



***RE-ADVERTISEMENT: REQUEST FOR EXPRESSION OF INTEREST  
FOR HIRING OF INDIVIDUAL CONSULTANT FOR SENIOR  
MEDICAL SPECIALIST WITHIN THE DIRECTORATE OF  
ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT***

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**AFCFTA SECRETARIAT**

Date of Issue: 18 March 2026



## LETTER OF INVITATION

### CONSULTANCY SERVICES FOR AN INDIVIDUAL CONSULTANT FOR SENIOR MEDICAL SPECIALIST

**Procurement Number: AfCFTA/AHRMD/C/2026/0003**

Dear Applicants,

The African Continental Free Trade Area (AfCFTA) is a free trade area encompassing most of Africa. It was established in 2018 by the African Continental Free Trade Agreement, 54 of the 55 African countries have signed the agreement, and 47 countries have ratified it, making it the largest free-trade area by the number of member states, after the World Trade Organization, and the largest in population and geographic size, spanning 1.3 billion people across the world second-largest continent.

As part of its duty of care responsibility toward its staff members and guest, the AfCFTA Secretariat needs to engage the service of an Individual Consultant to provide coordination and supervision for the establishment of its own in-house clinic and a Medical Unit to cater for the health needs of and oversee the comprehensive medical coverage of all AfCFTA staff and their eligible Dependents, Consultants and Interns, and Delegates to AfCFTA meetings, Conferences and Summits.

1. The AfCFTA Secretariat now invites eligible **Individual Consultants** from African Union Member States to submit their CV for the assignment as per attached Terms of Reference (TOR). Applicants as team will be disqualified.
2. The Consultant shall be based in Accra.
3. This consultancy service will be selected under a **Fixed Budget** criterion.
4. Bidders should ensure that their electronic submissions are fully functional. The AfCFTA Secretariat will not accept any malfunctioning or corrupted files as a basis for replacement with a new submission.
5. Bidders must submit their proposals to the following address: [Tender.AfCFTA@au-afcfta.org](mailto:Tender.AfCFTA@au-afcfta.org) with copy to [Nadia.Amoako-Gyampah@au-afcfta.org](mailto:Nadia.Amoako-Gyampah@au-afcfta.org) and [jessica.Lawson@au-afcfta.org](mailto:jessica.Lawson@au-afcfta.org)
6. The deadline for submission of proposals is **01 April 2026 at 11:00am GMT**. Late bids will be rejected. The subject of the e-mail shall be the title and the number of the procurement

7. Interested consultants may obtain further information at the address below during office hours (0900-1700 HRS GMT).

**The Head, Procurement and Travel**

AfCFTA Secretariat,

Africa Trade House, Ambassadorial Enclave, Liberia Road

Telephone number (+233) 596 921 130, Ext 1625

8. Bidders may fill out procurement-related complaints during the process by writing an email to:

For the attention: Senior Internal Auditor

Email address: [procurement.complaints@au-afcfta.org](mailto:procurement.complaints@au-afcfta.org)



# TERMS OF REFERENCE

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## FOR SENIOR MEDICAL SPECIALIST

### BACKGROUND/INTRODUCTION

The African Continental Free Trade Area is in the process of establishing its own in-house clinic and a Medical Unit to cater for the health needs of and oversee the comprehensive medical coverage of all AfCFTA staff and their eligible Dependents, Consultants and Interns, and Delegates to AfCFTA meetings, Conferences and Summits. In order to achieve this, the AfCFTA requires the services of a senior Medical Practitioner who is a citizen of an AU Member State, with the pre-requisite qualification, experience and skills to achieve this objective.

<b>Consultant title:</b>	<b>Senior Medical Specialist (Consultancy)</b>
Department:	Administration and Human Resources Management
Supervisor:	Director, AHRM
Duty station:	- AfCFTA Secretariat, Accra, Ghana.

### MAJOR DUTIES AND RESPONSIBILITIES

**Under the supervision of the Director, AHRM the Senior Medical Specialist will be responsible for the duties as follows:**

- i. Lead the implementation of the in-house AfCFTA clinic and make it fully functional.
- ii. Facilitate the recruitment of the medical personnel for the clinic, supervise and manage the employees with regards to work assignment, organization and performance evaluation.
- iii. Ensure that the clinic and the Unit activities align with international best practices and predefined AU policies (like the Staff Regulations and Rules (SSR), Medical Assistance Plan (MAP), AU HIV/AIDS Workplace Policy, and correct/report any anomalies.
- iv. Set performance standards for self and staff, conduct performance appraisals on schedule and resolve intra Unit conflicts.
- v. Provide leadership in the implementation of the AU Medical Assistance Plan and various Medical Insurance Schemes adopted by the AfCFTA.
- vi. Lead the operationalization of international medical and travel insurance for the category of AfCFTA staff that need same.



