

**From** : 24/04/2020 to: 27/05/2020  
**Client** : ECOWAS Commission  
**Type** : Expression of Interest (EOI)  
**TITLE** : **Selection of a consultancy firm for the conduct of research on gender equality and gender transformative action for human capital development and the organisation of a high level panel discussion on the side-lines of an international high level event to commemorate Beijing+ 25 in 2020**

The Economic Community of West African States (ECOWAS) represented by the ECOWAS Commission intends to select a consultant (firm) for the conduct of research on gender equality and gender transformative action for human capital development and the organisation of a high level panel discussion on the side-lines of International high level event to commemorate Beijing+ 25 in 2020.

### Scope of Assignment

The overall objective of the study is to ensure that a clear agenda is set for significantly improving outcomes across the priority thematic areas, seek a creative balance between physical and human capital by improving government expenditure on HCD related projects, drive real economic growth and reduce poverty rates by prioritizing human capital development efforts and improve resource mobilization into the priority thematic areas.

Duties and responsibilities of the consultant firm:

1. Build the business case for gender parity across West Africa
  - a. Build the economic imperative for gender parity across ECOWAS countries
  - b. Conduct three country deep dive business cases
  - c. Create a set of gender-focused interventions that could lead to an initiative that the ECOWAS Commission can execute
2. Support the ECOWAS Commission's advocacy efforts on Beijing+25
  - a. Organise and facilitate the high-level panel discussions;
  - b. Prepare the event's agenda in collaboration with the ECOWAS Commission;
  - c. Prepare the guest list in collaboration with the ECOWAS Commission;
  - d. Organise the opening session and closing sessions;
  - e. Organise and coordinate the breakout sessions during the afternoon session
  - f. Prepare a promotional brochure including pamphlets;
  - g. Prepare a Communication Strategy for the social media, radio and television;
  - h. Prepare and submit a report to the Vice-President of the ECOWAS Commission, latest one week after the end of the event.

The overall duration of the assignment is six (6) weeks.

**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 conducting in-depth reviews of this nature and developing gender-focused policies and strategies at national level; (c) should, in addition, demonstrate experience in organising high-level events, bringing together government decision makers and major development partners; (d) Shall justify of having executed two (2) similar assignments; (e) Shall justify the availability of necessary key personnel (Expert in the organisation of high-level international events, Expert in development economics , Expert in the design of women empowerment polices; and (g)

demonstrate ability to communicate and to report in two ( 02) of the three ECOWAS official languages. (English, French or Portuguese).

***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.***

Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

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 and French.***

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

Expression of Interest (**1 original and 3 copies**) can be delivered in sealed envelopes and clearly marked **“Selection of a consultancy firm for the conduct of research on gender equality and gender transformative action for human capital development and the organisation of a high level panel discussion on the side-lines of International high level event to commemorate Beijing+ 25 in 2019.”** to the address below latest by **Wednesday May 27<sup>th</sup>, 2020 at 11.00 am (GMT+1), Nigeria Time.**

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

**Please note that electronic submissions are also accepted and shall be sent to: [procurement@ecowas.int](mailto:procurement@ecowas.int) with copy to [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) and [mjallow@ecowas.int](mailto:mjallow@ecowas.int)**

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

**Commissioner, General Administration & Conference**