



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO



West Africa Unique
Identification for Regional
Integration & Inclusion



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NG-WURI - ECOWAS-480966-CS-INDV Draft Terms of Reference

Engagement of a Digital Development Expert to Provide Technical Assistance to the West Africa Unique Identification for Regional Integration and Inclusion (WURI) Project

A. Background

1. The WURI programme, financed by the World Bank, is a multiphase operation currently implemented by Benin, Burkina Faso, Côte d'Ivoire, Niger and Togo, including the ECOWAS Commission with the aim to increase the number of persons in the participating countries who have government-recognized proof of unique identity that facilitates their access to services within and across the participating countries. The programme takes a series of national perspectives allowing countries to join when they are ready, and to join at different implementation levels, in so far as they subscribe to the same development objective, follow the same approach, and adhere to the *Principles of Identification for Sustainable Development*. The programme also aims to establish interoperable foundational identification (fID) systems across participating countries, with the systems in the ECOWAS Member States serving as one path towards the effective deployment and implementation of the ECOWAS National Biometric ID Card (ENBIC) adopted by the Authority of Heads of State and Government in 2014 for intra-regional mobility.
2. The programme comprises of three main components, structured through countries-level operations: (a) *Strengthening the legal and institutional framework*: Under this component, the programme will finance the preparation, development, and implementation of the legal and institutional framework necessary to structure robust, interoperable fID systems across participating countries. (b) *Establishing robust and reliable fID systems*: Under this component, the creation of fID systems based on issuing Unique Identity Numbers (UNIs) linked to biometric data, collected in accordance with international quality standards will be developed. (c) *Enabling access to services through fIDs*: Under this component, support will be given to linking the above-developed fID systems to public and private service delivery both nationally and across participating countries.
3. By design, the financing of fID systems and implementation will be done at the countries level thereby allowing linkages to country-level services; while programme coordination will be done by the ECOWAS Commission. Specifically, the role of the ECOWAS Commission

is to foster inter-agency collaboration and strengthen engagement among stakeholders by facilitating dialogue on the cross-border interoperability of fID systems and the mutual recognition of the identity (ID) credentials issued by the systems. It is within this context that the ECOWAS Commission and the World Bank provide Secretariat support to the programme. This intervention will amongst others, entail the provision of technical support to facilitate programme implementation, particularly in the completion of technical studies and supporting stakeholders towards the formulation, harmonisation and adoption of common positions on the fID systems interoperability and mutual recognition of fID credentials agenda for implementation.

B. Scope of Work

4. The ECOWAS Commission is seeking the services of an **Individual Expert to provide technical assistance to the WURI-ECOWAS project and to the WURI programme Governance Committees** comprising of (1) the Supervisory Committee, (2) the Coordination Committee and (3) the Technical Committee, towards achieving quality assurance in the delivery of the programme agenda of fID systems interoperability and mutual recognition of fID credentials across the participating countries.
5. The Expert will be required from time to time for the day-to-day implementation of the project activities to review technical studies, to prepare technical briefs, meeting documents and reports as well as to facilitate, participate and moderate meetings with the goal of steering deliberations towards the programme development objective.

C. Special terms and conditions

- a) All information accessed by the Digital Development Expert in the course of this assignment are the property of the ECOWAS Commission and should not be used on any occasion or disclosed to any entity without prior written consent of the ECOWAS Commission.
- b) All communication shall be via email and all materials should be submitted in editable electronic format in English language.
- c) If deliverables are not produced or fall short of the satisfaction of the ECOWAS Commission, no payment will be made even if the Expert has invested man/days to produce and deliver such deliverables.
- d) Five (5) successive refusals of service may lead to termination of contract.
- e) The ECOWAS Commission accepts no liability in the illness, injury, or death of an external collaborator. The Expert therefore attests to having adequate insurance

cover for these risks and the responsibility of taking out all appropriate insurance covers lies with the Expert.

