



**REQUEST FOR EXPRESSION OF INTEREST N°03/ECOWAS/DER/2025**

**CONSULTING SERVICES:**

**RECRUITMENT OF AN INDIVIDUAL CONSULTANT AS A DEVELOPMENT  
PARTNERS COORDINATION CELL (EDPCC) COORDINATOR**

**FUNDING:** Kingdom of Spain - AECID Contribution to EU-ISE II - Results 3

The ECOWAS Commission adopted in December 2016 the PC / REX.4 / 12/16 a regulation establishing a Regional Cell within the office of the Regional Authorizing Officer (the President of the ECOWAS Commission), under the supervision of the Directorate of External Relations, to fulfill his mandate as the main executive counterpart to the EU in the implementation of European Union regional funded projects.

From 2022, the responsibility of the Cell is being expanded to cover cooperation and coordination of other development partners supporting regional programmes through the ECOWAS Commission. The Cell has since been renamed the ECOWAS Development Partners Coordination Cell -EDPCC.

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**

In the framework of project ISE II, the Development Partners Coordination Cell (EDPCC) Coordinator for the ECOWAS is supporting the Directorate for coordinating and facilitating the engagement between and within ECOWAS and its development partners. This role involves managing partnerships, coordinating partners' activities, ensuring alignment with ECOWAS strategic objectives, ensuring complementarity and enhancing the effectiveness of aid delivery within the West African region.

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:

- A master's degree in international relations, Economics, Development Studies, Public Administration, Project Management, or a related field.
- Minimum of 10 years of progressively responsible experience in program coordination, partners relations, or development cooperation.

- Proven experience in managing relationships with international donors and development partners.
- Proven experience in managing portfolios and or programmes with multilateral cooperations
- Familiarity with ECOWAS policies, structures, and regional development challenges is an asset.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong analytical and problem-solving abilities.
- Ability to manage multiple priorities and deadlines.
- Strong attention to detail and accuracy.
- Proactive and results-oriented approach.
- Cultural sensitivity and ability to work in a multicultural environment.
- High level of integrity and professionalism.
- Fluency in oral and written expressions in one (1) of the ECOWAS official languages (English, French and Portuguese). Additional knowledge of ECOWAS another official language or Spanish 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 required diploma,
- copies of certificates of employment or service provision, as they appear in the CV.

Expressions of interest must be sent no later than **28<sup>th</sup> May 2025 at 11:00 a.m, (Nigeria time, GMT+1)** and mention "***Expression of interest for the recruitment of a Development Partners Coordination Cell (EDPCC) Coordinator***", 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](mailto:sbangoura@ecowas.int), with copy: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [kskouadio@ecowas.int](mailto:kskouadio@ecowas.int) and [yderra@ecowas.int](mailto:yderra@ecowas.int).