



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

INDIVIDUAL CONSULTANT – ASSISTANT SERJEANT-AT-ARMS

Reference No. PAP-0048-CS-INDV

1. Purpose of the Assignment

The purpose of this assignment is to provide support to chamber operations during the meeting period in order to assist in maintaining order, facilitating seating and movement arrangements, supporting ceremonial and procedural activities, and ensuring the smooth conduct of proceedings and related meetings.

2. Objectives of the Consultancy

The objectives of the consultancy are to:

- Support the maintenance of order and decorum in the Chamber and other designated meeting venues
- Assist in access control, seating arrangements, and movement coordination for Members, officials, and authorised persons
- Support ceremonial and procedural functions connected to parliamentary sittings and official events
- Contribute to the orderly and efficient conduct of proceedings during the meeting period.

3. Scope of work

Under the supervision of the responsible officer, the Consultant shall undertake the following tasks:

- Assist in maintaining order, decorum, and discipline in the Chamber and other designated meeting venues during sittings and related activities
- Support the control of access to the Chamber, committee rooms, and other restricted areas in accordance with instructions and established procedures
- Assist in guiding Members of Parliament, Secretariat staff, invited guests, and other authorised persons to their designated seats or locations



- Assist with chamber preparation before sittings, including readiness of seating, documents, and other required arrangements
- Support ceremonial and formal duties connected with parliamentary proceedings and official functions, as may be assigned
- Assist in the handling and movement of official items, ceremonial materials, documents, and related items required during sittings
- Respond promptly to operational requirements arising during plenary sittings, committee meetings, and other official events
- Liaise with relevant support units, including protocol, ushers, security, and conference staff, in order to facilitate smooth proceedings

4. Expected Deliverables

The Consultant shall be expected to deliver the following:

- Effective support to the maintenance of order and decorum during sittings and related activities
- Properly coordinated seating, access, and movement arrangements for Members and authorised participants
- Timely support to chamber preparation and readiness before and during proceedings
- Prompt response to operational and procedural requirements arising in the course of the meeting
- General chamber support contributing to the smooth, orderly, and dignified conduct of PAP proceedings

5. Consultancy Cost

The consultant will receive a daily remuneration of **USD 100.00**. Total payment will be based on the number of days worked and duly approved.

6. Reporting

The Consultant shall report to the Protocol Unit, or any other officer designated by the Administration, and shall work closely with the relevant PAP units, airport authorities, security personnel, accreditation officials, transport teams, and other concerned stakeholders in the discharge of assigned responsibilities.



7. Required Qualifications and Experience

The Consultant should possess the following qualifications and experience:

- Minimum of a secondary school qualification or equivalent practical experience
- Proven experience in portering, logistics support, venue setup, or a similar support function
- Ability to carry out physical tasks including lifting, moving, loading, and arranging items safely and efficiently
- Ability to follow instructions and work effectively as part of a team
- Good sense of responsibility, punctuality, and reliability
- Ability to work long hours and respond promptly to operational requirements during the meeting period
- Prior experience in conference, parliamentary, institutional, or event support environments will be an added advantage.

8. Languages:

- Proficiency in one of the AU working languages (Arabic, English, French, Kiswahili, Portuguese, and Spanish) is mandatory and fluency in another AU language is an added advantage.

9. DEADLINE AND SUBMISSION ADDRESS

- Expressions of interest must be submitted in to <http://www.papsupport.org> by **21 April 2026 – 10:00** am (South Africa Time)

10. SUBMISSION OF EXPRESSIONS OF INTEREST

Interested individual consultants must submit:

- Detailed CV
- Copies of academic and professional certificates
- Cover Letter