



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

09th December 2022 - To: 12th January 2023
ECOWAS COMMISSION
ECOWAS Budget
Expressions of Interest

SELECTION OF A CONSULTANT (FIRM) FOR THE FORMULATION OF FIXED ASSETS MANAGEMENT POLICY

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 the **formulation of Fixed Assets Management Policy**.
2. The main objective are: **(a)**. to develop a general policy on fixed-asset management for all ECOWAS institutions, agencies and offices; **(b)**. to review all formalized procedures to date by ECOWAS in order to identify the shortcomings and make proposals for improvement and updating; and **(c)**. Identify any procedures concerning the management of fixed-assets that need to be formalized by ECOWAS and which are not.
3. The overall duration of the assignment is **estimated at four (4) months**.
4. The ECOWAS Commission invites specialized Consulting Firms 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:

General Experience of the firm (Reviewing formalized procedures and Developing General Policy) over the past ten (10) years (2011-2021); (b) Specific and successful experience related to the formulation of Fixed Assets Management Policy for Regional or International Organizations conducted within the past ten (10) years (2011-2021); (c) Specific and successful experience of the firm related to the formulation of Fixed Assets Management Policy for Regional or International Organizations in ECOWAS Region conducted within the past ten (10) years (2011-2021); (d) 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 (Qualifications and Experience) and; (e) Demonstrate capacity to communicate; analyse; evaluate and produce reports in at least two (2) official languages of ECOWAS (English; French OR Portuguese). The knowledge of the third language would be an advantage.

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) OR the attestation(s) of good performance of each project 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 Quality and Cost Based Selection (QCBS) and a shortlist of six (6) firms, which present the best profiles with all claims duly substantiated, shall be drawn up for next selection process.** 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): sbangoura@ecowas.int with copy to procurement@ecowas.int ; ikkamara@ecowas.int; oolu-ibukun@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) for the Formulation of Fixed Assets Management Policy”**. **“Do not open except in presence of the Opening Committee.”** EOIs must be sent to the address below by **12th January 2023 at 11.00 a.m, Nigeria 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 shall be addressed to the email stated above at point 8.

Commissioner Internal Services