



**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)
Selection of an Individual Consultant, FINANCE OFFICER (ECPF, P2/1)**

Reference No. 2-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 Finance Management, ECOWAS Conflict Prevention Framework Project (“Consultant, Finance, 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 will include inter alia, undertaking financial management of the ECPF Project. The Consultant, Finance will contribute to fostering partnerships, coordinating international partners’ resources, documenting expenditures, as well as audit functions to ensure swift audit exercises and timely financial reporting. The Consultant will work closely with the ECOWAS Commission - Directorate of Financial Reporting and Grants (DFRG); and Department of Political Affairs, Peace and Security (PAPS).
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 but not limited to:
 - Ensuring compliance with financial requirements in the project documents and the bilateral agreement between ECOWAS and DANIDA in line with the Danida Financial Management Guidelines;
 - In cooperation with Danida, developing Terms of References for audits for DANIDA funded projects;
 - Financial management of the DANIDA funded programmes in line with the Danida Financial Management Guidelines and the agreement that exists between ECOWAS and the Embassy of Denmark in Nigeria;
 - Ensuring the implementation/operationalization of the ECPF Resource Mobilization Strategy;
 - Designing financial proposals in line with donor requirements and application guidelines in conjunction with relevant Programme Managers and PAPS Monitoring & Evaluation function;
 - Developing and disseminating relevant financial reports of partner-supported activities to ensure transparency and accountability;
 - Engaging in budgeting and projection of financial needs and gaps for ECPF Plans of Action;
 - Liaising with the ECOWAS-Development Partner Thematic Group on Peace and Security to provide quarterly financial status reports on the implementation of the ECPF Plans of Action;
 - Collaborating with the Directorate of External Relations in organizing donor partner roundtables to secure resources for ECPF activities;
 - Any other tasks as assigned for the implementation of the project.
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 degree (or equivalent) in Accounting, Finance or related field of study from a recognised Institution. Possession of a Master's degree and professional certifications in Accounting or Finance are added advantage.

General Experience:

- Shall demonstrate a minimum of 5 years of professional experience in accounting, building partnerships and donor relations, as well as a track record in programme development, strategic planning, monitoring and evaluation, capacity development, and administration;

- Good understanding of international funding mechanisms, instruments, standards, and best practices.
- 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 a strong advantage.

Specific Professional Experience

- Shall demonstrate a minimum of 5 years' experience in:
 - accounting procedures and demonstrate proficiency in the international public sector accounting standards (IPSAS);
 - working Enterprise Resource Planning (ERP) environment particularly the Financial Accounting (FI) and Grant Management (GM) module;
 - preparing periodic project financial reports for submission to the partners;
 - planning, coordinating and ensuring delivery of project audit reports to the partners.
 - understanding of Africa-related strategies and policies of major bilateral and multilateral agencies and relevant experience in working with such partners;
 - understanding of African development issues and challenges with demonstrated ability to provide intellectual leadership in partnerships and resource mobilization for economic and social development;

Other skills and competences

- Good working knowledge of ECOWAS vision and agenda;
- Works collaboratively with partners and in a multicultural environment;
- Good organizational skills and ability to independently plan and carry out assigned duties.
- Excellent interpersonal and management skills; proven ability and experience in efficient planning and execution of tasks; and high level of initiative.

IT Skills

- Good knowledge of computer applications (especially Word, Excel, PowerPoint presentation).

Language:

- Proficiency in written and spoken, as well as the ability to draft or edit a variety of written reports including summaries and briefing notes, in one of the three official languages of ECOWAS (English, French or Portuguese) is essential; whilst working knowledge and skills of a second language among the three languages is 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, FINANCE (ECPF)**", 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