

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**From: 28/08/2011 To 10/10/2011**

**Source of Funding: ECOWAS-POOL FUND**

**Client: ECOWAS COMMISSION.**

**Type:** Request for Expression of Interest

**Title: EXPRESSION OF INTEREST FOR THE CONSULTANCY SERVICES FOR THE STUDY FOR ELABORATION OF THE PPDU MANUALS OF OPERATIONS AND PROCEDURES.**

The Economic Community of West African States (ECOWAS) is a regional group of fifteen Countries, founded in 1975. Its mission is to promote economic integration in "all fields of economic activity, particularly industry, transport, telecommunications, energy, agriculture, natural resources, social and cultural matters, commerce, monetary and financial questions. The ECOWAS Commission obtained from Pool Fund (DFID, CIDA, Spain) the funding for the Consultancy Services to draft the manuals of operations and procedures in management, accounting, finance and human resources for the Infrastructure Projects Preparation and Development Unit (PPDU).

The PPDU was established as a result of the commitment of the West African countries to implement regional integration policies to ensure their development in line with the infrastructure projects of the New Economic Partnership for African Development (NEPAD) Short-Term Action Plan (STAP). As the Secretariat of the West African Regional Economic Community, the ECOWAS Commission was mandated by the African Union to implement the STAP in its region

The ECOWAS Commission has then sought to recruit an established Consulting Firm for elaboration of the PPDU Manuals of Operations and Procedures.

**I. The services included under this project are:**

- To elaborate a manual of operations; a manual of administrative, accounting and financial procedures and a manual of staff management.
- To elaborate the Management Information System (MIS) design document detailing content of the administrative, human resources, accounting and financial systems as well as project and database management systems and Monitoring and Evaluation System to track project design, implementation and outcomes, in order to inform and improve the design of future projects.
- To ensure the Monitoring and Evaluation System includes guidance on the breakdown of data to capture disaggregated data, in particular on how the needs of female and male Small and Medium Enterprises (SMEs), informal traders, producers, etc. are addressed in the project design, and how effective these designs, once built, are in providing support to

these same groups; data should also cover environmental issues to ensure sustainable investments.

- Train the PPDU staff on the use of the manuals.
- To develop a project document for the acquisition, installation and training for the PPDU computer systems.

**II.** The ECOWAS Commission now invites eligible national and international established firms consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments with all necessary proof within **the Five (05) past years**, experience **at least 10 years of proven professional experience** in similar conditions, availability of **appropriate skills among the staff**, knowledge of the West African region and all other necessary information for these services). Consultants may constitute joint-ventures to enhance their chances of qualification.

**III.** The selection procedure will be based on Quality and Cost in accordance with the ECOWAS Tender Code. ECOWAS Commission is under no obligation to shortlist any consultant who expresses interest.

**IV.** Interested consultants may obtain further information at the address below during office hours: Monday to Friday from **9. 00 a.m. GMT+1 to 4 . 00 p.m. GMT+1**.

**ECOWAS Commission, Directorate of General Administration, Procurement Unit, 101, Yakubu Gowon Crescent Asokoro District, P. M. B. 401 Abuja Nigeria**

E-mail: [nkuakor@yahoo.fr](mailto:nkuakor@yahoo.fr); [bangoura53@yahoo.fr](mailto:bangoura53@yahoo.fr); [kabirnfr@yahoo.fr](mailto:kabirnfr@yahoo.fr)

**V.** Expressions of interest must be delivered in sealed envelope and clearly marked "**EXPRESSION OF INTEREST FOR THE CONSULTANCY SERVICES FOR THE STUDY FOR ELABORATION OF THE PPDU MANUALS OF OPERATIONS AND PROCEDURES, do not open except in presence of the Tender Committee**". The Expressions of Interest (**1 original and 03 copies**) are to be sent to the address below latest **October 10<sup>th</sup> 2011** at **4 . 00 p.m. GMT+1**.

**ECOWAS Commission, Directorate of General Administration, Procurement Unit, 101, Yakubu Gowon Crescent Asokoro District, P. M. B. 401 Abuja Nigeria**

**Director of General Administration**

CC: CAF  
Director of Infrastructures  
PPO Procurement  
Department of External Relations