IMPLEMENTATION OF ECOWAS SUPPLEMENTARY ACT A/SA.2/12/24 RELATING TO THE COMMON POLICY ON AVIATION CHARGES, TAXES AND FEES IN ECOWAS MEMBER STATES

JOB TITLE	**Recruitment of an Individual Consultant as Project Assistant for ECOWAS Air Transport Economic Oversight Committee**
INSTITUTION	ECOWAS Commission
FUNDING	ECOWAS Commission
PROCUREMENT	ECOWAS Tender Code
DEPARTMENT	Infrastructure, Energy & Digitalization
DIRECTORATE	Transport
DIVISION	Air Transport

ROLE OVERVIEW

1. Considering the severe negative impact of the high cost of air transport on the growth of the region's air transport industry and on the wider economic and regional integration Agenda of ECOWAS, the SIXTY-SIXTH (66TH) ORDINARY SESSION OF THE AUTHORITY OF HEADS OF STATE AND GOVERNMENT adopted the Supplementary Act A/SA.2/12/24 relating to the regional Common Policy on Aviation Charges, Taxes and Fees, which aims to reduce the cost of air transport services in the ECOWAS region.

2. Article 8 of this Supplementary Act A/SA.2/12/24 relating to the Common Policy on Aviation Charges, Taxes and Fees in West Africa, outlines the modalities for Economic Oversight mechanisms at both the national and regional levels. Additionally, Article 10 provides a regional support and coordination mechanism for the implementation of the Supplementary Act, which includes the establishment of an **ECOWAS Air Transport Economic Oversight Committee** to ensure the effectiveness of the implementation.

3. The **Regional Air Transport Economic Oversight Committee** will report to the ECOWAS Sector Ministers in-charge of Transport. The secretariat will be provided by the Air Transport Division of the Transport Directorate of the ECOWAS Commission. The activities of the Air Transport Economic Oversight Committee will be managed by a Coordinator assisted by a **project assistant**

4. To implement and coordinate the activities of the above **ECOWAS Regional Air Transport Economic Oversight Committee**, the Transport Directorate intends to recruit an **Air Transport Expert** responsible for the coordination and **a project Assistant**, under the Air Transport Division of the Transport Directorate.

5. Under the supervision of the Air Transport Coordinator, the Program Assistant will 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.

6. The purpose of this Terms of Reference (ToR) is to define the recruitment criteria and responsibilities for the position of Project Assistant to the Coordinator of the **ECOWAS Regional Air Transport Economic Oversight Committee**.

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

ACADEMIC QUALIFICATION AND EXPERIENCE

ACADEMIC QUALIFICATION:

- 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.

EXPERIENCE :

- **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

LANGUAGES

Must be fluent in one of the official languages of ECOWAS: English, French or Portuguese, with a good working knowledge of a second official language.

Duration

The duration of this contract is **twelve (12) months**, renewable upon review of satisfactory performance and availability of budget.

The ECOWAS Commission invites interested, eligible, and qualified individual candidates to express their interest in providing the above-mentioned services by submitting a **Letter of Expression of Interest** along with a **detailed Curriculum Vitae**. The submission should clearly outline the candidate's qualifications and relevant experience in relation to the assignment, including a CV, copies of academic and professional certificates, references for similar services, and a description of past experiences and responsibilities in comparable assignments.