

**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 a Monitoring and Evaluation Specialist**

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 an Individual Consultant as a Monitoring and Evaluation Specialist**.

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 **Monitoring and Evaluation Specialist** include but are not limited to the following:

- The M&E Specialist will be responsible for data collection, collating, analysis, and reporting. S/he will work in close collaboration with beneficiaries and will support the Project Coordinator to develop appropriate M&E processes and reporting mechanisms.
- With inputs from ECOWAS, BOAD, the PFM and guidance from the World Bank team and sector specialists, map the results chain and Theory of Change (TOC) for ROGEAP including PDOs, outcome and activities, including inputs, activities, outputs, intermediate and final outcomes.
- Review existing M&E systems, tools and indicators in use by the PFM and relevant partners, identify sources of data already available and flow of information.
- Discuss progress and share early drafts of the M&E framework with ECOWAS, BOAD, the PFM and other key stakeholders for inputs and comments, as well as discuss constraints and opportunities, and how sensitive or confidential data are to be handled.
- Under the leadership of the ECOWAS, BOAD, the PFM and guidance from the World Bank team, and with the help of on-the-ground consultant, facilitate a workshop to share the final draft of the M&E framework and associated guidelines to reach consensus.
- Finalize an M&E framework and associated guidelines for dissemination among assigned M&E staff at ECOWAS, BOAD and the PFM.
- Work closely with relevant actors to collect, analyze, and consolidate data as well as verify the internal consistency and validity of data.
- To develop a monitoring system to follow-up the implementation of the project action plan and to evaluate the progress against the indicators.
- Work with the PFM’s IT Specialist to develop and maintain an MIS system that tracks progress in all project components.

- M&E Specialist is to produce quarterly and annual M&E reports on the aggregate performance and draw lessons and recommendations for the management.
- Lead and facilitate quarterly meeting to discuss the M&E reports with key stakeholders.
- Provide on-the-job mentoring and coaching support for relevant civil servants, training to relevant actors on M&E approaches and tools to improve their capacity to implement effective M&E activities.
- To identify problems, causes of potential bottlenecks in implementation and provide recommendations to Project Coordinator for specific corrective adjustments.
- Oversee the arrangements for results monitoring including a mid- term evaluation and an end-of-project evaluation.

The ECOWAS Commission now 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**

- Master’s Degree in related field

### **Experience and skills**

- 5 years of relevant experience in monitoring and evaluating programs and projects mainly funded by donors;
- Experience in monitoring and evaluation with a background and interest in development issues;
- Strong quantitative and qualitative skills, ability to design templates for data collection and analyze data, understanding of M&E concepts, tools, methods, and strategies, proven ability to undertake program/project evaluations, strong report writing and analytical skills;
- Proficiency in GIS software (ArcGIS), statistical software (Stata, R, Python) and/or data collection software (Open Data Kit) preferred;
- Experience in collecting primary data on households and businesses;
- Act as focal point for research partners and ECOWAS staff for any analytical work conducted during the course of the project
- Willingness to undertake regular field visits and interact with project stakeholders/beneficiaries;
- Ability to work with little supervision.

### ***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 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](mailto:sbangoura@ecowas.int) with copy to [sdouka@ecowas.int](mailto:sdouka@ecowas.int);  
[amahamidou@ecowas.int](mailto:amahamidou@ecowas.int); [afallah@ecowas.int](mailto:afallah@ecowas.int); [gobasi@ecreee.org](mailto: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 **30<sup>th</sup> April 2021 at 11.00 a.m (GMT + 1)**.

i) Electronically to the email addresses below:

**E-mail: [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [sdouka@ecowas.int](mailto:sdouka@ecowas.int);  
[amahamidou@ecowas.int](mailto:amahamidou@ecowas.int); [afallah@ecowas.int](mailto:afallah@ecowas.int); [gobasi@ecreee.org](mailto: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 (1<sup>st</sup>) Floor of the ECOWAS Commission Headquarters, **Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.**

**Commissioner, General Administration & Conference**