



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

PERIOD OF ADVERTISEMENT: **03 August 2023 to 23 August 2023**  
CLIENT: ECOWAS Commission  
SOURCE OF FUNDING: ECOWAS  
TYPE: Expressions of Interest

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**SELECTION OF A CONSULTANT FOR EVENT MANAGEMENT AND MEDIA SUPPORT FOR THE ORGANIZATION OF THE 8TH ECOWAS TRADE FAIR**

1. The ECOWAS Commission, within the framework of the execution of its Budget, intends to use a portion of the budgeted funds to finance the cost for the **Consultancy Services for event management and media support for the organization of the 8<sup>th</sup> ECOWAS trade fair**. The eighth edition of the ECOWAS Trade Fair would be organized taking into account good practices of Intra-African Trade Fair (IATF) and other internationally organized fairs within African and beyond.
2. The successful event consultant will be responsible for the preparation and management of all logistical issues and arrangements related to hosting a successful and professional regional trade fair event. Under the supervision of the Directorate of Trade of the ECOWAS Commission, the Consultant will identify suitable service providers, as needed, and liaise with these service providers regarding rooming, banqueting, IT equipment and support, and other related arrangements. The scope of assignment would cover three broad areas, specifically: pre-event; event and post-event activities.
3. The overall duration of the contract is estimated at twelve (12) months.
4. The ECOWAS Commission invites all interested, eligible and qualified individual Consultants to submit their candidacy to provide the services described above. The Consultants must produce a letter of expression of interest and their curriculum vitae, providing clear information on their experience and expertise with respect to the assignment (CV, references of similar services demonstrating that they are qualified, description of their experiences and tasks in similar assignments, availability, etc.).
5. The Consultants will be selected in accordance with the *Selection of Individual Consultant* set out in the ECOWAS Revised Procurement Code. The shortlisted candidates will be interviewed for the position.
6. 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.

7. The shortlisting criteria are as follow:

**Qualification** (20%)

Shall hold a Master Degree in Communication, Journalism, Public Relation or business-related degree.

**Experience** (70 %)

The candidate shall justify of having ten (10) years' experience in a private or public organization, with at least five years' experience in conducting corporate events.

Must demonstrate of having organized three (3) events of international standards (references and contact persons will be required)

Must demonstrate of having handled international delegates and government officials with the protocol decorum that it entails.

**Language skills** (10%)

Individual consultants must be able to read, write, and speak fluently two of three ECOWAS official languages (English, French or Portuguese). Working knowledge of any other official language of ECOWAS will be an added advantage.

8. Interested consultants can obtain further information at the e-mail addresses mentioned below during working hours: **9.00am - 1.00pm, Nigerian Time, (GMT + 1) Mondays through Fridays (except public holidays)**: (Abuja Time): [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [procurement@ecowas.int](mailto:procurement@ecowas.int), [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int) [rguira@ecowas.int](mailto:rguira@ecowas.int); [ksofolo@ecowas.int](mailto:ksofolo@ecowas.int).
9. Expressions of Interest must be delivered latest by **Wednesday August 23, 2023, at 11:00 am (GMT + 1), Nigerian Time**, electronically by e-mail, it must be clearly indicated: "**Expressions of Interest for selection of a consultant for event management and media support for organization of the 8<sup>th</sup> trade fair**" at the following address.

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

**E-mail:** [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [procurement@ecowas.int](mailto:procurement@ecowas.int), [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int) [rguira@ecowas.int](mailto:rguira@ecowas.int); [ksofolo@ecowas.int](mailto:ksofolo@ecowas.int).

10. This request for EOI can be viewed on ECOWAS' Website.