



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

Original

Job Title: Institutional Strengthening Technical Advisor to the ECOWAS
Directorate of External relations

Department: 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)

Duty station: Abuja

I. Background:

ECOWAS

The Economic Community of West African States (ECOWAS) is one of the political and economic organizations promoting the creation of a community of people across national borders in West Africa. ECOWAS was created in 1975. ECOWAS is a regional economic community previously comprised 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. Today, ECOWAS provides an important forum for cooperation between its Member States, with the ECOWAS Commission assuming the role of a facilitator and mediator in conflict prevention, harmonization, and integration. The Commission is currently headed by seven political mandate holders appointed for a four-year term, as approved by the Authority of Heads of State and Government under the Chairmanship of Ghana, in a revised organogram for statutory positions at the ECOWAS Commission with the objectives to reduce costs and improve effectiveness.

More recently, the ECOWAS Member States have also increased their pressure on the completion of institutional reforms for ECOWAS Institutions and specialized Agencies. Significant progress has been made with regards to the adoption of the revised financial

regulations (2018), a tender code (2020), the adoption of the modernized staff regulations (2021), the completion of the ECOWAS Staff Skills Audit, and others. In addition, the ECOWAS Commission has used SAP since 2015, known as ECOLink, a general digital solution for financial management processes. These regulations and digital solutions are examples of how the ECOWAS Community has sought to harmonize internal procedures, consolidate functions into internal service hubs for HR, Finance, IT services and Administration, and reduce costs on overhead spending.

Building appropriate institutional and human capacities will be key to roll out the new ECOWAS Vision 2050 (December 2021): « A fully integrated community of people, living in a peaceful and prosperous region, with strong institutions respectful of fundamental rights and freedoms, striving towards inclusive and sustainable development », in line with the African Union Agenda 2063. Organizational development and change management are ongoing with the support of the EU and other development partners.

In addition, it will be crucial to strengthen the strategic planning and monitoring structures of all institutions to ensure a priority-based programmatic approach and full adoption of a results-based management logic/approach. Operational documents will be essential to support the implementation of Vision 2050: (i) a first medium-term strategic framework, (ii) a resource mobilization strategy; and (iii) a communication strategy. The set objectives have been prioritized for the next four years by the new management of the ECOWAS Commission in an implementing matrix (the '4x4 strategy'). The United Nations Economic Commission for Africa currently supports the ECOWAS Commission to finalize the Community Strategic Framework (CSF) 2023-2027.

The NDICI instrument does not foresee a role for Regional Authorizing Officers (RAO). Nevertheless, to provide technical and coordinating support to programming and identification of NDICI interventions, as well as coordination and monitoring of the implementation of the various interventions, the ECOWAS and WAEMU Commissions decided to maintain the function of the Partners Coordination Development Cell embedded in the Directorate of External Relation of the Commission to facilitate the capitalization of their experience and ensure coordination of NDICI and potentially other partners' interventions. This will mean reviewing the mandate, structure, and institutional integration of these Units. The mandate of ECOWAS Development Partners Coordination Cell is extended to support coordination work of other development partners, that could thus be invited to contribute to their functioning.

ECOWAS-Spain Cooperation Programme 2024-2027

Building on the achievements of the common work of the Spanish Agency for International Development Cooperation (AECID) and ECOWAS throughout the years, the ECOWAS-Spain

Cooperation Programme defines the joint priorities that will guide ECOWAS-AECID collaborative actions, continuing the existent lines of work for the resilience and prosperity of the people of West Africa, for the creation of opportunities and improvement of living conditions for the new generations who will shape the future of the region.

Following a strategic assessment of the framework documents and documents of both ECOWAS and Spain, as well as an analysis of the work undertaken in recent years, three main priority areas have been identified: (1) rural development, sustainable agri-food systems and food security; (2) access to clean energy; and (3) gender equality and empowerment of women and girls. In addition, the following cross-cutting priorities have been identified: connectivity and infrastructure; human rights approach; and institutional strengthening. The SDGs that have been identified as priorities are 2 Zero Hunger, 5 Gender Equality and 7 Affordable and Clean Energy. In addition, the following SDGs will be addressed in a cross-cutting manner: The remaining SDGs to be addressed in a cross-cutting way are: 8 Decent work and economic growth, 9 Industry, innovation and infrastructure, 10 Reduction of Inequalities and 16 Peace, justice and strong institutions.

The strategy demonstrates the alignment between the Strategic Objectives and Orientations Vision (2050 ECOWAS) and the 6th Guidelines Plan for Spanish Cooperation with the prioritized and cross-cutting sectors. Finally, the document defines the administrative bases for its implementation, including budget framework and economic contributions, monitoring and evaluation systems, mutual accountability and transparency responsibilities, as well as visibility principles.

ISEII Project

The Multi-Donor Action “Institutional Support to the ECOWAS, Phase 2 (ISE II)” is jointly co-financed by the European Union, the German Federal Ministry of Economic Cooperation and Development (BMZ), and the Spanish Agency for International Development Cooperation (AECID) and implemented by GIZ, as the organization, and AECID, as a partner, to the Multi-Partner Contribution Agreement (MPCA). The part of the Action implemented by GIZ is implemented as part of the BMZ project Support to ECOWAS Commission on Organizational Development (OD). On the other hand, the part of the Action implemented by AECID is part of the MOU signed on the 12th of March 2024 between the President of the ECOWAS Commission and the Head of the Spanish Cooperation in Nigeria. The duration of this Action is scheduled from 01.2024 to 12.2026 (36 months) and in the case of AECID, the implementation period will be from 06.2024 to 12.2026 (30 months).