- f) The ECOWAS Commission is not required to provide office space and equipment for the execution of this assignment, as such, it is to be carried out remotely.

D. Duration per Deliverable/Output

<i>Deliverables/Outputs</i>	<i>Estimated No. of man/days to be invested by the Expert</i>
Preparation of technical briefs or meetings documents or reports	3
Review of technical studies	7
Facilitation, participation and moderation of meetings	In accordance with number of meeting days plus additional two days maximum for preparations

6. The above estimates are indicative i.e., the Expert may invest less or more than the estimated number of days to finalise each deliverable/output. The all-inclusive amount to be paid to the Expert for each deliverable/output cannot exceed the respective amount of man/days indicated in the table.

E. Duration and Payments

- a) The engagement commences from contract effective date until 30th June 2026. Payments shall be made per call based on number of man/days. The Expert is responsible for all taxations, as such, the ECOWAS Commission is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the Expert.
- b) The Expert will be required to travel when the need arises. The project will cover cost of air tickets and accommodation for participation in missions. Payments shall be made in line with the ECOWAS Commission official rates for Resource Persons.

F. Reporting and Supervision

7. The Digital Development Expert is under the supervision of the ECOWAS Director of Free Movement of Persons and Migration who is also the Project Coordinator. Extensive liaison will hold between the Expert and the Project Manager and the Project Assistant.

G. Required Qualifications, Experience and Competencies

8. The Digital Development Expert is required to possess the following:

<i>Minimum Academic Qualification</i>	<ul style="list-style-type: none"> ○ A Master's degree in Digital Development, Digital Transformation, Digital Innovation, Information Systems Management or related field. ○ An additional degree in areas relevant to digital transformation in the public sector is an asset.
<i>Minimum Work Experience</i>	<ul style="list-style-type: none"> ○ 10 years' cognate experience in e-governance and digital transformation projects, with a focus on the design of national/sectoral electronic identification and electronic services strategies and solution architectures. ○ Proven track record of working on government institutions digital transformation/e-service delivery systems/projects, preferably in sub-Saharan Africa or in developing countries context. ○ Demonstrated knowledge and experience of regional interoperability of systems. ○ Demonstrated expertise in agile development methodologies.
<i>Required Skills & Competencies</i>	<ul style="list-style-type: none"> ○ Ability to engage effectively with a broad spectrum of technical and non-technical stakeholders across disciplines, interests and backgrounds to build cross-sector and cross-culture understanding and collaboration. ○ Ability to constructively address issues, and to offer actionable recommendations and solutions appropriate to the programme context. ○ Ability to handle complex situations and meet demands. ○ Strong communication skills in English language. Knowledge of any of the other official languages of ECOWAS will be an advantage. ○ Knowledge of ECOWAS and the geo-political situation of the region will be an added advantage.

H. Application and Selection Procedure

9. Interested candidates that meet the above-listed requirements are invited to submit their applications to the email addresses: sbangoura@ecowas.int with copy to procurement@ecowas.int, asiaw-boateng@ecowas.int, sabubakar-bello@ecowas.int and hdehardt-kaffils@ecowas.int, using the subject line "Engagement of a Digital Development Consultant to provide technical assistance to the WURI project".
10. For an application to be considered valid, it must contain the following:
 - a) Functional e-mail address and mobile number.
 - b) Detailed cover letter and CV, inclusive of at least two (2) references with whom the Expert has previously worked with directly on similar assignments.

- c) A financial proposal that indicates the daily rate in USD.
- 11. Selection of successful applications will be based on quality-cost considerations. Proposals will be evaluated as follows: technical quality: 70 percent and financial proposal: 30 percent.
- 12. Please be informed that the Contract will be executed in accordance with the Bank's "Procurement Regulations for IPF Borrowers" dated July 2016 revised on November 2017 "Procurement Regulations", which can be found at the following website: www.worldbank.org.

Please note that only applications sent by email will be accepted and only shortlisted candidates will be contacted.