



REQUEST FOR EXPRESSION OF INTEREST
(CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)
Selection of an Individual Consultant, ECOWAS Conflict Prevention Framework (ECPF), (P2/1)

Reference No. 1-ECW/PAPS/DAGS/10-06

1. The ECOWAS Commission intends to apply a portion of its budgeted counterpart funds for the Selection of an Individual Consultant for ECOWAS Conflict Prevention Framework (“Consultant, ECPF”), under the Danish Africa Partnership for Peace and Sustainability (APPS).
2. The overall objective of the ECOWAS component of the APPS is to enhance ECOWAS’ responses to peace, security and governance challenges in West Africa.
3. The scope of the consultancy is to assist the ECOWAS Conflict Prevention Officer in ensuring the operationalization of the ECOWAS Conflict Prevention Framework at the levels of the ECOWAS Commission, Member States and Civil Society Organizations. Within this overall work area, the Consultant will have an additional focus on supporting the Commission’s work on preventative diplomacy.
4. The contract shall be for a period of one (1) year (renewable, subject to conditions).
5. The services to be provided by the Consultant (“the Services”) shall take into consideration the following duties and responsibilities:
 - a. In relation to the ECPF, facilitate the prioritization, ownership, and maximum utilisation of synergies between the ECOWAS Focal Point Directorates, Member States, Civil Society Organizations and Development Partners on the implementation of the 15 ECPF Components;
 - b. Liaise with ECOWAS Focal Point Directorates and Development Partners on the progress and funding requirements of ECPF programmes and develop a fundraising strategy to ensure the actualization of ECPF programmes;
 - c. Design and ensure ownership of a monitoring strategy for the ECPF based on a Results-Based Management methodology to increase transparency and accountability in the implementation of ECPF programmes and activities;
 - d. Develop concept notes, reports, budgets, memos, letters, and other documentation in relation to the implementation of the ECPF and other activities under the Political Affairs Directorate;
 - e. Facilitate the organization of workshops, seminars and other technical meetings related to the operationalization of the ECPF and broader peace and security matters;
 - f. Ensure the regular update of the ECPF Web Portal in close collaboration with the Communication Directorate and the IT Services Directorate;
 - g. Organize and prepare the report of the annual ECPF Internal Steering Committee meetings;
6. The ECOWAS Commission therefore invites eligible Consultants to express their interest in providing the services. **Interested Consultants who are citizens of ECOWAS Member States shall provide information showing that they have the qualifications and experience to provide the requested services.** The candidates are to meet the criteria set out below:

Qualifications:

- Shall possess a Bachelor’s degree in either Political Science, International Relations, or Development Studies. A Post-Graduate degree in any of these areas would be an added advantage.

Experience:

- Shall demonstrate a minimum of 5 years of professional experience and skills in the following areas:
 - conflict prevention, mediation and dialogue facilitation in either a similar Regional/International Organisation or Non-Governmental Organisation;
 - working with preventive diplomacy tools, standards, instruments and mechanisms;
 - knowledge and expertise of the linkages between mediation, gender, peace, and security issues would be an asset;
 - data collection and project assistance;
 - assisting in the management of projects and programmes;
 - knowledge of the ECOWAS system and governance processes in the Member States.
- Shall demonstrate executing two (2) similar assignments with either Regional/International Organisations or Non-Governmental Organisations.
- Previous similar work experience with Regional or International Organisations will be an advantage.

Language:

- Fluency in oral and written expression in at least two of the ECOWAS Official languages (English/French/Portuguese) is required. Proficiency in English and French language skills would be an advantage.

(NB: The ECOWAS Commission would like to draw the attention of interested consultants to **Article 117 of the revised ECOWAS Procurement Code on “Fraud and Corruption”**, which provides information on fraudulent or corrupt practices in competition or contract execution. Furthermore, candidates are invited to take cognisance of the specific information on conflict of interest related to this consultancy service, under **Article 118 of the revised ECOWAS Procurement Code.**)

7. The selection of the Consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. Interested Consultants may obtain more information by contacting the Procurement Division at the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1). Email: ikkamara@ecowas.int**, with copies to: sbangoura@ecowas.int; cgnacadja@ecowas.int;
8. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked **“Selection of an Individual Consultant, ECOWAS Conflict Prevention Framework (ECPF), (P2/1)”**, no later than **10 July 2025 at 11:00 a.m. (Nigerian time)** to the following address:

**Department of Internal Services,
Procurement Division,
1st Floor, ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent,
Asokoro District, Abuja, NIGERIA**

Please note that electronic submissions are also ACCEPTED and should be sent to the email addresses mentioned in paragraph 7 above.

Commissioner for Internal Services