

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

**25<sup>th</sup> Mai 2021 - To: 16<sup>th</sup> June 2021**  
ECOWAS COMMISSION  
ECOWAS Budget  
Expressions of Interest

---

**SELECTION OF A CONSULTANCY FIRM FOR THE RECRUITMENT OF AN AGENCY TO WRITE A PUBLICATION ON THE PROGRESS OF ECOWAS FROM 2018 TO 2021.**

1. The ECOWAS Commission intends to use its resources to finance a service contract with a consulting firm that will be responsible to write a Publication on the Progress of ECOWAS from 2018 to 2021.

2. 5. The main objective of this assignment is to collect information, write, translate (into English, French and Portuguese), edit and publish an illustrated magazine of the major progress and achievements of the ECOWAS Commission, from 2018 to 2021.

3. **The overall duration of the assignment is estimated at five (05) calendar months.**

4. the responsibilities of the Communication Agency will be to:

- ✓ **Conduct** documentary research to collect information, articles, images, etc., on the progress and major achievements of ECOWAS over the period 2018 – 2021;
- ✓ Propose a timetable for writing the content, translating, editing, and publishing the finalised illustrated magazine;
- ✓ Write the content, translate (into English, French and Portuguese), edit and publish an illustrated magazine with a nice cover page on the major progress and achievements of the ECOWAS Commission, from 2018 to 2021

4. The ECOWAS Commission invites Consulting Firms to submit their candidacy 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 are as follows:

- a) At least 10 years of working experience at regional and/or international level in communication, collection of information, content and article writing, creation, editing, and printing of illustrated magazines and communication materials.
- b) the capacity, in the form of resources and technologies (in-house) to carry out writing, graphic design and creative activities and assignments, editing and production of magazines and journals on time and within budget.
- c) The ability to work and design magazines in English, French and Portuguese.
- d) Availability of Relevant Staff to be assigned to the ECOWAS project (A team of at least 3 experts: 1 Communication specialist/Team leader, 1 writer - proofreader, 1 graphic designer), showing full list of staff along with their respective CVs providing details on competencies (At least a Masters (team lead) or bachelor's degree (Writer) in either Communication, writing, design , editing of Journal/Publications/Magazines, Trilingual Proofreading specialist and graphic design specialist ) as well as relevant experience in.

- e) Language: Strong English, French and Portuguese skills amongst the proposed relevant staff for the mission.
- f) ***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 apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.
6. The eligibility criteria, the preparation of shortlist, 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 Consultant (Firm) Qualification, and the firm ranked first** (which present the best profiles with all claims dully substantiated) **will be requested to submit its Technical & Financial Proposals.** 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): [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [procurement@ecowas.int](mailto:procurement@ecowas.int); [soulate@ecowas.int](mailto:soulate@ecowas.int) ; [alungu@ecowas.int](mailto:alungu@ecowas.int); [gdikko@ecowas.int](mailto:gdikko@ecowas.int)
9. Expressions of Interest (EOIs) must be delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked **“SELECTION OF A CONSULTANCY FIRM FOR THE RECRUITMENT OF AN AGENCY TO WRITE A PUBLICATION ON THE PROGRESS OF ECOWAS FROM 2018 TO 2021”** **“Do not open except in presence of the Opening Committee.”** EOIs must be sent to the address below by **June 16<sup>th</sup> 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:**  
[sbangoura@ecowas.int](mailto:sbangoura@ecowas.int) with copy to [procurement@ecowas.int](mailto:procurement@ecowas.int); [soulate@ecowas.int](mailto:soulate@ecowas.int) ; [alungu@ecowas.int](mailto:alungu@ecowas.int);  
[gdikko@ecowas.int](mailto:gdikko@ecowas.int)

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

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

**Commissioner General Administration & Conference**