



## TERMS OF REFERENCE (TORs)

**Job Title:** Development Partners Coordination Cell (EDPCC) Coordinator

**Department:** ECOWAS Development Partners Coordination Cell (EDPCC) Coordinator, Directorate of External Relations, ECOWAS Commission

**Location:** Abuja. Nigeria

**Reports to:** Director of External Relations

**Job Type:** Consultancy-Contract

**Duration:** 12 Months - Full time (with possibility of extension)

### Background:

ECOWAS previously comprised fifteen member states, Benin, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Nigeria, Senegal, Sierra Leone, Togo, Mali, Niger and Burkina. Since 29 January 2025 ECOWAS comprised twelve members following the exit of the three countries Burkina Faso, Mali and Niger. The ECOWAS Treaty, also known as the Treaty of Lagos, established the community in Lagos, Nigeria, on May 28, 1975. A revised treaty was later signed on July 24, 1993. ECOWAS covers a diverse range of social and economic issues, each with an enormous agenda and goals to accomplish.

The aims of ECOWAS, per the 1993 revised treaty, are:

- To promote cooperation and integration, leading to the establishment of an economic union in West Africa and raising the living standards of its people
- To maintain and enhance economic stability
- To foster relations among member states
- To contribute to the progress and development of the African continent

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.

Aim	The overall objective is to provide the ECOWAS Commission specifically to the Directorate of External Relations with enough resources to facilitate projects programming and preparation, coordination of activities with the different stakeholders, information, communication and training, ensuring the necessary institutional capacity support, to ensure an efficient and rigorous implementation of regional integration programs.
Result 1:	<p><b>In the framework of ISE II, ECOWAS's Directorate of External Relations capacity for:</b></p> <ul style="list-style-type: none"> <li>• Coordination among the ECOWAS departments involved in the implementation of the EU funded activities enhanced.</li> <li>• Synergies and complementarities along the different directorates and ECOWAS agencies avoiding the duplication of efforts searched and identified.</li> <li>• Dialogue with the EU, West African Economic and Monetary Union (WAEMU), ECOWAS Member States, International Cooperating Partners (ICPs) and all stakeholders involved in the implementation of the EU funded programmes promoted.</li> </ul>
Result 2:	<p>In the framework of ISE II. ECOWAS's capacity for technical implementation and monitoring of development partners' programmes enhanced.</p> <ul style="list-style-type: none"> <li>• Development of information systems as well as other systems for monitoring and evaluation for the implementation of the programmes at contributing to the efficiency of the cooperation, improvement of the results, easing the information flows among stakeholders established.</li> </ul>
Result 3:	ECOWAS's capacity for procurement, contracts and financial implementation of development partners' projects enhanced.
Result 4:	<u>ECOWAS's</u> capacity for visibility, communication and IT for development partners' programmes and portfolio enhanced

## I. Job Summary

In the framework of the 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.

## II. Key Responsibilities

### Partners and Stakeholder Coordination:

- Act as the primary contact point for the project in relation to AECID, alongside the Institutional Strategy Advisor, to ensure effective communication and coordination.
- Ensure the timely submission of annual monitoring reports related to the ISE II project.
- Serve as a permanent member of the project's technical governance body to promote consistent oversight and strategic guidance.
- Ensure accountability and accurate reporting on the execution of the ISE II project to maintain transparency and integrity.
- Ensure consistency and strategic alignment with ECOWAS priorities during partner programming

- Promote cross pollination between and amongst partners to ensure complimentary
- Promote stakeholder participation of the ECOWAS Commission during all processes of the partnership cycle
- Promote predictable engagement at the portfolio level between ECOWAS and its Development Partners including with the High-Level dialogue meetings with the EU
- Promote regular thematic engagements between partners and identify challenges
- Promote regular coordination with WAEMU including with the Joint Technical Committee -JTT
- Coordinate portfolio implementation of development programs and projects funded by external partners.
- Facilitate the harmonization of partners' funded activities to avoid duplication and enhance the effectiveness of aid delivery.

### **Partnership Management:**

- Develop and maintain relationships with key development partners, including bilateral and multilateral partners and other related international organisations
- Serve as the primary point of contact for development partners, addressing inquiries, and providing updates on program progress.
- Ensure effective project management and strategic alignment with ISE II project objectives by serving as the primary manager and line manager for the technical team.
- Promote collaboration and effective budget execution by working closely with the Finance and Compliance Expert to ensure alignment with the EU agreement.
- Establish and lead monthly meetings with the project team to ensure high-quality implementation within established timelines.
- Identify potential bottlenecks and propose solutions and contingency plans to ensure smooth project execution.
- Follow-up on and facilitate smooth implementation of development programmes by providing technical backstopping to PMUs, identifying and escalating and coordinating solutions on management issues
- Coordinate portfolio reviews undertaken by various partners and identify trends in challenges for action by management
- Facilitate portfolio and programme closures and follow-up on any recommendations
- Organize and participate in meetings, workshops, and conferences with development partners.

### **Reporting and Documentation:**

- Assimilate data from various development partners and prepare concise management reports on the status of development partner portfolio including financial status and identify delivery bottlenecks and proffer recommendations to management.
- Maintain accurate records of all partner agreements, project documents, and correspondence.
- Ensure the maintenance of a portfolio performance dashboard for each major development partner and ensure its regular update
- Ensure timely and accurate submission of reports to development partners.

### **Resource Mobilization:**

- Liaise with other stakeholders to identify funding opportunities and coordinate the preparation and submission of funding proposals.

- Support the Directorate of Strategic Planning in Development and Review of ECOWAS Strategic Plans
- Support in the negotiation of funding agreements and terms with development partners.
- Monitor the disbursement and utilization of funds to ensure compliance with partners requirements and ECOWAS policies.

#### **Policy and Strategy Development:**

- Contribute to the development of ECOWAS policies and strategies related to external relations and development cooperation.
- Ensure that development partner activities are integrated into ECOWAS strategic frameworks and regional development plans.

### **III. Qualifications and Experience**

- **Education:**

- A master's degree in international relations, Economics, Development Studies, Public Administration, Project Management, or a related field.

- **Experience:**

- 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.

- **Skills:**

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- 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.
- Strong analytical and problem-solving abilities.

- **Key Competencies**

- 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.