ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

COUNTRY: NIGERIA
Fund: ECOWAS Commission
Assignment Title: Recruitment of a n individual consultant as Project Assistant for the ECOWAS Air Transport Economic Oversight Committee.
Reference: PP-CS-2025-073

1. The Economic Community of West African States (ECOWAS) places high importance on Aviation Security (AVSEC) as an essential pillar for ensuring safe, secure, and reliable air transport across the region. Recognising the substantial adverse effects that the high cost of air transport continues to have on the development of the regional aviation industry—as well as on the broader objectives of economic growth, trade facilitation, and regional integration—the Sixty-Sixth (66th) Ordinary Session of the Authority of Heads of State and Government adopted Supplementary Act A/SA.2/12/24 relating to the Regional Common Policy on Aviation Charges, Taxes, and Fees. This legal instrument seeks to harmonise and rationalise aviation-related charges with the overarching objective of reducing the cost of air transport services within the ECOWAS Region.

To support this initiative, the ECOWAS Commission intends to engage an Individual Consultant (Consultants) to support the Directorate of Transport in implementing the above regulations and related aviation security matters.

2. Objectives of the Assignment

The objective of the consultancy is to provide technical and administrative support for the implementation of air transport programs and activities, particularly those related to the ECOWAS Regional Air Transport Economic Oversight Committee. The incumbent will support policy development, project coordination, and documentation management in alignment with the strategic objectives of ECOWAS and international aviation standards.

3. Role and Responsibilities

- Assist the Coordinator in the planning and development of programs and activities related to the **ECOWAS Regional Air Transport Economic Oversight Committee**.
- Provide technical support for the implementation and coordination of the **ECOWAS Regional Air Transport Economic Oversight Committee** 's activities.

- Support the preparation and execution of regional air transport policies, laws, and regulations for ECOWAS, in compliance with ICAO Standards and Recommended Practices (SARPs).
- Participate in the timely submission of project deliverables, proper maintenance of records, and attendance at required meetings and briefings.
- Contribute to procurement and contract management processes, including preparation of Expressions of Interest (EOIs), Terms of Reference (TORs), Requests for Proposals (RFPs), bid evaluations, and related documentation.
- Maintain an up-to-date contact list of focal points, stakeholders, and other relevant persons to support the coordinator's duties.
- Regularly update the directory of air transport ministries and relevant authorities in ECOWAS Member States.
- Archive all documents, reports, and studies produced in the field of air transport in an organized and accessible manner.
  Perform other duties as assigned by the Head of the Air Transport Division, Director of Transport, or the Commissioner.

4. Qualifications and Experience

The ideal candidate must:

- Hold a Technical Certificate (BT), an Ordinary National Diploma (OND), or an equivalent qualification in Air Transport Management, Transport Planning, Supply Chain and Logistics Management, Transport Economics and Econometrics, Economics and Financial Engineering, or any other aviation-related discipline from a recognized university.
- Minimum of five (5) years of experience in one or more of the following fields: civil aviation, aviation safety, air navigation, air transport, logistics, supply chain management or statistics, preferably within an ECOWAS Member State.
- Strong knowledge of policy development processes, including project preparation, procurement procedures, technical studies, and the design of air transport policies.
- Solid practical and technical understanding of key guiding protocols in the air transport sector, such as the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs), the Single African Air Transport Market (SAATM) initiative, the Yamoussoukro Decision, and air transport infrastructure development in line with international best practices.
- Experience in monitoring and evaluation of air transport-related projects or programs is highly desirable.
- Be fluent in one of ECOWAS' official languages (English, French, or Portuguese) and have working knowledge of a second.

5. Duration of Assignment

The assignment will last for **twelve (12) months**, renewable based on satisfactory performance and budget availability.

6. Submission of Expression of Interest

The ECOWAS Commission invites eligible and qualified **Individual Consultants (Consultant)** to express their interest in providing these services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Each experience or qualification must be supported by documentary evidence, as listed below:

- **An up-to-date Curriculum Vitae duly signed by the consultant (including the contact details of at least two referees).**
- **Copies of diplomas, relevant academic certificates, and training certificates.**
- **Evidence of experience, such as certificates of satisfactory completion, employment certificates, copies of relevant contracts, etc.**

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, the attention of interested Individual 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.

7. Selection Method

The selection of the consultant will be conducted in accordance with the **Individual Consultant Selection (ICS) method** set out in the ECOWAS Revised Procurement Code. Interested consultants may obtain further information by contacting the Procurement Division. at the email address below from **Monday to Friday, from 9:00 a.m. to 4:00 p.m. (GMT +1).** Email: **ikkamara@ecowas.int and copy: cappiah@ecowas.int** ; **ytraore@ecowas.int**; **ombacke@ecowas.int**; **pbessi@ecowas.int**

Expressions of interest **should be sent by email with the subject line " Expression of Interest – Recruitment of an Individual Consultant as Project Assistant for ECOWAS Air Transport Economic Oversight Committee (Consultant) ", no later than 06 January 2026 at 12:00 a.m. (Nigerian time) (Nigerian time)** to the following email addresses **: ikkamara@ecowas.int and copy: cappiah@ecowas.int**; **ytraore@ecowas.int**; **ombacke@ecowas.int**; **pbessi@ecowas.int**

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