



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

REQUEST FOR EXPRESSION OF INTEREST N°03/ECOWAS/OVP-HCD/2025

CONSULTING SERVICES:

RECRUITMENT OF AN INDIVIDUAL CONSULTANT AS A MONITORING & EVALUATION OFFICER 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)

The Economic Community of West African States (ECOWAS) is a regional Economic Community comprising 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 improving performance the following three thematic areas: (i) Health and Nutrition, (ii) Education, Skills, and Labour participation, (iii) Entrepreneurship, Financial Inclusion, and Digital Economy.

In order to achieve the objectives of the Project, the ECOWAS Commission is seeking to recruit a Monitoring & Evaluation Officer.

The ECOWAS Commission invites interested, eligible and qualified candidates (Individual Consultants) to express their interest in providing the services. Interested consultants **MUST PROVIDE** the information (**documentation in English or French in Word and PDF format**), demonstrating that they have the required qualifications and relevant experience to perform the services .

1. ROLE AND LOCATION

The HCD Monitoring & Evaluation Officer will provide day-to-day guidance and technical support to the ECOWAS HCD secretariat to strengthen program quality. He/she will reinforce the HCD secretariat staff and Member States focal points' capacity in utilizing project M&E tools. In addition, He/she will assist in developing and managing a management information

system that facilitates accurate analysis of program performance and impact such as the ECOWAS HCD Digital Dashboard that houses the HCD Index, tracks the HCD outputs of Member States. He/she will also assist in regular M&E reporting to donors and stakeholders.

The duty station is Abuja, Nigeria, with full-time work for an assignment of a duration of one (1) year, renewable based on performance and corresponding to the duration of the project.

2. CONSULTANT PROFILE

Candidates for this position **MUST** possess the following qualifications:

- Advanced university degree from an accredited academic institution preferably in statistics, social sciences; with specialization in development assistance programme development, management, monitoring and evaluation.
- Minimum of 5 years relevant and demonstrated experience and/or expertise in data management and in designing robust national and international monitoring and evaluation systems and tools, results frameworks, including tracking outcomes and outputs with relevant indicators using qualitative, quantitative, and participatory methods as well as applying appropriate performance frameworks and timely evaluation strategies.
- Experience working on an international development project with international organizations and development donors such as the World Bank, AfDB, USAID, DFID etc.
- Strong computer literacy with a full knowledge of Microsoft office applications (Microsoft Word, Excel and PowerPoint);
- Experience with the use of statistical packages such as SPSS and software such as tableau and Power BI is desirable.
- Demonstrated ability in translating strategy and vision into operational objectives.
- Strong interpersonal and relationship-building skills. Fluent (reading, writing, speaking) in one of the ECOWAS Official Languages (English, French or Portuguese)
- 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.

3. PROCEDURES

The eligibility criteria, shortlist and selection procedure will be in accordance with the ECOWAS Procurement Code, 2021 "Recruitment of Individual Consultants".

The application file is composed as follows:

- a signed letter of expression of interest, including the availability date,
- a recent signed CV, detailing professional experience and similar missions,
- Three (3) professional references (full name, current and previous positions, telephone and email),
- a certified copy of the highest diploma,
- copies of certificates of employment or service provision, as they appear in the CV.

Expressions of interest must be sent no later than **21th April 2025 at 11:00 a.m, (Nigeria time, GMT+1)** and mention "***Expression of interest for the recruitment of a Monitoring & Evaluation Officer***", and addressed to the ECOWAS Procurement Division at the following address: **ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro, Abuja, 900103, PMB 401, Federal Capital Territory, Federal Republic of Nigeria** or by email to sbangoura@ecowas.int, with copy: ikkamara@ecowas.int; rjohnson@ecowas.int; yderra@ecowas.int.