**REQUEST FOR EXPRESSION OF INTEREST**

**(Consulting services – individual consultant selection)**

**Selection of an Individual Consultant for the Development of ECOWAS Human Capital Strategy**

**Reference No.1-ECW/ADM-PROC-FM/18-12/kik**

The Economic Community of West African States (ECOWAS), in the framework of the execution of its 2019 Budget, intends to apply a portion of the budgeted funds for the **Selection of an Individual Consultant as an Adviser to the Office of the Vice President on Human Capital, as part of the ECOWAS Human Capital Development Strategy (HCD)**.

2. The main objective is to coordinate the various activities leading to the development and implementation of the ECOWAS Human Capital Strategy (HCD).

3. The consulting services (“the Services”) include the deliverables listed under item 4. below and the duration of the contract shall be for a maximum period of one (1) year.

4. Duties and responsibilities of the consultants: The Consultant is expected to produce the general Fleet Management Policy with focus on the following:

* Manage the day to day operations of the desk office;
* Ensure that the agreed action plan for the development of the HCD strategy is implemented;
* Contribute to policy dialogue with various stakeholders on issues related to mainstreaming and implementing the HCD Strategy in national activities and programmes of member states.
* Facilitate the meetings of the technical working committee on the ECOWAS HCD Strategy Development;
* Provide necessary technical and administrative support to the consultants developing the ECOWAS HCD Strategy;
* Organize several stakeholder meetings in the Member States at the request of the technical working committee or on behalf of the consultants towards the development and adoption of the ECOWAS HCD Strategy;
* Ensure that the consultants achieve their deliverables as outlined in the terms of reference for their engagement;
* Coordinate the development of communication and knowledge products for the popularization of the strategy;
* Manage the engagement with partners and the Member States towards the development and implementation of HCD strategy;
* Maintain partnerships between ECOWAS and the private sector, academicians, civil society organizations, the media/press, and other stakeholders; and
* Identify and engage possible funding partners to ensure the implementation of the HCD strategy in the Member States for the sustainability of the project.
* It is expected that the Technical Advisor will provide regular updates to the technical working committee, to ensure that timely input is received into the various deliverables.

5. 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:*

**Educational Qualification**

* Advanced university degree (Master's degree or equivalent) in development studies, development economics, public administration or other related fields;

**Experience**

* Shall justify of at least seven (7) years of working experience in consulting and/or development field;
* Candidate shall justify of having executed at list two (2) similar assignments (large nationals or international projects) organized and successfully executed with International Organization or Public Body or Government or Private renowned Entities;
* Candidate shall justify a proven working experience as project manager or coordinator or similar roles covering this area of specialization;
* Strong IT / Computer Skills (Microsoft Office suite) and knowledge of relevant software related to Strategic Planning / MS Project etc.

**Language**

* The individual consultants shall be fluent in English or French Languages (reading, writing, speaking) and the practical knowledge (reading, writing, speaking) of the other of the ECOWAS Official language (English or French) would be an advantage.

**NB:** The attention of interested Individual consultants 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**.

6. The Consultants will be selected in accordance with the *Selection of Individual Consultant*set out in the Consultant Guidelines. The shortlisted candidates will be interviewed for the position.

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

**Email:** [procurement@ecowas.int](mailto:procurement@ecowas.int), with copy to: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [deklu@ecowas.int](mailto:deklu@ecowas.int); mjallow@ecowas.int

7. Expressions of Interest **(1 Original and 3 Copies)** must be delivered in sealed envelopes and clearly marked **“Selection of an Individual Consultant as an Adviser to the Office of the Vice President on Human Capital, as part of the ECOWAS Human Capital Development Strategy (HCD) ”, Do not open except in the presence of the Evaluation Committee”** to the address below latest by **Thursday January 30, 2020 at 11.00 am (GMT+1), Nigerian Time.**

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

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

**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)

**Director General Administration**