



From : 20/12/2019 to: 30/01/2019
 Client : ECOWAS Commission
 Type : Expression of Interest (EOI)
 TITLE : Selection of an Agency for Additional Resource Mobilization and International Event Promotion for ECOFEST 2020

The Economic Community of West African States (ECOWAS) represented by the ECOWAS Commission intends to select a consultant (firm) for Additional Resource Mobilization and International Event Promotion for ECOFEST 2020.

2. The main objective of the assignment is to mobilise the necessary additional resources for the organisation of ECOFEST 2020 and to promote the event on a global scale.
3. Duties and responsibilities of the consultant firm:
 - The Agency has mobilized additional resources for the organization of ECOFEST (The Agency is expected to mobilize at least US \$ 2 million as additional resources to the organization of ECOFEST)
 - The Agency ensured the international communication of the event (The agency identifies and promotes ECOFEST 2020 internationally so that the event is visible and publicized)
 - The Agency would have communicated to ECOWAS all the results of its resource mobilization efforts, in a spirit of transparency (the Agency would have provided proof of transparency in the mobilization of resources for the benefit of ECOFEST 2020).
4. The overall duration of the assignment is 8 Calendars months.
5. The ECOWAS Commission now invites eligible Consultants (firm) to indicate their interests in providing these services. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting are as follows: (a) general experience of the firm; (b) specific experience in the management of event sponsors and in mobilizing financial resources conducted over the past ten (10) years; (c) experience of the firm in mobilizing Fund and organizing national or international event in Africa over the past ten (10) years; (d) Demonstrate availability of key staff relevant for the assignment (list, qualifications, and experience); (e) logistic resources and equipment; and (f) demonstrate ability to communicate and to report in both English and French languages;

NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet, and will be considered and accepted only if the candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering contracts OR copies of attestation(s) of good performance of each contract presented, as issued and signed by the Client.
6. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

7. The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> .The procedure will be based on **Quality and Cost Based Selection (QCBS)** and a shortlist of six (6) firms, which present the best profiles with all claims dully substantiated, shall be drawn up for further consideration after the expression of interest. Also, firms that are part of an international network are to submit only one expression of interest as a network. *Please note that the selected consultant firm will be expected to submit all required reports in English or French.*

8. Interested consultant firms 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):**

The 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: sbangoura@ecowas.int with copy to procurement @ecowas.int / ikkamara@ecowas.int / rzida@ecowas.int / smaika@ecowas.int

NB: The attention of interested Consulting firms is particularly drawn to **Article 118 of the ECOWAS Revised 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 119 of the ECOWAS Revised Procurement Code.**

9. Expression of Interest (1 original and 3 copies) must be delivered in sealed envelopes and clearly marked **“Selection of an Agency for Additional Resource Mobilization and International Event Promotion for ECOFEST 2020”**, Do not open except in the presence of the Tender Committee” to the address below latest by Thursday January 30, 2020 at 11.00 am (GMT+1), Nigeria Time.

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.

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

11. This EOI is also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement>

Commissioner, General Administration & Conference