



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

COUNTRY: NIGERIA

Fund: ECOWAS Commission

Assignment Title: Selection of SAP Consulting firm for the Implementation of SAP ECM by OpenText on HANA

Reference No. PP-CS-2025-024

The Economic Community of West African States (ECOWAS Commission) has made a provision in its 2025 budget to cover the costs relating to the above-mentioned assignment.

The consulting services (“the Services”) include the re-implementation of an Electronic Content Management (ECM) system, involving an assessment of the current state of the ECOWAS SAP ECM OpenText environment, as well as the design, implementation, and support of SAP ECM OpenText solutions. The assignment also covers the completion of the ongoing SAP ECM implementation at ECOWAS, and the provision of post-go-live on-site support, including knowledge transfer to ECOWAS staff. The expected duration of the assignment is **six (6) months**. The consultant will be based at ECOWAS Commission headquarters in Abuja, Nigeria but covering the entire ECOWAS Institutions under the supervision of the ECOLink Director. A hybrid working arrangement may be considered, combining on-site and remote activities as appropriate.

The detailed Terms of Reference (TOR) for each lot of the assignment can be found at the following website:
https://www.ecowas.int/procurement/procurement_m/intellectual-services/

The ECOWAS Commission now invites eligible Firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The qualifications and relevant experience of the consultants must be supported by documents such as **copy of contracts and certificates of good performance, etc. The ECOWAS Commission reserves the right to reject any application that is not accompanied by the required supporting documents.**

The evaluation criteria for each lot are (support with evidence):

- The firm should not be listed in any lawsuit or litigation within the last five years.
- The firm must have at least five years of experience in the field of SAP ECM by OpenText Implementation, especially on HANA Platform.
- It must provide proof of the completion of at least two (2) similar projects in the last seven (7) years in the field of SAP ECM by OpenText Implementation.
- Good knowledge of the public sector in the context of West Africa would be an asset.

Bidders may form a consortium of up to **three (3) entities**. In accordance with Article 35 of the 2021 ECOWAS Revised Procurement Code, only **joint-and-several liability consortiums are permitted**. Such consortiums must formalize their agreement by executing a **consortium agreement signed** by all members and appointing a **legal**.

The attention of interested Consultants is drawn to Part IV, paragraphs 1 to 5 of article 118 of the “ECOWAS Revised Procurement Code”, September 2021 setting forth the ECOWAS policy on conflict of interest.

A Consultant will be selected in accordance with the **Quality and Cost-based Selection (QCBS)** set out in the ECOWAS Revised Procurement Code.

Further information can be obtained at the email addresses below during office hours **0900 to 16700 hours, Nigerian Time.**

Expressions of interest must be delivered in a written form to the addresses below by e-mail by **November 17, 2025, at 11:00 a.m. UT+1 (Nigerian Time).**

ECOWAS Commission

Attention: Director of Administration and General Services

Abuja, Nigeria

E-mail: ikkamara@ecowas.int and copy sbangoura@ecowas.int; ombacke@ecowas.int; pbessi@ecowas.int; lniakam@ecowas.int; kunledudu@gmail.com

Note: The ECOWAS Commission will notify only the shortlisted candidates of the outcome of the evaluation.

ECOWAS COMMISSION

Attachment:

- ToR of the Implementation of SAP ECM by OpenText on HANA