



REQUEST FOR EXPRESSION OF INTEREST (CVs)

Selection of a Short-term Consultant (Resource Person) to develop a draft ECOWAS Insurance Policy, Standard Operating Procedures (SOP) for the ECOWAS Insurance Policy and the review and development of the TOR for the recruitment of Insurance brokers and underwriters for ECOWAS

Reference No. ECW/DAGS/INS/06-08-2024/dg

1. The ECOWAS Commission intends to use part of its budget to finance the contract of a Short-term Consultant (Resource Person) to develop a draft ECOWAS Insurance Policy, Standard Operating Procedures (SOP) for the ECOWAS Insurance Policy and the review and development of the TOR for the recruitment of Insurance brokers and underwriters for ECOWAS.
2. This consultancy assignment shall therefore require the selected consultant to collaborate with the Admin and General Services Directorate in outlining the need to provide social welfare benefits to ECOWAS employees and protect ECOWAS Assets.
3. The overall objective of the assignment is for the development of an Insurance Policy portfolio for ECOWAS, development of the Standard Operating Procedures (SOP) and the revision of the current Terms of reference for Insurance Service Providers.
4. **Duration:** The expected duration of the assignment is 30 days, starting from the date the contract is signed.
5. **Duties and responsibilities of the Consultant:** The specific tasks under this consultancy are as follows:
 - **Development of insurance policy portfolio for ECOWAS**
 - Develop standard insurance policy portfolio for ECOWAS
 - Review of the various insurance policies relevant and necessary for ECOWAS
 - Audits and reviews to ensure compliance with established policies and SLAs.
 - Identification of overlapping policies/coverages for cost effectiveness
 - Development of monitoring tools and techniques to track compliance with applicable statutory regulations.
 - Development of Key Performance Index (KPIs) for insurance service providers
 - Value Addition to the Commission:
 - Development of the insurance policy framework.
 - Strategic recommendations to enhance policy efficiency and effectiveness.
 - **Development of the Standard Operating Procedure (SOP) Documents**
 - Develop detailed Standard Operating Procedures (SOPs) for policy management
 - Claims reporting and management Procedures
 - Development of Claims Management Procedures for Insurance Desk officers
 - Development of Service Level Agreement (SLA) for Insurance Service Providers (Brokers and Insurer)
 - Propose the kind of continuous capacity building programmes for insurance Desk Officers.



➤ **Revision of current Terms of Reference for Insurance Service Providers (Brokers and Underwriters)**

- Review of current Terms of Reference
- Identification of areas of improvements
- Propose improved terms of Reference for the procurement of Insurance Service Providers

6. The ECOWAS Commission invites eligible individual consultants (“Consultants”) to express their interest in providing the services. **Interested consultants shall provide information showing that they have the qualifications and experience to provide the requested services.** *The applicants are to meet the criteria set out below:*

Qualification

- Shall possess a master’s degree in insurance, Risk Management, Business Administration, Project Management.

Certifications

- Relevant certifications in insurance and risk management.
- Continuous professional development in the field of insurance with international exposure.
- Project Management Certification (added advantage).

Professional Experience

- Shall justify a minimum of ten (10) years of experience in the insurance industry.
- Shall justify of having executed at least two (2) similar experiences in the insurance industry; specifically, Development of insurance policy portfolio and Development of the Standard Operating Procedure (SOP) Documents.
- Shall justify of having executed one (1) similar experience with compliance monitoring and policy audits.

Language Skills

- Shall be fluent in one ECOWAS official language. The knowledge of a second language will be an added advantage.

Skills and Competencies

- Strong understanding of industry trends and standards.
- Excellent training and facilitation skills.
- Ability to develop comprehensive SOPs and training materials.
- Strong analytical and problem-solving skills.

7. The candidate with the highest score will be selected.

Interested consultants may obtain more information by contacting the Procurement Division at the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1).**

Email: ikkamara@ecowas.int; with copies to: oolu-ibukun@ecowas.int ; gdikko@ecowas.int;



8. Expressions of interest (CVs) with subject **“Selection of a Short-term Consultant (Resource Person) to develop a draft ECOWAS Insurance Policy, Standard Operating Procedures (SOP) for the ECOWAS Insurance Policy and the review and development of the TOR for the recruitment of Insurance brokers and underwriters for ECOWAS”**, must be submitted no later than **Monday, August 19, 2024 at 4:00 p.m. (GMT+1, Nigerian time)** to the email address below:

Email: ikkamara@ecowas.int, with copies to: oolu-ibukun@ecowas.int ; gdikko@ecowas.int;

Commissioner for Internal Services