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

**Client :** ECOWAS Commission

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

**TITLE : RECRUITMENT OF A SENIOR SPEECH WRITER**

The Economic Community of West African States (ECOWAS) represented by the ECOWAS Commission intends to recruit a speech writer.

2. Under the direct supervision of the President of the ECOWAS Commission and the guidance of the Commissioner for General Administration and Conference (CGAC), the incumbent shall be responsible for writing speeches for the President of the ECOWAS Commission; Compiling and producing reports for the President; developing PowerPoint Presentations, conducting research and drafting other documents as required by the President specifically for the purpose of conferences and statutory meetings of ECOWAS but generally for the overall workings of the office of the President and the management of the Commission. ***Duration: Renewable fixed term of 04 (four) months.***

3. Duties and responsibilities of the consultant:

Within delegated authority, the Senior Speechwriter will be responsible for the following:

* Researching, drafting and editing a wide range of materials for the President, Vice President, CGAC and other Commissioners and the Secretary-General of the ECOWAS Commission, including speeches, PowerPoint presentations, remarks, toasts, op-ed articles, messages, talking points, press statements etc., on issues that cover the entire spectrum of the Commission’s agenda;
* Consulting and advising the President and the Management Team on the form and content of speeches and other materials to have the highest impact on target audiences, in line with the President’s priorities and the Organization’s communications strategy;
* Working closely with the Commission and reporting Agencies, civil society, the private sector and other groups to produce speeches and other materials that are factually accurate and politically correct;
* Managing and/or supporting the social media presence of the office of the President and the Commission;
* Developing relationships with a wide range of stakeholders and contacts throughout the ECOWAS and beyond;
* Developing an understanding of key audiences and platforms;
* Identifying strategic opportunities for the President to speak;
* Supporting the management team, including policy and communications advice and guidelines; raising and responding to urgent and/or sensitive issues; organizing and managing workflow;
* Contributing to strategic decision-making about the President’s communications, including his public statements, speeches and written contributions, through various multimedia formats;
* Managing correspondence about the President’s speeches, op-eds and other public communications;
* Coordinating messaging with other communications directorates / offices within the Community;
* Playing a full part in the daily Strategic Communications of the President; Managing, guiding, developing and training staff; fostering teamwork and an enabling environment for gender equality and open communication among staff in the Unit and across organizational boundaries;
* Performing other related duties as required.

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

* Advanced university degree (Master’s degree or equivalent) in Political Science, Journalism, Communications, Public Relations, International Relations, Economics, Public Administration or related field is required.
* A minimum of ten years of experience in communications, public information or journalism is required.
* A first-level university degree in the above specializations, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
* Ten years of experience in drafting high-quality materials, including speeches and Presentations in French and English is required.
* Journalistic experience at the international level or work in a multilateral organization especially in West Africa will be desirable.
* Experience in various assignments in International Organizations is desirable.
* Must be fluent in English and French, with ability to work in Portuguese

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 and 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 **“RECRUITMENT OF A SENIOR SPEECH WRITER”,** 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**