



CALL FOR EXPRESSION OF INTEREST

Recruitment of an Individual Consultant to serve as a Driver for the Regional Stabilization Development Fund

Reference No. 4-ECW-/VP-DBT/CL/25-11/ne

1. The ECOWAS Commission intends to use part of its budget to finance the contract of a driver (Consultant) for the Regional Stabilisation and Development Fund Management Unit based in Abuja.
2. Under the supervision of the Fund Management Unit, the overall objective of this Consultancy is to support the project in the management of the vehicle for project activities and proper maintenance of the assigned vehicle.

The Consultant will be responsible for the safe movement of project personnel to perform programme activities. The Consultant will also be fully responsible for the management of the vehicle's equipment logbook, consumables, and fuel.

3. The services to be provided by the Consultant ("the Services") shall take into consideration the deliverables listed in paragraph 4 below. The assignment shall be for one (1) year from the date the contract is signed, and may be renewed upon satisfactory appraisal, and availability of funds.
4. Duties and responsibilities of the Consultant: The Consultant's tasks shall include the following:
 - Drive Fund Management Unit (FMU) staff, consultants, and partner organization staff safely on official business.
 - Ensure that the vehicle's engine has adequate and sufficient water, engine oil, brake fluid and fuel for its efficiency.
 - Maintain vehicle logbooks as per ECOWAS Commission guidelines.
 - Regularly maintain the vehicle and ensure that the cleaning, periodic inspections, and repairs are properly carried out.
 - Anticipate any technical difficulties and report them quickly in the event of their occurrence.
 - Perform appropriate tasks in the event of an accident, particularly, informing the superior, taking photographs of the damage and participating in the police report processes.
 - Ensure that the vehicle is parked at the designated time and place as per the guidelines of the ECOWAS Commission.
 - Operate the assigned vehicle in a safe manner to avoid accidents and damages.
 - Carry out errands on behalf of the project team, such as dispatch of official documents to relevant offices and institutions.
 - Assist in the day-to-day office operations of the Project when not driving; and
 - Exhibit professional confidentiality in all activities involving dispatch of official reports and documents.
5. The ECOWAS Commission invites eligible individual consultants ("Consultants") to express their interest in providing the services. **Interested consultants shall provide information showing that they have the qualifications and experience to provide the requested services.** *The applicants are to meet the criteria set out below:*

Academic Qualifications

- Minimum Senior Secondary School Education

Experience

- Minimum of three (3) years of experience driving official vehicles for International Organisations, NGOs, Government Agencies, and other relevant institutions.
- Relevant vehicle driving license for a Sports Utility Vehicle (SUV), as applicable for the regulations of the Federal Republic of Nigeria.
- Demonstrable knowledge of driving and road safety rules of the Federal Republic of Nigeria
- Demonstrable knowledge of basic automotive mechanics/electricity to be able to carry out minor repairs on the vehicle where applicable
- Experience managing logbooks of official vehicle
- Experience overseeing the operation and maintenance of official vehicles

Language

- Individual Consultants must be fluent in English (reading, spoken and written). Working knowledge of one of the official languages i.e., either English, French or Portuguese will be an added advantage.

NB: The ECOWAS Commission would like to draw the attention of interested consultants to **Article 117 of the revised ECOWAS Procurement Code on “Fraud and Corruption”**, which provides information on fraudulent or corrupt practices in competition or contract execution. Furthermore, candidates are invited to take cognisance of the specific information on conflict of interest related to this consultancy service, under **Article 118 of the revised ECOWAS Procurement Code**.

6. The selection of the Consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. The candidate with the highest score will be invited to submit a technical and financial proposal.

Interested consultants may obtain more information by contacting the Procurement Division at the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1)**.

Email: sbangoura@ecowas.int, with copies to: dlarbli@ecowas.int; neremie@ecowas.int; ikkamara@ecowas.int;

7. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked **“Recruitment of an Individual Consultant to serve as a Driver for the Regional Stabilization Development Fund”**, no later than **Monday, 19th December 2022 at 11:00 a.m. (GMT+1, Nigerian time)** to the address below:

**Department of Internal Services,
Procurement Division,
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent, Asokoro District,
P. M. B. 401
Abuja, NIGERIA**

Please note that electronic submissions are also **ACCEPTED** and should be sent to the email addresses mentioned above in paragraph 6.

Commissioner for Internal Services