



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

PERIOD OF ADVERTISEMENT:	16 August 2023 to 15 September 2023
CLIENT:	ECOWAS Commission
SOURCE OF FUNDING:	ECOWAS
TYPE:	Expressions of Interest

**SELECTION A FIRM FOR THE PROVISION OF BACKGROUND SCREENING & ACADEMIC
QUALIFICATION VERIFICATION SERVICES TO THE ECONOMIC COMMUNITY OF WEST AFRICAN
STATES**

1. Following the identification of priority vacant positions, the ECOWAS COMMISSION intends to use its resources to finance a service contract for the selection of a consulting firm in charge of background screening & academic qualification verification.
2. The main objective of the consultancy is to work with the Institution's Directorate of Human Resources (DHR) in conducting academic and professional qualifications verification and general background checks for all Ecowas recruited staff.
3. The overall duration of the assignment is **estimated at twelve (12) months, at the first instance and shall be renewable for further periods, thereafter, depending on performance and mutual agreement.**
4. The ECOWAS Commission invites Consulting Firms **specialized in cost-effective background screening and employment verification/reference checks and related checks as may be requested by the Institution** 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)** Shall demonstrate a minimum of ten (10) years of General Experience; **b)** Shall demonstrate of having successfully executed at least five (5) similar experience/projects (Specific and successful experience in Conduct background checks on any current and prospective staff and employees on probation whose consent and details the Institution would have obtained legally) within the last ten (10) years with International Organizations, Public/Private Renowned Entity or Donors Funded projects; **c)** Shall demonstrate of having successfully executed at least two (2) similar experience (Specific and successful experience in Conduct background checks on any current and prospective staff and employees on probation whose consent and details the Institution would have obtained legally) within the last ten (10) years within ECOWAS Region.

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 Quality and Cost Based Selection Method (QCBS), and a shortlist of minimum of six (6) firms**, which present the best profiles with all claims fully substantiated, shall be drawn up for further consideration after the expression of interest. 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 1119 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 from 9:00 a.m. to 5:00 pm (Abuja Time): ikkamara@ecowas.int with copy to sbangoura@ecowas.int; procurement@ecowas.int, rguira@ecowas.int ; vvieira-bamba@ecowas.int; dkoffi@ecowas.int

9. Expressions of Interest (EOIs) must be addressed to the Director, Administration and General Services, and delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked “**Selection of a Firm for the provision of background screening & academic qualification verification services to the ECOWAS COMMISSION**”. “**Do not open except in presence of the Opening Committee.**” EOIs must be sent to the address below latest by **15 September 2023 at 11.00 a.m. Nigeria Time:**

For delivery in person or by registered mail to:

ECOWAS Commission, Directorate of General Administration, Procurement Division, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.

E-mail: ikkamara@ecowas.int with copy to sbangoura@ecowas.int; procurement@ecowas.int, rguira@ecowas.int ; vvieira-bamba@ecowas.int; dkoffi@ecowas.int

Electronic submissions are accepted and will therefore be considered.

10. The working languages shall be English, French or Portuguese.
11. This request for EOI can be viewed on ECOWAS' Website.