintains its seat in Arusha, United Republic of Tanzania.

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

2. PURPOSE

To update its roster of qualified experts, the Court invites eligible individual consultants to submit Expressions of Interest (EOI) to provide Reproduction Assistant Consultancy Services during the Court's Ordinary Sessions and other official meetings on an as-needed basis.

3. SCOPE OF WORK AND KEY DELIVERABLES

Under the overall supervision of the Head of the Legal Division and the direct supervision of the Documentalist and Reproduction and Distribution Clerk, the Consultant will undertake the following responsibilities:

- Document Distribution: Coordinate with the Documentation Unit to distribute judicial and administrative documents during Court Sessions and official meetings.
- Records Management: Organize, manage, and safeguard physical and digital records across the Court's storage systems.
- Reprographic Support: Assist in photocopying, collating, organizing, stapling, binding, laminating, and printing judicial and administrative documents.
- Materials Handling: Sort, label, and catalog documentation materials for efficient retrieval.
- Digitization & Indexing: Support the scanning, indexing, and digital archiving of judicial and administrative records in liaison with Registry.
- General Support: Perform any other related administrative duties as assigned.

4. EDUCATIONAL QUALIFICATIONS

- **Minimum Requirement:**
 - Candidates must have at least an Advanced Certificate of Secondary Education. A higher certificate in document / records management or equivalent will be an added advantage.

5. WORK EXPERIENCE

- A minimum of two (2) years of relevant professional experience in reprographics, documentation, or records management.
- Working with African Union organs, regional bodies, or international organizations is strongly preferred.

6. REQUIRED COMPETENCIES AND SKILLS

- Technical Proficiency: Demonstrable experience operating high-volume photocopiers, scanners, binding equipment, and basic office machinery. Computer literacy in standard office software is required.
- Professional Integrity: High level of accuracy, attention to detail, strong work ethic, and ability to work with minimal supervision.
- Confidentiality & Interpersonal Skills: Strict adherence to confidentiality protocols, good public relations skills, and the ability to build effective working relationships.
- Adaptability: Proven capacity to work efficiently under pressure and plan tasks effectively within a multi-cultural, fast-paced environment.

7. LANGUAGE REQUIREMENTS

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

8. DURATION OF ASSIGNMENT

The prequalified consultant will be invited to serve on a time-based contract when required by the Court

9. CONSULTANCY FEES

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

10. APPLICATION PROCEDURE

Interested candidates must submit a complete application package containing:

- Academic & Professional Certificates: Copies of relevant diplomas and certificates uploaded via the application portal.
- Curriculum Vitae (CV): A comprehensive CV (maximum 5 pages) highlighting relevant work experience.
- Supporting Documents: Official proof/certificates of previous employment related to the assignment.

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

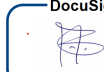
12. IMPORTANT NOTICES

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

- 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; qualified female candidates are strongly encouraged to apply.

Dr. Robert Eno

DocuSigned by:



Registrar of the Court