

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

ECOWAS - Regional Off-Grid Electricity Access Project(ROGEAP) Additional Financing

Selection of 2 Individual Consultants as Administrative Assistant

The Economic Community of West African States (ECOWAS Commission) has received a grant from the World Bank to implement the Project, “***Regional Off-Grid Electricity Access Project (ROGEAP)***”, and intends to apply part of the proceeds for the **Selection of 2 Individual Consultants as Administrative Assistant** for administrative, logistic, protocol, procurement and accountancy assistance issues.

The consulting services (“the Services”) include the followings as shown below and the duration of the contract shall be for **an initial period of one (1) year renewable for a total up to 5 years based on satisfactory performance**. The consultant is expected to be hosted in the ECOWAS’s office in Abuja, Nigeria (full time and/or home-based depending on COVID-19 restrictions). Activities to be performed by the **Administrative Assistants** include but are not limited to the following:

- Liaise between the Project PIU and Steering Committee and the other internal and external partners involved in the implementation of the project;
- Organize the agenda of the Senior Advisor to the Commissioner Energy with a view to optimizing time and the efficiency of actions;
- Ensure standard secretarial work (reception and information for visitors, administrative writing, management of incoming / outgoing mail, physical and digital archiving of mail and project documents, management of equipment, office furniture and fuel allocations, mailing services, etc.) and all other project tasks that the hierarchy will entrust to it;
- Support the drafting of minutes of meetings and workshops at the request of the Senior Advisor;
- Ensure the translation of documents and interpretation for certain participants during workshops and meetings;
- Support the preparation and organization of the missions of the PIU and the Steering Committee (transmission of documents to the PIUs for information; monitoring of the processing of the mission files by the services of the ECOWAS Commission and BOAD; hotel reservations and other facilitation);
- Undertake small procurement for supply, works and services for the PIU and Steering Committee;
- Support the PIU Procurement Specialist in organizing procurement processes through use of appropriate software, for example World Bank Procurement Dashboard (STEP);
- Manage logistics, equipment and storage of the Office;
- Support the preparation and organization of meetings, workshops and other events of the PIU and Steering Committee (preparation and transmission of letters of invitation to participants, monitoring of the processing of files for meetings / workshops / seminars by the services of the ECOWAS Commission and BOAD, reception and support to the delegates of the beneficiary countries of the project and to the other participants in accommodation, travel and the collection of their care costs; preparation and installation of logistics, etc.);

- Ensure the communication interface with the PIUs, the Steering Committee and other partners of the ROGEAP project, on the instructions of the Senior Advisor of the Commissioner (transmission of telephone messages, emails, reports and other documents; etc.);
- Perform any other tasks requested by the Senior Advisor of the Commissioner Energy and Mines related to achieving the development objective of the ROGEAP project.

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 follow:*

Qualification

- Must hold a Bachelor Degree in Public Administration, Engineering, Management, Office Secretariat or equivalent with a minimum level of 3 years Polytechnics or University studies (HND or BTS/DUT or BAC+2/3 or equivalent);

Experience and skills

- Have at least three (3) years of experience in a similar position or in a project management within a government, a private company, a regional or international organization;
- Have at least on (1) previous experience in a development projects/programs financed by the World Bank or other Development Financial Institutions;
- A particular experience in the energy sector will be an advantage;
- Good command of information and communication technologies and IT tools (Word, Excel, PowerPoint, Internet, etc.);
- Excellent drafting, presentation and reporting skills, filing and management of archives;
- High organizational skills and ability to manage priorities with discretion and diplomacy;
- Capacity to work in a team and in a multicultural environment.

Language

- Candidates must be fluent in French and English (speak and write); Knowledge of Portuguese will be an Asset.

Note: Citizens of ECOWAS member States are particularly encouraged to apply for this consultancy.

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing –

Goods, Works, Non-Consulting and Consulting Services, July 2016, setting forth the World Bank's policy on conflict of interest in Consulting Services.

A Consultant will be selected in accordance with the *Selection of Individual Consultant* set out in the Consultant Guidelines. For more details on the ROGEAP Project background and the Consultant job description and selection criteria, please to refer to the attached TORs.

Further information can be obtained at the address below during office hours *Monday to Friday from 9.00 a.m to 5.00 p.m (GMT + 1) Local Time*,

**ECOWAS Commission, Directorate of General Administration,
Attention: Head of Procurement,
Procurement Division, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja,
NIGERIA.**

**E-mail: sbangoura@ecowas.int with copy to sdouka@ecowas.int;
amahamidou@ecowas.int; afallah@ecowas.int; gobasi@ecreee.org;**

Expressions of interest must be delivered in a written form in (person, or by mail, or by e-mail) to the address below, by **30th April 2021 at 11.00 a.m (GMT + 1)**.

i) Electronically to the email addresses below:

**E-mail: sbangoura@ecowas.int with copy to sdouka@ecowas.int;
amahamidou@ecowas.int; afallah@ecowas.int; gobasi@ecreee.org;**

ii) Delivered in a written form (one (1) signed original plus three (3) copies in (person, or by registered mail) to the physical address:

ECOWAS Commission , Procurement Division, First (1st) Floor of the ECOWAS Commission Headquarters, **Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.**

Commissioner, General Administration & Conference