

PERIOD OF ADVERTISEMENT:  
CLIENT:  
SOURCE OF FUNDING:  
TYPE:

18 May 2021 - To: 31 May 2021  
ECOWAS COMMISSION  
ECOWAS Budget  
Request for Expressions of Interest

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**SELECTION OF A CONSULTANCY FIRM FOR THE DEVELOPMENT OF AN APPLICATION TO AUTOMATE THE ECOWAS SALW EXEMPTION CERTIFICATE MANAGEMENT PROCEDURE**

1. The ECOWAS Commission intends to use its resources to finance a service contract with a consulting firm (could be a single firm, a consortium or partnership thereof) that will be responsible for **the development of an application to automate the ECOWAS Small Arms and Light Weapons (SALW) Exemption certificate management procedure.**
2. The main objective is to develop a software solution that automates the process of granting exemptions to ECOWAS Member states that express the need to import small arms and light weapons into their countries.
3. The overall duration of the assignment is **estimated at 90 days, which can be extended** if necessary, based on the needs of the ECOWAS Commission as well as the contracted firm's satisfactory performance.
4. The ECOWAS Commission invites Consulting Firms ***with the required qualifications and experience*** to submit their candidacy ("Expression of Interest") for the services described above. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting of the firms that will be invited to make a (technical and financial) proposal, are as follows:
  - a) General Experience of the firm - Minimum five (5) years of demonstrated relevant experience delivering IT systems for private and public organisations.
  - b) Specific experience - Prior experience in collecting, structuring, modelling systems requirements, and developing a customized software application is preferred. Prior experience working with international institutions, regional organizations, or donors as well as prior experience working with clients in West Africa (or similar contexts) is strongly preferred.
  - c) Availability of Relevant Staff to be assigned to the ECOWAS project, showing full list of staff along with their respective CVs providing details on competencies (At least a bachelor's degree in Computer Science or related fields) as well as relevant experience in designing and developing Information Technology solutions.
  - d) Language: Demonstrated ability to work in one of the 3 languages of the ECOWAS Commission (English, French and Portuguese). Experience in working in a second language will be considered as an advantage.

***NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet and will be considered and accepted only if the***

*candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) along with attestation(s) of good performance of each contract presented.*

5. Interested Consulting firms may submit an Expression of Interest as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

6. The eligibility criteria and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> .The selection procedure will be based on **Quality Cost Based Selection**. Also, firms that are part of an international network are to submit only one Expression of Interest as a network.

7. The attention of interested Consulting firms is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code** (“Infringements by Candidates, Bidders and Awardees”), providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per “**Article 119 of the ECOWAS Revised Procurement Code**.”

8. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours of the ECOWAS Commission from 9:00 a.m. to 3:00 pm (Local Time - Nigeria): [procurement@ecowas.int](mailto:procurement@ecowas.int) with copy to [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) ; [vokele@gmail.com](mailto:vokele@gmail.com); [philippedh@hotmail.com](mailto:philippedh@hotmail.com) ; [dieudonnenikiema@gmail.com](mailto:dieudonnenikiema@gmail.com);

9. Expressions of interest must be delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked “**Selection of a Consultant (Firm) the development of an application to automate the ECOWAS SALW Exemption certificate management procedure.**” “**Do not open except in presence of the Opening Committee.**” Proposals must be sent to the address below by **May 31, 2021, at 11.00 a.m. (GMT+1), Nigerian Time:**

***For delivery in person or by registered mail to:***

Directorate of General Administration,  
Procurement Division  
First (1<sup>st</sup>) Floor of the ECOWAS Commission Headquarters,  
Plot 101, Yakubu Gowon Crescent,  
Asokoro District, Abuja, NIGERIA.

**Please note that electronic submissions are also accepted and shall be addressed to:** [procurement@ecowas.int](mailto:procurement@ecowas.int) with copy to [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) ; [vokele@gmail.com](mailto:vokele@gmail.com); [philippedh@hotmail.com](mailto:philippedh@hotmail.com) ; [dieudonnenikiema@gmail.com](mailto:dieudonnenikiema@gmail.com);

10. The working languages shall be English, French or Portuguese.

11. This request for Expressions of interest can also be viewed on the following website: <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

## Commissioner General Administration & Conference