



**REQUEST FOR EXPRESSION OF INTEREST  
(CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)  
Selection of an Individual Consultant, MONITORING AND EVALUATION (M&E) (ECPF) (P2/1)**

**Reference No. 3-ECW/PAPS/DAGS/10-05**

1. The ECOWAS Commission intends to apply a portion of its budgeted counterpart funds for the Selection of an Individual Consultant for MONITORING AND EVALUATION (M&E), 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 will include enhancing the monitoring of results relating to the implementation of the ECOWAS Conflict Prevention Framework (ECPF), thereby contributing to the promotion of the use of common Results-Based Management (RBM) principles in ECPF programming, implementation and reporting. The Consultant will be located within the Office of the Commissioner for Political Affairs, Peace and Security (PAPS), and liaise closely with colleagues in the Department; as well as with the Directorate for Strategic Planning, Monitoring and Evaluation (SPME). The Consultant will report jointly to the Director of Strategic Planning, Monitoring and Evaluation and the Head of Mediation and Coordination of Regional Political Affairs.
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:
  - Serve as an interface with the Danish Embassy in Abuja by keeping them informed about the programme implementation of the DANIDA-funded programmes for the ECOWAS Commission.
  - Maintain a database of ECPF Focal Points and stakeholders with their emails and telephone numbers;
  - Collate required data from Focal Points of ECPF and prepare quarterly progress report and annual report on the implementation and results of the ECPF programme;
  - Support the preparation of Quarterly Work Plan and Budget for the ECPF Programmes;
  - Prepare the Measurement Framework for reporting on the implementation of the ECPF with outcomes, outputs, indicators, baselines and targets in collaboration with relevant ECOWAS Directorates as may be defined in the contract;
  - Prepare and submit for review and approval Quarterly and Annual Report on the implementation and Results of ECPF Programme;
  - Prepare guidelines relating to RBM, as relevant and provide guidance to PAPS division on RBM tools and approaches, with the aim of enhancing the use of common standards aligned with international standards (OECD/DAC, World Bank etc);
  - Conduct data quality assessment to ensure all submissions from PAPS to SPME or Donors meet the required quality level ;
  - Liaise closely with the SPME to ensure coherent use of RBM terminologies and approaches defined in the ECOWAS M&E Manual and related documents;
  - Provide guidance to colleagues within PAPS relating to collection and monitoring of data relating to results, assumptions, and risks;
  - Report on ECPF progress against objectives and prepare summary reports for PAPS management and international partners on a regular basis;
  - Develop the tools and instruments (reporting formats) for monitoring and reporting where needed and facilitate their introduction once approved;
  - Ensure that narrative reports are aligned with financial reports; lessons learned are captured and presented in reports as necessary, develop tools to facilitate this.
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 Master's degree in Economics, Political Science, International Relations, Development Studies, Statistics, Business Management or any other related field.

#### **Experience:**

- Shall demonstrate a minimum of 5 years of professional experience with the use of results-based management, including programming, monitoring and evaluation.
- Knowledge of the political trends in the ECOWAS Region and a good understanding of peace and security terminology and programming.
- 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.

#### **Competences:**

- a. Professional – Thorough understanding of results-based management approaches and internationally recognised standards. Familiarity with institutional mandates, policies and guidelines related to conflict prevention, preventive diplomacy/mediation, democratic governance, peace support and other peace and security terms and approaches. Strong ability to identify, evaluate and integrate information from a variety of sources and assess impact.
- b. Communication – Strong communication (spoken, written and presentation) skills, including the ability to produce a variety of written reports in a clear, concise style, to deliver training presentations to external audiences, to build/maintain effective partnerships, to manage information and public information activities.
- c. Planning and Organizing – Ability to establish priorities and to plan work assignments, juggle competing demands and supervisory tasks, and work under pressure of frequent and tight deadlines.
- d. Teamwork – Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

#### **IT Skills:**

Good computer skills, including proficiency in word processing, spreadsheets, data analytical tools and other relevant software packages.

#### **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](mailto:ikkamara@ecowas.int)**, with copies to: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [cgnacadja@ecowas.int](mailto:cgnacadja@ecowas.int);
8. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked “**Selection of an Individual Consultant, MONITORING AND EVALUATION (M&E), (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**