



ECOWAS COMMISSION
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Original

TERMS OF REFERENCE (TORs)

Job title: Consultant in gender analysis, development project design and resource mobilization to support the implementation of CCDG programmes

Department: ECOWAS Centre for Gender Development (CCDG)

Location: Dakar, Senegal

Reports to: Director of the ECOWAS Centre for Gender Development Promotion (CCDG)

Type of contract: Individual service contract

Duration: 12 months – Full time (with possibility of extension)

Project: "Institutional support and promotion of a new working strategy for the CCDG within ECOWAS in terms of promoting gender equality and combating gender-based violence".

Place of employment: Dakar, Senegal

I. Project background

ECOWAS was established on 28 May 1975 by the Treaty of Lagos, which was subsequently revised in 1991 and published in 1993. ECOWAS is a regional economic community previously comprised of fifteen member states, Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo. Since 29 January 2025 ECOWAS comprises twelve members following the exit of the three countries Burkina Faso, Mali and Niger.

ECOWAS is governed by the Authority of Heads of State and Government of ECOWAS and administered by its Commission based in Abuja in the Federal Republic of Nigeria. ECOWAS is a major political player in the West African region and provides support to member states in a number of areas: the economy, peace and security, education, agriculture, gender development, etc.

The ECOWAS Centre for Gender Development (CCDG) is a specialized agency of the ECOWAS Commission, based in Dakar and reporting to the ECOWAS Commission's Department of Human Development and Social Affairs.

The CCDG was established in 2003 as a specialized Agency of the ECOWAS Commission to initiate and facilitate capacity building through evidence-based research, training and skills transfer, programme development and management for women and men in the public and private sectors to address gender equality and women's empowerment in ECOWAS integration programmes.

The CCDG's mission is to transform West Africa into a just and secure community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. The CCDG's mandate is to work with member states to ensure the effective implementation of the ECOWAS gender policy. It is committed to supporting the global agenda to promote gender equality and women's empowerment.

To achieve its objectives, the CCDG has made considerable efforts to ensure that women and young people are actors, agents and beneficiaries of the socio-economic development of the West African region. It has put in place a set of legal instruments and strategic programmes to promote women's empowerment and ensure gender mainstreaming in all planned actions, including legislation, policies or programmes, in all areas and at all levels.

To fulfil its various missions and give greater impact to its various interventions in the ECOWAS member states, the CCDG works with various actors (bilateral and technical and financial partners), including the Spanish Cooperation, which is also sensitive to the integration of the gender dimension in the various projects that it develops, finances, supports and implements. The CCDG therefore applied for and obtained a grant from Spanish Cooperation for institutional and organizational support in implementing its programmes to promote gender equality and women's empowerment in the ECOWAS region. The aim of the grant is to strengthen the CCDG's institutional and organizational capacities by building the skills of its staff and financing some of its flagship programmes.

As part of the implementation of this project, the CCDG is seeking to recruit a Resource Person / Integrated Consultant with expertise in gender analysis and development project design to support the implementation of programmes using a result-based management approach and to mobilize resources.

II. Objectives of the consultancy

The main task of the Consultant will be to support the implementation of the ECOWAS Gender Centre's programs by providing solid experience in gender analysis, development project design to supporting resource mobilization.

III. Responsibilities:

Under the supervision of the Director of CCDG, the Consultant will work to contribute to the mobilization of resources and the effective integration of gender into the CCDG's programmes, projects and activities. To this end, the Consultant will:

- Prepare projects to obtain grants from partners to finance CCDG programmes.

- Provide updates on gender development in the West Africa region.
- Participate in conducting research and gender analysis in the region.
- Participating in the drafting of conceptual documents and proposals (concept notes, ToR, full proposals, assessments etc.) for CCDG programs.
- Participate in the annual planning and budgeting of activities.
- Participate in the validation of projects submitted by Member States.
- Monitor the implementation of selected projects in the countries concerned.
- Monitor the implementation technical and financial of CCDG programs funded by AECID.
- Preparation and submission of the document and reports related to CCDG programs funded by AECID
- Consolidate the reports submitted by the Member States and draw up monthly reports on the implementation of the program.
- Draw up a final activity report.
- And any other task requiring his/her assistance.

IV: Qualifications Diploma

Studies:

- Hold a degree (BAC + 5 or equivalent) in gender studies, social sciences, development science or a similar field.

V: Experience / Skills / Competencies:

- At least (5) years' experience in development project management, gender analysis, support for women's groups and/or networks, financial inclusion and advocacy on gender issues and other sectors (Education, Health, Reproductive Health, Entrepreneurship, Trade, Agriculture, Environment, Energy, Infrastructure, etc.), including at least three (3) years at regional level, particularly in West Africa or internationally.
- knowledge of gender, and analyses and regional gender instruments.
 - Familiarity with gender issues, empowerment and/or promotion of women in the ECOWAS region and Spanish Cooperation.
 - At least three (3) years' proven programs management.
 - Experience with the EU and AECID program management will be an asset.
 - Knowledge of health programs implemented in ECOWAS Member States, particularly programs on the sexual and reproductive health of women and girls.
 - Familiarity with gender policy at regional, continental and global levels.
 - Experience of working with Spanish development cooperation or another international institution cooperation or private donors.
 - Good knowledge of ECOWAS procedures and the region and of Spanish cooperation will be an added advantage.
 - Good computer skills: Microsoft Word, Excel, Access, Power Point and any other relevant software.
 - Ability to work in a multidisciplinary team.
 - Ability to work under pressure.

- Excellent IT skills (MS Office: Word, Excel, Power Point).

VI. 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.

VI Others

- Ensuring respect for the hierarchy.
- Be able to use the Code of Ethics to manage yourself, others, information and resources.
- Understand diverse cultural perspectives, particularly those of West Africans, and be sensitive to differences between groups.
- Be able to avoid conflicts of interest and demonstrate tolerance and empathy.
- Respect ECOWAS' rules and procedures concerning assigned tasks and be able to explain them clearly to other stakeholders.

Be able to convey information clearly, concisely, succinctly and in an organized manner, both orally and in writing.

VIII. Deliverables

The consultant will submit a monthly report to the Director of the ECOWAS Centre for Gender Development (CCDG) for approval. The monthly report must be approved prior to payment. The consultant will submit an electronic copy (by post) and a hard copy in the language of his/her choice (, French, English or Portuguese).

Other technical deliverables will be proposed by ECOWAS as part of the definition of the Consultant's Work Plan linked to the responsibilities described in the Terms of References.