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## **TERMS OF REFERENCE**

**SELECTION OF INDIVIDUAL CONSULTANT (RESIDENT CIVIL ENGINEER) TO SUPPORT ECOWAS IN THE SUPERVISION OF THE CONSTRUCTION OF JOINT BORDER POST AT JENDEMA-BO WATERSIDE BORDER BETWEEN THE REPUBLIC OF SIERRA LEONE AND REPUBLIC OF LIBERIA**

**SEPTEMBER 2025**



## 1.0 Introduction

The Economic Community of West African States (ECOWAS) Commission is actively implementing the Joint Border Posts (JBP) programme to foster regional economic integration, facilitate trade and transport, and streamline cross-border movement. The Jendema-Bo Waterside Joint Border Post project, located between Sierra Leone and Liberia, is integral to this initiative, aimed at improving border efficiency, reducing congestion, and strengthening border security and cooperation.

Cross-border movement within the ECOWAS region faces significant bottlenecks due to inadequate infrastructure, delays, corruption, and inefficient border management practices. To address these challenges, ECOWAS, with support from international partners has initiated the construction of JBPs to ensure seamless movement of goods and people across regional borders.

Previous successful JBPs constructed and operationalised include those at Noepe-Akanu border (Ghana-Togo), Seme-Krake border (Nigeria-Benin), and Mfum/Ekok border (Nigeria-Cameroon). The Jendema-Bo Waterside JBP between Liberia and Sierra Leone is expected to complement these efforts significantly.

In view of these cross-border challenges, ECOWAS has identified the Jendenma-Bo-Waterside Border between Sierra Leone and Liberia to transform the infrastructure into a modern Joint Border Post facility where border officials from both countries can jointly perform their formalities. Given that this is a major engineering and construction project, ECOWAS would require the services of an Experienced Civil Engineer to support the Directorate of Transport to coordinate and supervise the construction of the facility. The Civil Engineer is expected to be based permanently on site.

## 2.0 Task of the Consultant

The primary task of the Resident Civil Engineer (RCE) is to ensure the highest standards of supervision, quality assurance, and coordination in the construction of the Jendema-Bo Waterside JBP, as well as facilitate timely and cost-effective project implementation, in line with the approved technical designs, drawings and cost estimates.

Specifically, the Resident Civil Engineer in collaboration with the Supervising Consulting Firm will:

- Ensure that the construction works meet the stipulated technical specifications, environmental and social safeguards, and safety standards.
- Facilitate efficient coordination among ECOWAS Commission, construction contractor, supervision consultant, local authorities, and other stakeholders.
- Proactively identify and address potential risks and construction delays.



- Maintain clear and effective communication lines among stakeholders.
- Undertake other duties as may be assigned by the ECOWAS Project Manager during the construction period.

### **3.0 Detailed Scope of Work**

The Resident Civil Engineer shall undertake the following detailed tasks:

#### **3.1 Construction Supervision**

- Represent ECOWAS Commission daily on-site, ensuring strict adherence to project timelines, technical standards, and contractual obligations.
- Conduct regular and thorough inspections of construction activities and materials to guarantee compliance with contract specifications and quality standards.
- Validate contractor submitted construction drawings and monitor modifications proposed by stakeholders.
- Ensure effective implementation of the approved Environmental and Social Management Plan (ESMP).
- Check and examine design modifications requested by the client and undertaken by the supervising consultant
- Check measurements and support the issuance of interim payment certificates to be prepared by the consultant before forwarding them to ECOWAS
- Analyse and advise on complaints submitted by the contractor.
- Alert the project owner in good time to any problems arising on site
- Support the supervising consultant in the preparation and vetting of interim payment certificates.

#### **3.2 Coordination and Stakeholder Engagement**

- Support weekly site coordination meetings involving the construction contractor, supervision consultant, and other relevant stakeholders to review project progress and resolve emerging issues.



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- Support the management of relationships with local communities, local government authorities, public utilities, and service providers.
- Collaborate with traffic and safety authorities to ensure smooth operation around the construction zone.

### **3.3 Reporting and Documentation**

- Support the Supervision Consulting Firm and facilitate the preparation and submission of detailed monthly progress reports covering construction progress, compliance with schedules, issues encountered, and recommended corrective actions.
- Document technical inspections, quality control measures, and environmental and social compliance.
- Facilitate the transmission of interim and final payment certificates to ECOWAS Commission for payment.
- Maintain accurate records of all site meetings, including detailed minutes and action points.

### **3.4 Project Completion Activities**

- Liaise with the Supervision Consultant with the provisional acceptance procedures, including inspections, assessments, and sign-off processes.
- Ensure thorough preparation and validation of "as-built" documentation and completion drawings.
- Coordinate with the Supervision Consulting Firm on the applications and issuance of the final acceptance procedures and support handover activities.

## **4.0 Deliverables**

The Resident Civil Engineer shall provide the following key deliverables:

- Monthly Progress Reports
- Technical Inspection and Quality Control Reports



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- Routine and Special Reports
- Interim and Final Payment Certification Reports
- Minutes of Site Coordination and other related Meetings
- Environmental and Social Compliance Reports
- Provisional and Final Acceptance Reports
- Comprehensive Final Project Report.

### **5.0 Qualification and Experience**

The expert will be a high-level specialist in the implementation of civil engineering projects with a good knowledge of international projects. He/she will have the following profile.

- Hold an engineering degree in Civil Engineering from a recognised institution
- Have a minimum of fifteen (15) years' experience in Civil Engineering projects, preferably in Africa.
- Demonstrated experience in the supervision, construction or monitoring of at least two multinational or cross-border infrastructure projects, preferably in the African, in the last 10 years (2015 – 2024)
- Experience in the supervision of at least two Building and or road Projects in Sub-Sahara African in the last 10 years
- Fluent in English Language

**NB: To score the candidates, evidence of academic qualifications and attestation documents indicating participation in projects MUST be submitted.**

### **6.0 Service Duration**

The engagement of the Resident Civil Engineer (RCE) shall correspond with the project's construction period of 24 months. The RCE must remain full-time at the project site for the entire construction duration

### **7.0 Reporting**

The RCE will report directly to Director of Transport of the ECOWAS Commission or his designated representative on the project.

### **8.0 Facilities and logistics to be provided by the Work Contractor**



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- A fully equipped site office.
- Necessary office supplies, including computer, printer, internet access, and telecommunication facilities.

### **9.0 Remuneration**

Remuneration will be proportional to the rate of payment by the ECOWAS Commission for the level of expertise described in the Terms of Reference (TORs).

### **10.0 Eligibility**

Being a Local Procurement Process, to be eligible to apply for this post, Individual Consultants MUST be a National of one of the ECOWAS Member States in accordance with ECOWAS REVISED PROCUREMENT CODE of September 2021.

The successful Candidate will however be required to be resident in close proximity to the project site.

### **11.0 Application**

Interested candidates must submitted:

- Curriculum vitae (CV)
- Copy of passport
- Certified copies of qualifications.
- Attestation documents indicating participation in projects