

**REQUEST FOR EXPRESSION OF INTEREST
(Consulting services – individual consultant selection)**

Selection of an Individual Consultant to set up an automated system for the compilation and analysis of development projects

Reference No.1-ECW/ADM-PROC-CDP/01-06/kik

The Economic Community of West African States (ECOWAS), in the framework of the execution of its 2021 Budget, intends to apply a portion of the budgeted funds for the **Selection of an Individual Consultant to set up an automated system for the compilation and analysis of development projects**.

2. The overall objective is to design a computerised tool for electronic and online compilation, storage and analysis of data on projects, to enhance the management of project files, the selection of pipeline of regional projects for development as well as monitoring of the implementation of the projects.
3. The consulting services (“the Services”) include the deliverables listed under item 4. below and the duration of the contract shall be for a maximum period of three (3) months.
4. Duties and responsibilities of the consultants: The Consultant is expected to work in close cooperation with the Community Development Programme (CDP) Unit and will be responsible for the creation of an automated system for compilation and analysis of projects. The tasks of the Consultant include the following:
 - Develop an application: Multi-user, with French, English and Portuguese interface.
 - Compile and process all the information and data gathered by the users from member countries.
 - Collect and analyse project files in real time, at every stage of the project life cycle (project idea, identification, development, resource mobilisation, implementation and evaluation).
 - Monitor the progress of projects for a given period in each country,
 - Upload information, establish referencing and delete/backup settings, the data limit and restrictions.
 - Train users on the various functions of the application in user mode and administrator mode..
5. 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:*

Educational Qualification

- Must be a specialized IT Developer and shall possess at least a Master’s degree in Design and/or Data processing and proficient in the development of web applications and database (MySQL, SQLServer) or other related fields;

Experience

- Shall justify of at least seven (7) years of working experience in the area of Software & Application Design and Development;
- Candidate shall justify of having executed at list two (2) similar assignments/projects (software design / design and development of application) organized and successfully executed with International Organizations or Public Body or Government or Private renowned Entities;

- Candidate shall justify of having executed similar experience as project manager or coordinator or similar roles covering this area of specialization in ECOWAS Region;
- Strong IT / Computer Skills (Microsoft Office suite) and knowledge of relevant software related to development of web applications, and database (MySQL, SQLServer).

Language

- The individual consultants shall be fluent in English ,French and Portuguese Languages (reading, writing, speaking) and the practical knowledge (reading, writing, speaking) of the other of the ECOWAS Official language (English, Portuguese or French) would be an advantage.

NB: The attention of interested Individual consultants 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.**

6. The Consultants will be selected in accordance with the *Selection of Individual Consultant* set out in the Consultant Guidelines. The candidates with the highest score above the cut-off mark, will be requested to submit its Technical and Financial Proposal.

Interested consultants may obtain further information at the email addresses below during office hours: **Monday to Friday from 9.00 am GMT+1 to 5.00 pm GMT+1.**

Email: procurement@ecowas.int, with copy to: sbangoura@ecowas.int; ikkamara@ecowas.int; azonon@ecowas.int

7. Expressions of Interest (**1 Original and 3 Copies**) must be delivered in sealed envelopes and clearly marked **“Selection of an Individual Consultant to set up an automated system for the compilation and analysis of development projects”**, **Do not open except in the presence of the Evaluation Committee**” to the address below latest by **Thursday July 8, 2021 at 11.00 am (GMT+1), Nigerian Time.**

8. The ECOWAS Tender Box is located at the **Directorate of General Administration, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.**

Please note that electronic submissions are also accepted and shall be sent to the email addresses indicated above.

This REOI is also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement>

Commissioner General Administration & Conference