

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

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

Selection of an Individual Consultant as Procurement 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 Individual Consultant as Procurement 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 **Procurement Specialist** include but are not limited to the following:

Advisory Services on Procurement of Goods and Works in the following areas:

- Preparation of Project Procurement Plan for Goods, Intellectual Services and Works under Request for Bids, Request for Proposals and Request for Quotations with open, national and limited market approach.
- Maintain awareness of market conditions, including source lists, price availability and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase.
- Support the Technical Team in the preparation of Technical Specifications for Goods and TORs for intellectual services-In order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Support the Technical Team in the preparation of bill of Quantities/ technical specifications for Works in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Prepare solicitation requests for Bidders/Vendors through drafting letters and Advertising of IFB
- Prepare Bidding Documents in accordance with the relevant method of procuring Goods/Works/Intellectual Services
- Coordinate the Receipt/Opening of bids exercise in line with the World Bank procedures.
- In conjunction with the relevant committee constituted by the Project Coordinator, carry out detailed evaluation of Bids in accordance with the criteria set up in the bidding document.

- Prepare the evaluation report and present same to relevant authorities and the World Bank for “No Objection”.
- Support in preparing Contract Documents for execution between the project and contractors or consultants.
- Support in monitoring implementation of the contracts to ensure that the agreed contract conditions are followed.
- Ensure that efficient procurement filing system is in place. He/she keep track of the status of each procurement activity – from request to receipt by the requester – ensuring that priorities are met.

Advisory Services on Procurement of Services:

- Preparation of Project Work Plans and Procurement Plan for Services under QCBS, QBS, CQ, IC, etc.
- Support the Technical Team in the preparation of Terms of Reference in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Solicit Consultants through selection method for intellectual services (including EOIs), seeking No Objection of the World Bank.
- Organize Pre-Proposal Conference where necessary
- Preparation of Request for Proposals for No Objection of World Bank.
- Assist in the Evaluation of EOIs and develop shortlist for World Bank No objection.
- Coordinate the Evaluation of Proposals.
- Prepare the evaluation report and obtain No Objection clearance from the World Bank; and provide support during all contract negotiations.
- Monitor proper implementation of contracts
- Assist in building up Consultants database
- Keep track of the status of each procurement activity – from request to receipt by the requester – ensuring that priorities are met.

Advisory Services on Implementation Supervision:

- Develop and discuss alternative solutions to identified problems.
- Explore the most viable solution and discuss this with the PMF (PIU)
- Assist in the application of the agreed corrective measures
- Provide hands-on training to the PMU on implementation matters covering procurement, report writing, etc.
- Conduct post-implementation review
- Participate at meetings aimed at improving project implementation
- Any other responsibility relating to the project as required by the project coordinator.

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 degree in Management, Engineering, Project Management, Business Administration, Economics, Supply Chain Management, Supply, Logistics, Procurement, Purchasing, Contract/commercial Law or a directly related field(s).
- A first level university degree (Bachelor's) in a relevant technical field (as indicated above) or specialized procurement trainings, in conjunction with minimum of ten years of relevant work experience in purchasing, contracting, administration and/or other related technical fields, may be taken in lieu of an advanced university degree (Master's).

Experience and skills

- The candidate must have at least 8 years of experience in Procurement with relevant experience of at least five 5 years in procurement in World Bank assisted projects or similar Multilateral Institution environment such as AfDB, EU, IsDB or similar organizations
- S/he must have experience in preparing bidding documents for large contracts.
- S/he must have carried out similar responsibilities listed above.
- Prior experience in management of energy projects, monitoring and evaluation as well as having attended World Bank training on procurement of goods, works and consultancy services are considered as an added advantage.
- Strong planning, organization and time management skills and ability to manage multiple tasks;
- Strong analytical capabilities and proven skills to deal with procurement issues innovatively and independently.
- Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
- Proficiency in preparing and presenting reports, and
- Strong skills in the MS Office suite of applications including Excel, Word, PowerPoint, Project, e-mail and internet programs
- Critical analysis and listening skills
- Excellent ability to prepare reports and documents and comfortably defend them
- Communications skills with a proven ability to convey information clearly and concisely
- Strong organizational skills with the ability to prioritize workload, handle multiple tasks simultaneously and attend to detail
- Demonstrated integrity, objectivity, and confidentiality.

Language

- Language requirements: Spoken and written fluency in English and French. Knowledge of a third other ECOWAS official language will be an added advantage.

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 & Conferences