**From : 15/07/2019** **To: 15/08/2019**

**Client :** ECOWAS Commission

**Type :** Expression of Interest (EOI)

**TITLE : CONSULTANCY FOR THE ELABORATION OF THE 2018 ECOWAS REPORT ON RESEARCH AND INNOVATION.**

The Economic Community of West African States (ECOWAS) represented by the ECOWAS Commission intends to recruit a consultant for the elaboration of the 2018 ECOWAS Report on Research and Innovation.

2. The overall objective of the consultancy is to provide ECOWAS, particularly the Education, Science and Culture Department with a consolidated report on the state of science, technology and innovation activities carried out by various countries in 2018. This report will be the link between the activities carried out by the countries and the implementation of the ECOPOST Action Plan.

3. Duties and responsibilities of the consultant:

* Collect country information from various countries’ reports
* Use other sources (reports of other organisations) to finalize the regional report
* Draft a report according to the plan validated by the Meeting of Director General of Research and Innovation in 2017
* Organize and plan activities related to the development of the report;
* Present the consolidated draft report to the Education, Science and Culture Department;
* Participate in the validation of the final report by the country experts.

4. The qualifications of the Consultants should include, among others

* Hold a PhD in Technical Science (Fundamental or Applied) or Social Science;
* Have at least (10) years of experience in the field of Research or Innovation;
* Have experience in writing strategic documents (Policy, Action Plan);
* Have contributed to the writing of study reports or scientific books;
* Have supervised PhD theses until the defence demonstrating his ability to write scientific reports;
* Have a good knowledge of the procedures of International Organizations.
* Should be fluent in English or French. Knowledge of Portuguese will be an advantage.

5. The ECOWAS Commission now invites eligible Consultants (Individual) to indicate their interests in providing these services. The interested Consultants must provide all information supporting their qualification to perform the services (Kindly attach detailed Curriculum Vitae that highlights the following: Curriculum and Certificates; Past Experiences of similar jobs over the past ten (10) years; Computer knowledge; knowledge of the area; language and any other information useful for the accomplishment of this project). ***Please note that if individual consultants are proposed by firms, only the experience and qualifications of the individuals shall be used in the selection process, their corporate experience shall not be taken into account, and the contract, if given, will be signed with the proposed individual.***

6. The selection will be done on the basis of a comparison of curricula vitae and interviews and the selected Consultant will be invited for negotiation prior to the conclusion and signing of the Contract Agreement. ***(Selection method: Individual Consultant)***. ***Please note that the selected consultant will be expected to submit all required reports in English or French or Portuguese.***

7. Interested consultants may obtain further information at the address below during office hours: **Monday** to **Friday** from **9.00 am GMT+1 to 5.00 pm GMT+1.**

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

**Plot 101, Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria or by E-mail to the following addresses:** procurement@ecowas.int, sbangoura@ecowas.int, deklu@ecowas.int

**NB:** The attention of interested Consultants is particularly drawn to **Article 117 of the ECOWAS Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 118 of the ECOWAS Procurement Code.**

8. Expression of Interest **(1 original and 3 copies)** must be delivered in sealed envelopes and clearly marked **“CONSULTANCY FOR THE ELABORATION OF THE 2018 ECOWAS REPORT ON RESEARCH AND INNOVATION”,** to the address below latest by **August 15, 2019 at 11.00 am (GMT+1).**

**The ECOWAS Tender Box is located in the Directorate of General Administration, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.**

9. **Please note that electronic submissions are not accepted and will not be evaluated.**

10. **This EOI is also published on the ECOWAS website** [**http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement**](http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement)

**Commissioner, General Administration & Conference**