

From : **25/08/2020 To 14/09/2020**
Type : **REQUEST EXPRESSIONS OF INTEREST (REoi)**
Reference: **No.1-ECW/ADM-PROC-HR/25-08/kik**
Title : **SELECTION OF SUBJECT MATTERS EXPERTS FOR THE ECOWAS INSTITUTIONS RECRUITMENT PROCESS**

The Economic Community of West African States (ECOWAS), within the framework of the execution of its 2020 Budget, intends to apply a portion of the budgeted funds for the **Selection of Subject Matters Experts to facilitate the ECOWAS Institutions Recruitment Process.**

2. The main objectives are to ensure objectivity and transparency in the selection process, the Experts will assist the ECOWAS Selection Team in the interview process and to minimize possible occurrences of biases, ensure greater efficiency and boost credibility of the selection process.

3. Duties and responsibilities of the consultants: The Consultant is expected to provide guidance and expert advice to the recruitment team (Panelists) with focus on the following:

- Assist in finalising the candidate shortlist for the relevant positions within SME area of expertise, as need be.
- Play an active role in setting interview questions, assessing and scoring candidates' performance to facilitate the final selection and provide inputs to the respective interview reports.

4. The ECOWAS Commission 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 follows:*

Eligibility

- Be a citizen of an ECOWAS Member state

Educational Qualification

- A Master's degree or its equivalent in its area of specialisation from a recognised University; ***Please provide proof (Attestation or certificate)***
- Possession of Doctorate degree or equivalent in your area of specialisation would be an advantage. ***Please provide proof (Attestation or certificate)***

Experience

- **Shall justify** at least twelve (12) years of experience in teaching, research or Practice in the area of specialization;
- Candidate who have successfully executed at least one (1) similar assignment with International Organization or Public Body, Government or Private renowned Entities will

have an advantage. **Please provide proof (Award Letter OR Contract OR Job completion Certificate duly signed by the client)**

Language

- The individual consultant shall be fluent in one (1) of the ECOWAS Official Language French, English or Portuguese Languages (reading, writing, speaking).
- The practical knowledge of others ECOWAS Official language would be an advantage.

5. Areas of Specialisation Required:

The subject areas of concern are as below:

1. *Aquaculture and Marine Resource Management*
2. *Agriculture & Natural Resource Management*
3. *Animal Health and Veterinary Science*
4. *Audit & Financial control*
5. *Change Management & Institutional reform*
6. *Civil Engineering, Construction & Infrastructure Management*
7. *Communication & Journalism*
8. *Conflict Management & Resolution*
9. *Culture & National Heritage Management*
10. *Custom Policy and Harmonization*
11. *Democracy and Good Governance*
12. *Disaster and Relief coordination*
13. *Documentation & Achieving*
14. *Drug, Crime Management/Law enforcement*
15. *Early Warning & Response Management*
16. *Economics & Trade Policy Management*
17. *Education and curriculum Development*
18. *Electoral Management*
19. *Energy & Mines*
20. *Energy Access and alternative energy*
21. *Electricity Regulatory*
22. *Environment & Climate Change*
23. *Epidemiology and Public Health Management*
24. *Facilities & Maintenance Management*
25. *Financial Management*
26. *Free Movement and Cross Border management*
27. *Gender Development & Awareness*
28. *Geographical information System (GIS) & Mapping*
29. *Health Care Development & Management*
30. *Human Resource Management*
31. *Human Rights & International Relations*
32. *Humanitarian Affairs & Relief Operations*
33. *Immigration and Labour Migration*
34. *Information and Communication Technology*
35. *Information Technology and Cyber Security*
36. *Insurance Management*
37. *International Conference Management and Protocol*
38. *International Relations & Diplomacy*
39. *Language Science and Interpretation/translation*
40. *Legal & Regulatory Affairs*
41. *Library Science & information Management*
42. *Logistics Management*
43. *Maritime Security & Surveillance*
44. *Mediation and International Cooperation*
45. *Mining Development and Geology*
46. *Money Laundering & Terrorism financing*

47. *Monitoring & Evaluation*
48. *Multimedia and Audio-Visual Production*
49. *Office Management & Administration*
50. *Oil & Gas Management*
51. *Parliamentary Affairs & Research*
52. *Peace keeping and Regional Security*
53. *Postal Policy Management*
54. *Procurement Management*
55. *Project Management*
56. *Quality Assurance*
57. *Security and Criminal Intelligence Management*
58. *Security Sector Reform & Policy Harmonization*
59. *Social Affairs & Policy Harmonization*
60. *Statistical Research & Data Management*
61. *Strategic Planning, Management & Leadership*
62. *Telecommunications Management*
63. *Industry Management & Policy Harmonization*
64. *Transport Infrastructure and Management (Air, Land, Sea)*
65. *Transport Management & Logistics*
66. *Youths & Sports Development Management*

6. The selection will be done on the basis of a comparison of curricula vitae and for each language, the best CVs per area of specialization will be considered.

NB: Please note that the selected and invited subject matter Expert will be provided with return air ticket (Economy class), ECOWAS per diem rate (\$US 262 per day) and ECOWAS honorarium (\$US 400 for workdays).

7. 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), Nigeria Time.**

Email: procurement@ecowas.int, with copy to: sbangoura@ecowas.int; akone@ecowas.int ; sdaniogo@ecowas.int ; ikkamara@ecowas.int ; itambajang@ecowas.int

8. Expressions of Interest (**with attachment of detailed CV and credentials**), indicating on the subject line **SELECTION OF SUBJECT MATTER EXPERTS** and indicating **AREA OF SPECIALIZATION** must be delivered electronically to the emails addresses indicated above latest by **Monday September 14, 2020 at 11.00 am (GMT+1), Nigeria Time.**

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

Commissioner General Administration & Conference