



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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TERMS OF REFERENCE FOR THE RECRUITMENT OF A HUMAN CAPITAL DEVELOPMENT (HCD) ACCELERATOR MANAGER TO SUPPORT THE IMPLEMENTATION OF THE HUMAN CAPITAL DEVELOPMENT STRATEGY UNDER THE OFFICE OF THE VICE-PRESIDENT OF THE ECOWAS COMMISSION

FUNDING: BILL AND MELINDA GATE FOUNDATION (BMGF)

TERMS OF REFERENCE (ToRs)

Consultancy Title	Accelerator Manager to support ECOWAS HCD Office
Institution	ECOWAS Commission
Department	Office of The Vice President
Project	ECOWAS Human Capital Development Strategy

BACKGROUND

The Economic Community of West African States (ECOWAS) is a regional Economic Community comprised of 15 member states. One of ECOWAS' objectives is to enhance regional cooperation among member states and to raise the standard of living of the population, through the provision of quality education, quality health services and employment opportunities, financial inclusion, and open access to bank accounts.

In line with this, ECOWAS has adopted an Integrated Regional Human Capital Strategy which aims at making the ECOWAS region the best Regional Economic Community in human capital development (HCD) by 2030. The Strategy focuses on the following three thematic areas: (i) Health and Nutrition, (ii) Education, Skills, and Labour participation, and (iii) Entrepreneurship, Financial Inclusion, and Digital Payments.

In the framework of the execution of the 2024 Budget, ECOWAS intends to apply a portion of its budgeted funds for the recruitment of an Accelerator Manager to support the implementation of ECOWAS Human Capital Strategy and to perform the functions stipulated for a maximum period of one (1) year renewable.

ROLE OVERVIEW

The HCD Accelerator Manager will oversee the effective and efficient implementation of all aspects of capacity building and grants projects in support of the implementation of the programs under the ECOWAS HCD strategy including the scalable catalytic investment activity which aims at improving Member States' HCD performance. He/She will assume responsibility for the progress of the regional-level activities and meeting results.

Role and Responsibilities

- Support the HCD Secretariat in overseeing the development of regionally owned transformational projects in key sectors to test the solutions required for rapid progress in improving performance in key HCD indicators, thereby deepening the impact.

This will include:

- Support the Program Coordinator liaising with member states, donors, government officials, beneficiaries, and other stakeholders;
- Manage capacity-building activities including selection and funding of innovative projects developed by Member States to improve their performance on key HCD indicators and regionally, in consultation with the countries;

- Work with the HCD Secretariat to identify priority ECOWAS member states for this funding;
- Working with Member States to design specific and targeted investments that have the potential to accelerate impact and drive tangible processes against HCD indicators;
- Assist in writing the Request for Papers, reviewing grant applications, and approving final scopes of work for full proposals and supporting grantees in management;
- Establish a project development unit for these projects that will work closely with ECOWAS Directorates to support these projects and solicit funding from all eligible donors;
- Establishing systems and structures to track and monitor the impact of these initiatives;
- Convening potential funding partners to scale up successful HCD initiatives;
- Contribute to the development of other data management products, like data collection templates, maps, dashboards, project briefs, infographics, survey reports, and other monitoring reports, etc.;
- Provide quarterly reports on the status/implementation of the HCD Accelerator Program;
- Undertake any other activity assigned by the HCD Secretariat program or the Office of the Vice President.

Results/Impact

- Development and implementation of targeted investments that have the potential to accelerate impact and progress against the HCD indicators.
- Systems and structures implemented to monitor the impact of investments.
- The commitment of funding partners to scale up successful HCD initiatives.
- Assist the Program Coordinator in liaising with other ECOWAS directorates, donors, government officials, beneficiaries, and other stakeholders.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Master's degree in Management, Business Administration, Commerce, or a closely related field from a recognized university
- Minimum of 7 years of relevant and demonstrated experience in project management and delivery in the international development sector
- Experience working on an international development project with international organizations and development donors (such as the World Bank, AfDB, USAID, DFID, etc.)
- Experience working with accelerators, social enterprises, start-ups, or incubators in developing countries
- Demonstrated ability in translating strategy and vision into operational objectives
- Excellent verbal and written communication skills.
- Strong interpersonal and relationship-building skills

- Strong computer literacy with a full knowledge of Microsoft Office applications (Microsoft Word, Excel, and PowerPoint).

OTHER COMPETENCIES

Leadership

- Ability to resolve challenges with minimal direction and/or to recommend and explain solutions.
- Ability to build strong working relationships and improve performance.
- Ability to contribute to the maintenance of the organizational unit's performance goals and standards.

Communication

- Ability to use digital tools, graphics, and tables to effectively present numerical data and to write semi-complex technical reports/proposals and letters.
- Ability to convey information clearly, in a succinct and organized manner both orally and in writing.

LANGUAGE

- Fluency in oral and written expressions in one (1) of the ECOWAS official languages (English, French, and Portuguese). Additional knowledge of another official language will be an added advantage.

EVALUATION CRITERIA

TECHNICAL EVALUATION DETAILS		
	Master's degree in Management, Business Administration, Commerce, or a closely related field from a recognized university	10 Points
	Minimum of 7 years relevant and demonstrated experience in project management and delivery in the international development sector	30 Points
	Experience working with accelerators, social enterprises, start-ups, and incubators in developing countries	40 Points
	Experience working on an international development project with international organizations and development donors (such as World Bank, AfDB, USAID, DFID/FCDO...)	10 Points
	Fluent (reading, writing, speaking) in one of the ECOWAS Official Languages (English, French or Portuguese)	10 Points
	Practical knowledge (reading, writing, speaking) of any other of the ECOWAS Official language (English, Portuguese or French) would be an advantage).	
TOTAL		100 Points