

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

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

Selection of an Individual Consultant as Communication Officer

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 Individual Consultant as Communication Officer** .

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 Communication Officer include but are not limited to the following:

1. Supports the formulation and implementation of project communications and advocacy strategies, focusing on the following:
 - a. Formulate and implement ROGEAP’s publications and communications policy;
 - b. Provides inputs, content development, coordination of production and dissemination of press releases, publications, articles and sharing of project knowledge and successes;
 - c. Increase awareness of ROGEAP through dissemination of information and organization of public events;
 - d. Organize publicity, advocacy, knowledge-sharing events and promotional opportunities, including provision of logistics support to the events;
 - e. Maintain information database and photo library;
 - f. Liaise with media outlets to ensure that appropriate information and messages are reaching the public, including preparing press releases;
 - g. Liaise and work closely with the environmental and social safeguards team to ensure that the messaging/communication of ROGEAP aligns with the Environmental & Social Risk Management system;
 - h. Prepare promotional material on the project, including pamphlets, videos, etc.
 - i. Prepare communication reports for project team and the World Bank;
 - j. Develop and maintain a project website with the help of IT services;
 - k. Perform other duties as required.

2. Facilitate knowledge building and management focusing on the following:
 - a. Support to colleagues in identifying, documenting and drafting good practices and lessons learned;
 - b. Organize training for the staff on effective communications and advocacy, including key principles and good practices to ensure compliance with the Environmental & Social Risk Management system;

- c. Organize internal and external networks or communities of practice covering prominent experts in government, non-government, think tanks, private companies and international development organizations;
- d. Provide support to organization of workshops, seminars, training and delivery of outputs (products);
- e. Coordinate with various government and non-governmental agencies to update project information as needed;
- f. Perform other duties as required;
- g. When conducting all the aforementioned activities, coordinate and work closely with the Social Specialist who is responsible for stakeholder engagement to ensure alignment with the Social Risk Management system.

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

- A Master’s degree from reputable university in Mass Communications & Journalism, Media Studies, Communications Strategy, Development Communication or relevant discipline; A higher degree will be an advantage.

Experience and skills

- At least 5 years of relevant experience in providing communication packages to promote the activities of an organization or program, preferably a development organization and/or multi-country program.
- proven technical communication skills
- Client and team Orientation skills
- Rich experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and graphic designing.
- Experience in handling web-based management systems.

Language

Candidates must speak and write fluent French and English; and have excellent written, presentation and reporting skill.

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