

PERIOD OF ADVERTISEMENT:
CLIENT:
SOURCE OF FUNDING:
TYPE:

25 June 2020 - To: 15th July 2020
ECOWAS COMMISSION
ECOWAS Budget
Expressions of Interest

SELECTION OF A CONSULTANT (FIRM) for mobilising resources and promoting African Forum on Research and Innovation (FARI) 2021.

1. The ECOWAS Commission intends to use its resources to finance a service contract with a consulting firm (could be a single firm, a consortium or partnership thereof) that will be responsible for conducting **a study for mobilising resources and promoting African Forum on Research and Innovation (FARI) 2021.**

2. The main objective of the consultancy is to ensure adequate communication in order to facilitate the visibility of all the activities planned under the FARI. The Communication Agency will formulate and implement a clear communication plan for a visibility of event and mobilise technical and financial partners. The communication plan should help to attract potential investors for finalising projects on research and innovation in the region

3. The overall duration of the assignment is **estimated at two (2) months, which can be extended** if necessary, based on the needs of the ECOWAS Commission as well as the contracted firm's satisfactory performance.

4. The ECOWAS Commission invites Consulting Firms **as communication agencies for mobilising resources and promoting African Forum on Research and Innovation (FARI) 2021** to submit their candidacy for the services described above. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting are as follows:

- a) General Experience of the firm – more than 15 years of experience in planning, management, finance, Science and Technology, innovation and communication;
- b) Specific experience - technical and financial expertise in financial resources mobilization and practical experience of more than 15 years in organization of similar event nationally, regionally and internationally;
- c) Availability of Relevant Staff to be assigned to the ECOWAS project, showing full list of staff along with their respective CVs providing details on competencies (Expert in communication, Advertising manager, Economist, planner , Expert in designing and production of visibility media) as well as relevant experience in communication domain and control of traditional media in 15 countries of ECOWAS and internationally; as well as coordination of digital communication activities; resources and partners around major regional and/or international events.
- d) Demonstrate capacity to communicate; analyse; evaluate and produce reports in the Three (3) ECOWAS Official Languages (English; French and Portuguese).

NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and

capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet, and will be considered and accepted only if the candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) along with attestation(s) of good performance of each contract presented.

5. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

6. The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> **The selection procedure will be based on Consultant (Firm) Qualification, and the firm ranked first (which present the best profiles with all claims dully substantiated) will be requested to submit its Technical & Financial Proposals.** Also, firms that are part of an international network are to submit only one expression of interest as a network.

7. The attention of interested Consulting firms is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

8. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours of the ECOWAS Commission from 9:00 a.m. to 3:00 pm (Local Time - Nigeria): procurement@ecowas.int with copy to sbangoura@ecowas.int ; rkouakou@ecowas.int; amaga@ecowas.int;

9. Expressions of Interest (EOIs) must be delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked **“Selection of a Consultant (Firm) to conduct a study for mobilising resources and promoting African Forum on Research and Innovation (FARI) 2021: “Do not open except in presence of the Opening Committee.”** EOIs must be sent to the address below by **15th July 2020 at 11.00 a.m. (GMT+1), Nigerian Time:**

For delivery in person or by registered mail to:

Directorate of General Administration,
Procurement Division
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent,
Asokoro District, Abuja, NIGERIA.

Please note that electronic submissions are also accepted and shall be addressed to:
procurement@ecowas.int, with copy to: sbangoura@ecowas.int;
rkouakou@ecowas.int; amaga@ecowas.int

10. The working languages shall be English, French and Portuguese.

11. This request for EOI can also be viewed on the following website:
<http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

Commissioner General Administration & Conference