



## **REQUEST FOR EXPRESSION OF INTEREST (Consulting Services – Individual Consultant Selection)**

### **Selection of an Individual Consultant to serve as a Programme Assistant for the ECOWAS Fund for Regional Stabilization and Development (FRSD)**

**Reference:** ECW/ADM-PROC-FRSD/PA-06-12-2023/dy

1. The ECOWAS Commission with support from the German Federal Ministry of Economic Cooperation and Development (BMZ), established the Fund for Regional Stabilization and Development (FRSD) to enhance resilience building in fragile communities, through the creation of sustainable socio-economic opportunities for citizens, notably youth and women.
2. The ECOWAS Commission, in the framework of the execution of its 2024 Budget, intends to apply a portion of the budgeted funds for the Selection of an Individual Consultant to serve as Programme Assistant for the ECOWAS Fund for Regional Stabilization and Development (FRSD). The Programme Assistant shall support operational and administrative activities within the ECOWAS Commission
3. This is part of measures to enhance the coordination of the Fund for maximum programme impact in ECOWAS member states.

4. The tasks of the Consultant include the following:

#### **A. Support to the Project Management Unit of the ECOWAS Fund for Regional Stabilization and Development (FRSD)**

- Meeting and workshops: Provision of input in the arrangement of programme meetings and workshops. These include preparation of budget, arrangement of venues, preparation of materials, correspondence with participants.
- Minutes and reports: preparation of draft minutes and reports for programme meetings, communicating draft minutes to the participants, and receiving feedback.
- Knowledge Management: establish an electronic and manual filing system to facilitate the archiving and retrieval of information and documents.
- Correspondence: assist project staff in finalizing all official correspondence and ensure their dispatch and tracking.
- Mailing list: assists in the archiving, filing, and maintenance of up-to-date electronic mailing lists on programme and technical matters.
- Office supplies: Ensure the management and supply of office equipment and establish a maintenance system for office equipment and supplies purchased with Project funds.

#### **B. Support to the Vice President's Secretariat**

- Front office support: assist in the scheduling and confirmation of appointments, meetings, and events under the supervision of the Vice President's Executive Assistant.
- Correspondence: assist the Vice President's Executive Assistant in finalizing official correspondence and ensure their dispatch and tracking.
- Minutes and reports: Preparation of draft minutes and reports for meetings of the Vice President's Executive Assistant.

5. The ECOWAS Commission invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the

**(Personal Resume, copies of diplomas, certificates, cover and signature pages of similar references).** The shortlisting criteria are as follow:

#### **Educational Qualification**

- Minimum bachelor’s degree in political science, Administration, International Development, Law, Peace and Conflict Studies, International Relations, or a relevant social science field. Any additional post-bachelor’s degree from a recognised university.

#### **Experience**

- At least 3 years of relevant professional experience in administration or project/programme management.
- Previous experience in assisting programmes and projects, in providing front office assistance in the offices of high-level public officials (ECOWAS Commission, UN, or other international organizations.
- Demonstrable expertise in the development of reports, minutes, memos, and experience in the coordination of logistical arrangement for meetings and workshops in the international organization.

#### **Language**

- The Individual Consultants shall be fluent (oral and writing communication skills one of the three languages of ECOWAS (French, English and Portuguese).
- Working knowledge of two of the other three languages would be an asset (reading, spoken and written).

**NB:** The attention of interested Individual Consultants 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.**

5. The Consultants will be selected in accordance with the Selection of Individual Consultant set out in the Consultant Guidelines. The shortlisted candidates will be interviewed for the position.

Interested consultants may obtain further information at the email addresses below during office hours: **Monday to Friday from 9.00 am GMT+1 to 5.00 pm GMT+1.**

**Email:** [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int), with copy to: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [yderra@ecowas.int](mailto:yderra@ecowas.int); [jdarkwah@ecowas.int](mailto:jdarkwah@ecowas.int).

6. Expressions of Interest (**1 Original and 2 Copies**) must be delivered in sealed envelopes and clearly marked **“Selection of an Individual Consultant to serve as a Programme Assistant for the ECOWAS Fund for Regional Stabilization and Development (FRSD)”** to the address below latest by **Friday January 26, 2024, at 11.00 am (GMT+1), Nigerian Time.**

7. The ECOWAS Tender Box is located at the **Directorate of General Administration, Procurement Division, 1<sup>st</sup> Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.**

**Please note that electronic submissions are accepted and shall be sent to the email addresses indicated above.**

**Commissioner, Internal Services.**