



**CALL FOR EXPRESSION OF INTEREST
(CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)**

**Selection of an Individual Consultant for the Development of ECOWAS Community Levy
Operational Manual**

Reference No. 1-ECW-/VP-DBT/CL/01-11/ne

1. The ECOWAS Commission intends to use part of its budget to finance the contract of an Individual Consultant for the development of the ECOWAS Community Levy Operational Manual.
2. The overall objective of this consultancy service is to develop an Operational Manual for ECOWAS Community Levy, which will enable:
 - Harmonizing the policies and procedures to improve accountability of the Community Levy mechanism.
 - Defining the role of each stakeholder in the process and the activities dedicated to them throughout the process.
 - Facilitation of the operation for the staff and stakeholders involved in the application of the conditions of the Community Levy and its management.
 - Greater transparency in the implementation and management of the Community Levy.
 - Improvement in management and planning for more accurate forecasting and budgeting of Community Levy revenues.
 - Harmonization of operations, reports and financial statements related to Community Levy operations.
 - Efficient and improved flow of information between the Commission and Member States on the implementation of the Community Levy.
3. The services to be provided by the Consultants (“the Services”) shall take into consideration the deliverables listed in paragraph 4 below. The assignment shall last three (3) months from the date the contract is signed.
4. Duties and responsibilities of the Consultants: The Consultant’s tasks shall include the following:
 - Develop a finalized Operations Manual in accordance with the Terms of Reference for this consultancy services.
 - Training tools.
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:*

Qualifications

- At least a Master’s degree (or equivalent) in either Financial Management, Business Administration, or any other related field is required. Professional qualifications in those areas will be an added advantage.

Experience

- Minimum of ten (10) years of professional experience in issues related to organisational development or institutional strengthening in the public sector and International Organisations.
- Relevant professional experience in similar revenue mobilisation systems and processes; and in the development of operational manuals is essential.
- Demonstrated professional experience and proven knowledge of a major ERP solution is essential.
- Experience working for an international organisation and/or ECOWAS is required.

Language

- Individual consultants must be fluent in English or French (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: ikkamara@ecowas.int; mathera@ecowas.int; neremie@ecowas.int; mazikiwe@ecowas.int;

7. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked **“Selection of an Individual Consultant for the Development of ECOWAS Community Levy Operational Manual”**, no later than **Thursday, 24th November 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