The Overall Objective of the Action is to enhance the effectiveness, efficiency, sustainability and impact of the EU and multi-actor partnership in the West Africa region.

The Specific Objectives (outcome) of the Action are outlined as follows:

- **Specific Objective 1:** The ECOWAS Commission strengthens its institutional capacities towards EU-Pillar compliance, targeting mainly the foundations to apply ECOWAS' integrated, results-based management, the roll-out of an Ethics and Integrity programme, the development of an integrated HR Management tool and the development, and roll-out of an ECOWAS internal training programme, the strengthening of the ITS Directorate, as well as the promotion of gender equality.
- **Specific Objective 2:** The ECOWAS Bank for Investment and Development (EBID) achieves EU-Pillars compliance and sustains high standards of performance, accountability, and transparency, mainly through enhancement of HR Management and Risk Management, strengthening the systems and procedures for Grants, Procurement, Financial Instruments, and Data Protection, support to digitalization, as well as capacity building on NDICI framework.
- **Specific Objective 3:** The Directorate of External Relations strengthens its institutional capacities towards the coordination and monitoring of EU and other development partners-funded regional interventions, the coordination for effective management of EU/partners resources, and the capacity and mechanisms for sharing information, policy dialogue and programming between ECOWAS Commission, ECOWAS Specialized Agencies, ECOWAS Member States, other RECS, the EU, and other development partners (DPs).

I. Objective

The objective of this consultancy is to provide technical expertise and advisory support to the Directorate of External Relations (DER). The advisor will focus on enhancing operational efficiency, supporting effective delivery of projects implemented by the department, and supporting partner dialogue and operational coordination with other Directorates and Agencies.

Reporting to the Director of External Relations and working collaboratively with the Development Cell coordinator, the expert will:

II. Key Responsibilities

➤ Programme coordination

- Assist in commissioning on strategic, operational, and technical matters related to programs financed by Spanish Agency of International Cooperation for Development –

AECID, and the general administration of the project Institutional Strengthening of ECOWAS Phase II (ISE II).

- Support DER and other departments of the ECOWAS Commission in donor dialogue and implementation of thematic groups that contribute to the implementation of the ECOWAS Vision 2050 in the framework of the Project ISE II and ensure consistency and strategic alignment with ECOWAS priorities during partner programming.
- Support the Governance of the ECOWAS-Spain Cooperation Programme 2024-2027 and other collaborative programmes supported by Spain.
- Promote synergies, complementarities between the ECOWAS Commission, technical agencies and other programs financed by AECID, the EU and other donors, either with ECOWAS agencies or in the region.
- Support projects and initiatives related to institutional strengthening, EU programming, ECOWAS-Spain Cooperation Programme and donor dialogue especially in aspects that involve the improvement of coordination between the DER and ECOWAS Commission with international stakeholders, ECOWAS member states, the EU, and other African RECS.

➤ **Reporting and Documentation:**

- Coordinate technical and support financial reporting on the execution of the ISE II project to maintain transparency, integrity, and compliance with AECID and EU reporting procedures.
- Provide technical support and advice to the monitoring, reporting, financial administration, and multi-stakeholder coordination with other actions implemented by the ECOWAS Commission that have received financial support from international donors (mainly the EU and the AECID).
- Ensure timely reporting on progress and status of the project and the ECOWAS-Spain Cooperation Programme 2024-2027 with prior approval of the Director of External Relations.
- Provide assistance in the review of annual progress reports, work plans, reports, and budget proposals related to ISE II and the ECOWAS-Spain Cooperation Programme 2024-2027.

➤ **Evaluation and performance monitoring**

- Conduct a comprehensive assessment of existing institutional capacity, identifying strengths, weaknesses, opportunities, and threats.
- Develop in the first 3 months of contract a detailed assessment report outlining key areas for improvement and recommendations.
- Support external evaluations related to the ECOWAS-Spain Cooperation Programme in the following duties: (a) Assessment of the progress achieved in the results agreed between the Spanish Cooperation and the ECOWAS Commission; (b) Assessment of the contribution of the projects and initiatives funded under the strategy for the achievements of the 4x4 Strategy, ECOWAS Vision 2050 as well as the specific policies; (c) Assessment on questions of efficiency and quality, milestones and relevant difficulties, and corrective measures that have been incorporated, assessment of cross-cutting approaches, assessment of internal management; (d) Establish key performance indicators (KPIs) to monitor and evaluate the progress of the ECOWAS-Spain Cooperation Programme aligned with ECOWAS Vision 2050 and Agenda 2030; (e) Support the implementation of recommendations stemming from evaluation exercises for continuous improvement.

III. Qualifications and Experience

A master's degree (BAC+5) in international relations, Economics, Development Studies, Public Administration, Project Management, or a related field.

IV. Experience / Skills / Competencies

- At least (5) years' experience in development project management in sectors such as (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.
- At least three (3) years' proven programs management. Experience with the EU and AECID program management will be an asset.
- 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 and to work under pressure.

- viii. Excellent IT skills (MS Office: Word, Excel, Power Point).
- ix. Proven experience in managing relationships with Multilateral, European, Spanish and international donors and development partners will be an added advantage.
- x. Experience in program management within multilateral institutions.
- xi. Familiarity with ECOWAS policies, structures, and regional development challenges.

V. 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.
- Ability to manage multiple priorities and deadlines.
- Strong analytical and problem-solving abilities.
- 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.

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