

TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF A PROGRAMME ASSISTANT (CONSULTANT) FOR THE ECOWAS FUND FOR REGIONAL STABILIZATION AND DEVELOPMENT.

GENERAL INFORMATION

Services/Work Description:	Programme Assistant for the ECOWAS Fund for Regional Stabilization and Development (FRSD).
Project/Program Title:	ECOWAS Fund for Regional Stabilization and Development.
Post Title:	Programme Assistant (Consultant)
Number of positions:	One (01)
Duty Station:	Abuja, Nigeria
Duration:	One year renewable
Expected Start Date:	1 st March 2024
Reports to:	(1) Executive Assistant of the ECOWAS Vice President (2) Programme Officer for the ECOWAS Fund for Regional Stabilization and Development (FRSD).

I. BACKGROUND / PROJECT DESCRIPTION

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.

The Fund has two windows: 1) A Financial Cooperation (FC) window for investments in basic social infrastructure and equipment along selected value chains through KfW Development Bank, and 2) A Technical Cooperation (TC) window for skills development and capacity building implemented by GIZ. Additionally, the ECOWAS Commission makes annual direct fund contribution to the project, to increase support for the beneficiary communities, in either or both the technical and financial cooperation windows to maximize impact.

The interventions of the FRSD are designed in four components as follows; 1) Private sector promotion and employment creation; 2) Basic service provision and strengthening of resilience; 3) Promotion of social cohesion and good governance; and 4) Strengthening of regional, national, and local implementation capacities.

The Fund is operating in different Phases as follows.

- Phase 1: The Gambia Pilot (2019 to 2023)
- Phase 2: Guinea Bissau, Niger, Togo, and Benin (2021 to 2025)
- Phase 3: To be determined post 2025.

II. SCOPE OF THE WORK

As part of measures to enhance the coordination of the Fund for maximum programme impact in ECOWAS member states, it has become imperative that a Programme Assistant is recruited to support operational and administrative activities within the ECOWAS Commission.

The specific tasks under this position are as follows.

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.

III. QUALIFICATIONS OF THE CONSULTANT

a. Education:

- 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 is an added advantage.

b. Experience:

- 3 years of relevant professional experience in administration or project/programme management.
- Previous experience in assisting programmes and projects in the ECOWAS Commission, UN, or other international organization.

- Previous experience in providing front office assistance in the offices of high-level public officials in the ECOWAS Commission, UN, or other international organizations.
- Demonstrable expertise in the development of reports, minutes, memos.
- Demonstrable experience in the coordination of logistical arrangement for meetings and workshops.

c. Language:

- Fluency in spoken and written English
- Fluency in any additional ECOWAS language is an added advantage (Portuguese, French)

IV. EVALUATION CRITERIA

a. Education:

- 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.

b. Experience:

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

c. Language:

- Fluency in spoken and written English.
- Fluency in any additional ECOWAS language (Portuguese, French) is an added advantage.

V. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the ECOWAS Commission.