



**ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO**

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

Selection of An Individual Consultant as Capacity Building Expert to the ECOWAS Project Preparation and Development Unit (PPDU)

Reference No. PPDU/ AECID/2024/ICS- PPM2024-CS- 078

The Project Preparation and Development Unit (PPDU) is a specialized agency of the ECOWAS Commission and is based in the Togolese Republic. With a view to strengthen its capacity, the ECOWAS PPDU intends to engage the services of a Capacity Building Expert on a short-term basis to provide Technical Assistance support to the PPDU in carrying out its mandate of fast tracking the delivery of optimally structured, bankable regional infrastructure projects. This Technical Assistance will be implemented under the framework of the Memorandum of Understanding signed in February 2015 between the ECOWAS Commission and the Spanish Co-operation for International Development (AECID).

The overall objective of the technical assistance is to support the PPDU in formulating a comprehensive capacity building framework for the benefits of infrastructure project preparatory units at the level of ECOWAS Member States.

The consulting services (“the Services”) shall include but not necessarily limited to the duties and responsibilities outlined below:

Scope of Service

- Conduct missions to all ECOWAS Member States and hold consultations with relevant stakeholders involved in infrastructure project preparation.
- Conduct a situational analysis of institutional arrangements regarding infrastructure project preparation and implementation units at ECOWAS Member States. Produce a “country by country” assessment of this analysis.
- Develop a needs assessment targeted at the project preparation units of ECOWAS Member States.
- Prepare a comprehensive Capacity Building Plan for the project preparation units of ECOWAS Member States.
- Prepare a budget for the Capacity Building Plan.
- Make recommendations on specific professional training including practical work experience
- Make recommendations on institutional reforms to enhance infrastructure project preparation at the level of ECOWAS Member States.

Educational Qualification

- Advanced university degree (Master's degree or equivalent) Capacity Enhancement, Knowledge Management, Skills Transfer and/or a related field.

Experience

- Minimum of 10 years experience in capacity building and training
- At least 2 proven experience in training needs assessment, or leading comprehensive capacity building programmes;
- Proven knowledge of international training programs, in particular for the infrastructure sector
- Proven experience in institutional assessment
- Experience in the ECOWAS region
- Demonstrated ability to work effectively in a team and a multicultural environment;

Language

- The individual consultants should be fluent in at least two of the official working languages of ECOWAS (English, French or Portuguese) and the knowledge of a third ECOWAS language would be an advantage.

Duration

- The duration of the contract shall be for a period of 6 calendar months renewable to a maximum duration of 12 months subject to satisfactory performance.

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.**

The Consultants will be selected in accordance with the *Selection of Individual Consultant* set out in ECOWAS procurement code. The shortlisted candidates will be interviewed for the position.

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

Email: ppdu@ecowas.int with copy to mzongo@ecowas.int; kfye@ecowas.int; ctienon@araa.org
email subject : “PPDU/ AECID/2024/ICS- PPM2024-CS- 078”

Expressions of Interest (including Curriculum Vitae and Cover Letter) must be delivered in sealed envelopes and clearly marked “**Selection of An Individual Consultant as Capacity Building Expert to the ECOWAS Project Preparation and Development Unit, Do not open except in the presence of the Evaluation Committee**” to the address below latest by **28th June 2024 at 11.00 am (GMT).**

The PPDU Tender Box is located in the Office of PPDU located at IMMEUBLE BIDC Third Floor, 128 Boulevard du 13 Janvier, Lome, TOGO.

Please note that electronic submissions will be accepted. Electronic submission should be sent to emails below:

Email: ppdu@ecowas.int with copy to mzongo@ecowas.int; kfye@ecowas.int; ctienon@araa.org
email subject : “PPDU/ AECID/2024/ICS- PPM2024-CS- 078-Application”

This EOI is also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement>; www.ppdu.org; www.araa.org