- vii. Oversee the medical clearance of newly recruited staff of the AfCFTA Secretariat for smooth and timely onboarding. Ensure staff fitness and provide medical clearance for renewal of regular contracts.
- viii. She/He will oversee the regular medical checkup for continuing staff and off boarding of the sick staff.
- ix. Provide guidance on Health-related programs and matters to the AfCFTA.
- x. Ensure the provision of excellent, patient centered healthcare to the AfCFTA staff and their eligible Dependents at the AfCFTA clinic and referral hospital and facilities.
  - a. Facilitate routine general and specialist medical consultations, diagnosis and treatment (inpatient and outpatient), where necessary.
  - b. Facilitate emergency medical consultations, diagnosis and treatment for the Clients and Patients in the above category.
  - c. Perform regular visits on all admitted patients and provide input into their management.
  - d. Oversee the organization of medical referral services locally and abroad and maintain an up-to-date registry of specialists in hospitals or clinics who can help resolve the patient's specific complaints and conditions, arrange their transfer to such specialists, when necessary and follow up on their management.
  - e. Coordinate and participate in the activities of the AfCFTA Medical Panel. Along with members, determine the necessity for the medical evacuations, play an active role in the management of the medical evacuation process, monitor the progress of the evacuees and facilitate their return to work.
  - f. Continuously evaluate service provision for clients at the AfCFTA clinic collaborating hospitals and make recommendations for improvement where necessary.
- xi. Manage the process of medical claims and make reimbursement to the staff for medical expenses seamless.
- xii. Manage all AfCFTA partnerships with Medical Services providers and continuously evaluate the services provided to ensure staff satisfaction and value for money.
- xiii. Participate in the development and delivery of health programs that prioritize staff health and well-being, empower staff to adopt healthy lifestyles and provide support for the establishment of a supportive, inclusive, and conducive work environment for the staff.
- xiv. Ensure that the highest possible standards of infection prevention and control is provided and a safe and conducive working environment exists for AfCFTA staff.
- xv. Lead the preparations for and medical coverage for AfCFTA meetings, Conferences, Missions and outreaches.
- xvi. Ensure that a medical budget is prepared for the AfCFTA in accordance with the relevant frameworks.



- xvii. Produce and submit periodic reports on activities and specific missions of the Medical Unit
- xviii. Perform other relevant duties and that may be assigned by the immediate supervisor.

## **EDUCATIONAL QUALIFICATIONS**

- Must have a first Degree in Medicine (MD, MBBS, BMBCh).
- Must have specialization in one of these clinical specialties (Internal Medicine, Family Medicine, or Surgery) with a fellowship of a Professional Postgraduate Medical College of Physicians or Surgeons.
- Must be licensed to practice medicine as a specialist in the Clinical Specialties mentioned above in his/her home country or country of residence, as at the time of application.

## **WORK EXPERIENCE:**

- At least 10 years post-specialization work experience in a senior clinical and administrative role, including at least 5 years as Head of a Clinical Department.
- Work experience must be within an international organization, clinic or hospital. Documented experience in managing Clinical Services and collaborations with international and national medical services providers is essential.
- Familiarity with the AU system, the AfCFTA Secretariat and the Ghana healthcare services is highly desirable.

## **OTHER RELEVANT SKILLS**

- i. Must be computer literate and be able to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS).
- ii. Must have excellent interpersonal skills, ability to organize and motivate others, and work in a multicultural environment.
- iii. Must have good communication skills with patients, colleagues and clients
- iv. She/ He should be able to get along well with people and instill confidence in the clients.
- v. Should display high level of professionalism, attention to detail, have excellent problem solving and critical thinking skills.
- vi. Should exhibit patience and empathy in his/her work.
- vii. Maintain effective working relationships with others, utilizing tact, courtesy, and diplomacy and should be able to work well under pressure.



## GENDER MAINSTREAMING

The African Union is an equal opportunity employer, and qualified women are encouraged to apply.

## LANGUAGE(S)

- Fluency in English, both spoken and written, is required.
- Proficiency and fluency in one of the other AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is an added advantage

## DUTY STATION

The consultant shall be based in Accra for the assignments.

## DURATION OF ASSIGNMENT

The consultancy shall be conducted for the period of one (1) year, renewable once, subject to satisfactory performance.

## REPORTING AND COMMUNICATION

The Consultant will report to the Director of Administration and Human Resources Management of the AfCFTA Secretariat.

## FEES AND PAYMENTS

- The consultancy fee shall be a fixed lump-sum amount of **USD 115,200.00 per annum for International African Applicants and USD 98,196.00 per annum for Ghanaian Nationals (Payment in Ghana cedis may be made at the prevailing UN exchange rate upon request at the time of payment)**. Disbursements shall be made monthly, subject to the satisfactory completion of agreed deliverables. Consultant's fee shall be inclusive of any tax obligation that may be imposed on the Consultant. This amount does not include travel expenses.
- The Consultant shall meet the cost of any insurance and shall seek and obtain any visa or residents permits that he/she may require to carry out the Services and perform his/her obligations under the Contract. The AfCFTA Secretariat shall, as necessary, assist the consultant in obtaining such visas and/or permits.



## EVALUATION QUALIFICATION CRITERIA

- Qualifications- **25 Points**
- Specific Experience relevant to the assignment – **40 Points**
- Work experience within an international organization, clinic or hospital- **15 Points**
- Computer literacy: ability to use the Integrated Medical System software (IMRS) or Hospital Information System (HIS). – **10 Points**
- Language and reporting skills – **10 Points**

The pass mark for the **evaluation is 70 points.**

## APPLICATION PROCESS

Detailed CV outlining the following:

- Educational and Professional Qualification/Certifications
- Relevant experience in similar assignment
- Three (3) References with Phone number and email addresses.

### **Certified Copies of Academic and Professional Degrees and Certificates**

The CV and supporting documents must be submitted in English or French.