REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

***NIGERIA***

***ECOWAS - REGIONAL ELECTRICITY ACCESS PROJECT (ECOWAS - REAP) (Phase 1)***

**Selection of Individual Consultant as SENIOR PROCUREMENT SPECIALIST**

**Project reference No**.: ***P164044***

The Economic Community of West African States (ECOWAS) *has received a grant* from the World Bank toward the ECOWAS Regional Electricity Access Project (ECOWAS - REAP)**,** and intends to apply part of the proceeds for the **Selection of Individual Consultant as Senior Procurement Specialist**.

The consulting services (“the Services”) include the following as shown below and the duration of the contract shall be for **an initial period of one year renewable based on satisfactory performance for a minimum of three (3) years**. The consultant is expected to be available in the ECOWAS’s office in Abuja full time. Activities to be performed by the Senior Procurement Specialist include but are not limited to the following:

1. **Procurement of Goods, Works and Non-Consulting Services in the following areas** 
   1. Preparation of Project Work Plans and Procurement Plan for Goods, Works and Non-Consulting Services;
   2. Maintain awareness of market conditions, including source lists, price availability and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase;
   3. Assist Technical Team in the preparation of Technical Specifications for Goods in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with Worldbank standard procedures for Goods;
   4. Assist Technical Team in the preparation of bill of Quantities/ technical specifications for Works in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank standard procedures for Works and ECOWAS standards;
   5. Solicit Bidders/Vendors through drafting and Advertising of IFB;
   6. Prepare Bidding Documents in accordance with the relevant method of selection for Goods/Works/Non-Consulting Services;
   7. Coordinate the Receipt/Opening of offers;
   8. In conjunction with the relevant committee, carry out detailed evaluation of Bids in accordance with the criteria’s set up in the bidding document;
   9. Prepare the evaluation report and present same to relevant authorities for approval and to the World Bank for “No Objection” ;
   10. Prepare Contract Documents for execution between the Supplier/Contractor and the Purchaser/Employer.
   11. Monitor proper implementation of the contracts;
   12. Keep track of the status of each procurement – from request to receipt by the requester – ensuring that priorities are met.

B. **Advisory Services on Procurement of Consulting Services**

1. Preparation of Project Work Plans and Procurement Plan for Consulting Services under QCBS, QBS, CQ, IINDV, etc.;
2. Assist Technical Team in the preparation of Terms of Reference in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank standard procedures for intellectual services;
3. Solicit Consultants through selection method for intellectual services (including EOIs) , seeking No Objection of the World Bank;
4. Organize Pre-Proposal Conference where necessary;
5. Preparation of Request for Proposals for No Objection of World Bank;
6. Assist in the Evaluation of EOIs and develop shortlist for World Bank No objection;
7. Coordinate the Evaluation of Proposals;
8. Prepare the evaluation report and obtain No Objection clearance from the World Bank;
9. Monitor proper implementation of contracts;
10. Assist in building up Consultants database;
11. Keep track of the status of each procurement – from request to receipt by the requester – ensuring that priorities are met.

C. **Advisory Services on Implementation Supervision**

1. Develop and discuss alternative solutions to identified problems;
2. Explore the most viable solution and discuss this with the RCU Coordinator;
3. Assist in the application of the agreed corrective measures;
4. Provide hands-on training to the RCU on implementation matters covering procurement, report writing, etc.;
5. Conduct post-implementation review;
6. Participate at meetings aimed at improving project implementation;
7. Any other responsibility relating to the project as required by the project coordinator.

The ECOWAS Commission now invites eligible Individual Consultants (“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 shortlisting criteria are as follow*:

**Qualification and Skills**

* Must hold at least a Master’s degree in Engineering, Law, Procurement, Economics, Management/Business Administration, Supply Chain Management or Logistics or a directly related field(s).
* Good command of information technology and communication tools;
* Ability to work in a multidisciplinary team;
* Strong planning, organization and time management skills and ability to manage multiple tasks;
* Strong analytical capabilities and proven skills to deal with procurement issues innovatively and independently;
* Demonstrated integrity, objectivity, and confidentiality;
* Fluent in English or French with excellent written and spoken skills. Working knowledge of the other language will be an advantage;
* Experienced computer user, including excellent knowledge of Microsoft Office suite;
* Excellent written, presentation and reporting skills

**Experience**

* At least fifteen (15) years of relevant work experience in the Procurement of Goods, Works, Non-Consulting and Consultancy services with relevant experience of and the World Bank Procurement Procedures (including the new Procurement Framework of 2016) or similar Multilateral Institution environment such as AFDB or similar Organizations with at least 5 years in a position of responsibility.
* Have been involved in at least in one (1) design, supply and installation of plant and equipment with a minimum value of USD50 million of World Bank assisted projects or similar Multilateral Institution environment such as AfDB or similar organizations;
* Prior experience in Procurement management for energy sector projects, monitoring and evaluation are considered as an added advantage.

***Language***

Candidates must speak and write fluent French and English; and have excellent written, presentation and reporting skill; Knowledge of Portuguese will be a plus.

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services, July 2016*, setting forth the World Bank’s policy on conflict of interest in Consulting Services.

A Consultant will be selected in accordance with the *Selection of Individual Consultant*set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours ***Monday to Friday from 9.00 a.m to 5.00 p.m (GMT + 1) Local Time****,*

**ECOWAS Commission, Directorate of General Administration,**

**Head of Procurement,**

**Procurement Division, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.**

**Tel: +234 706 409 0671**

**E-mail: procurement@ecowas.int, sbangoura@ecowas.int** with copy to [deklu@ecowas.int](mailto:deklu@ecowas.int);  **bdabire@ecowas.int**

Expressions of interest must be delivered in a written form in (person, or by mail, or by e-mail) to the address below, by **February 28, 2019 at 11.00 a.m (GMT + 1)**.

1. Electronically to the email addresses below:

* sbangoura@ecowas.int
* ***with copies to:*** 
  + deklu@ecowas.int
  + procurement@ecowas.int
  + [bdabire@ecowas.int](mailto:bdabire@ecowas.int)

1. Delivered in a written form (one (1) signed original plus three (3) copies in (person, or by registered mail) to the physical address:

ECOWAS Commission , Procurement Division, First (1st) Floor of the ECOWAS Commission Headquarters, **Plot** **101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.**

**Commissioner, General Administration & Conference**