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|  **TERMS OF REFERENCE**  |  |
| **Consultancy Title** | Adviser on Human Capital Development |
| **INSTITUTION** | ECOWAS Commission |
| **GRADE** | P3 |
| **AGENCY** |  |
| **DEPARTMENT** | Office of the Vice President |
| **DIRECTORATE** | Strategic Planning, Monitoring & Evaluation |
|  | Development of ECOWAS Human Capital Strategy |
| **LINE SUPERVISOR** | Vice President |
| **SUPERVISING** |  |
| 1. **Background and Introduction**

The Economic Community of West African States (ECOWAS) has a bold ambition of transforming ECOWAS from a ‘body of states’ to a ‘community of people’ by 2020. Human capital development plays a central role in ensuring the achievement of this aspiration as one of the transformational building blocks of Vision 2020 is Regional Resource Development which envisions an inclusive society achieved through human capital development and empowerment. Indeed, ECOWAS understands the importance of human capital development towards the realization of its vision to create a borderless, peaceful, prosperous and cohesive region, built on good governance and where people have the capacity to access and harness its enormous resources through the creation of opportunities for sustainable development and environmental preservation. ECOWAS has defined the following 3 priority thematic areas for the advancement of the HCD agenda in the region: 1. Health and Nutrition
2. Education, Skills and Labor participation
3. Entrepreneurship, Financial inclusion and Digital payments.

Based on this imperative, ECOWAS has commenced the process for the development of an integrated human capital development strategy across the West African region to meet four mutually enforcing objectives: 1. ensure that a clear agenda is set for significantly improving outcomes across the priority thematic areas;
2. seek a creative balance between physical and human capital by improving government expenditure on HCD related projects;
3. drive real economic growth and reduce poverty rates by prioritizing human capital development efforts and;
4. improve resource mobilization into the priority thematic areas

The HCD strategy provides the chance to evaluate the progress of HCD projects, assess challenges and build specific recommendations on improving HCD across the ECOWAS member states. The regional strategy to be developed will be in harmony with other relevant global and continental HCD plans such as the United Nations Sustainable Development Goals, the World Bank Africa Human Capital Plan and the Africa Development Bank Human Strategy. Furthermore, the lessons from the Nigeria HCD project will be leveraged extensively to facilitate peer learning among the member states. A technical working committee headed by the Vice President of the ECOWAS Commission has been set up to support the development of the HCD strategy. Based on the foregoing, ECOWAS will set up two HCD desk offices, one will be based at the ECOWAS Commission headquarters in Abuja, while the other one will be at the West African Health Organization (WAHO) to coordinate the various activities leading to the development and implementation of the ECOWAS HCD Strategy. The desk offices will serve as the secretariat, which will support the development of the HCD Strategy, by facilitating the activities of the consultants recruited to develop the strategy.1. **Specific scope of work**

The ECOWAS HCD Technical Advisors will oversee the ECOWAS HCD desk offices through the implementation of the following tasks:1. Manage the day to day operations of the desk office;
2. Ensure that the agreed action plan for the development of the HCD strategy is implemented;
3. 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.
4. Facilitate the meetings of the technical working committee on the ECOWAS HCD Strategy Development;
5. Provide necessary technical and administrative support to the consultants developing the ECOWAS HCD Strategy;
6. 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;
7. Ensure that the consultants achieve their deliverables as outlined in the terms of reference for their engagement;
8. Work with technical partners to deliver the M&E indicators and helping to monitor them;
9. Coordinate the development of communication and knowledge products for the popularization of the strategy;
10. Manage the engagement with partners and the Member States towards the development and implementation of HCD strategy;
11. Maintain partnerships between ECOWAS and the private sector, academicians, civil society organizations, the media/press, and other stakeholders; and
12. 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.1. **Expected deliverables**
2. Detailed work plan in line with the implementation timeline of the existing action plan for the development of the HCD strategy;
3. Report on the outcomes of meetings with the technical working committee and other relevant stakeholders;
4. Report on the outcomes of meetings and strategy workshops organized on behalf of the consultants in the Member States;
5. Communication and knowledge products for the HCD strategy;
6. Fund mobilization strategy for the implementation of the HCD strategy; and
7. Reports on the progress made concerning the development of the HCD strategy.
8. **Length of assignment**

The expected duration of the assignment is 12 months, renewable once, and should commence in January 2020. The commencement date for services will be no later than two weeks from signature of the contract.1. **Requirements for Experience and Qualification**
2. **Academic Qualification**

At least, a master’s degree in: development studies, development economics, public administration or other related fields.1. **Years of experience**
* Minimum of 7 years of relevant work experience (in consulting and/or development field);
* Experience working with development organizations (UN agencies, World Bank), and Regional Economic Communities;
* MUST have experience working with government at national and sub-national level (states, provincial or districts); and
* Fluent in English and French with excellent written communication (writing samples will be required).
1. **Competencies and special skills requirement**
* Experience working on human capital programs/initiatives;
* Practical experience organizing workshops/ meeting with multi stakeholders;
* Practical experience working with national and sub government/ stakeholders;
* Excellent communication skills (verbal and written);
* Excellent public speaking and presentation skills; and
* Fluency in English and French with excellent written communication skills, and strong experience in writing reports.
* Proven track record in preparing data, data analysis, advising policy formulation and policy advocacy.
* Proven track record in developing complex Monitoring and Evaluation System and providing methodological guidance related to national development planning and budget processes.
* Assist in the creation of voluntary reporting guidelines for the ECOWAS Commission to report on the implementation of HCD.
* Assist in regular reporting of relevant sectors of HCD knowledge platform.
* Harmonise effective communication of the ECOWAS Commission work on Human Capital Development.
* Online messaging, tweeting and blogging to inform various stakeholders about HCD.
1. **Contract**

This is a one year contract with possibility of renewal for one additional year, based on satisfactory performance. |
| **Reviewed by HR Officer:****Name:** |
| **Validated by Director, Human Resources:****Name:** | **Signature :** | **Date :** |
| **Approved by Line Director:****Name:** | **Signature :** | **Date :** |
| **Job Holder:****Name:** | **Signature :** | **Date** |