REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

***West Africa Unique Identification for Regional Integration and Inclusion Project (WURI)***

**Project reference No**.: P161329

**Selection of an Individual Consultant as Communication Assistant**

The Economic Community of West African States (ECOWAS Commission) has received a grant from the World Bank to implement the Project, “***West Africa Unique Identification for Regional Integration and Inclusion Project (WURI)***”, and intends to apply part of the proceeds for the **Selection of Individual Consultant as Communication Assistant**.

The ECOWAS – World Bank Partnership on the WURI project aims to establish an interoperable foundational ID system in the ECOWAS Member States which will serve as a catalyst towards the effective deployment and implementation of the ECOWAS National Biometric ID Card (ENBIC) system as adopted by the Authority of ECOWAS Heads of State in 2014 for intra-regional mobility.

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 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 **Communication Assistant** include but are not limited to the following:

**Roles and responsibilities of the Communication Assistant**:

* + Plan, structure, collect, process and disseminate information on the WURI programme’s activities;
  + Actively contribute to the development, implementation, coordination and monitoring of the project’s communications and outreach initiatives;
  + Ensure internal and external visibility of the project and results achieved;
  + Assist in researching and formulation of reports on Member States activities in digital identification and implementation of the project;
  + Contribute to the definition, development and implementation of communication plans and strategies related to the project;
  + Actively participate on the sensitization activities in the region;
  + Support the design of the project website and ensure the development of its contents as well as the improvement, maintenance and enrichment of the project website;
  + Draft speeches, communiqués, press releases and reviews;
  + Design and structure press kits, advertisements, interviews and manage media relations;
  + Draft and design the project’s information bulletin;
  + Ensure media coverage and support for communication related needs for meetings, press conferences, seminars etc;
  + Assist in the coordination of interviews and media interactions for the project’s management with the press;
  + Promote partnerships and establish strong networks with all media outlets and platforms to increase visibility and raise awareness about the project and its activities;
  + Undertake duty travel when necessary;
  + Carry out any other assignment that may be assigned and regularly at short notice.

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**

* Bachelor’s degree in Journalism, Public Relations, Mass Communication or related field from a recognized University.

**Experience and skills**

* Ten (10) years’ experience in journalism, communications and public relations, of which at least 2 years relevant experience with an international organization;
* Knowledge in developing and implementing communication strategies and plans;
* Ability to coordinate and manage complex communication campaigns and events;
* Ability to conceptualize and contribute to design communication campaigns that target diverse and multicultural audiences;
* Possess experience with digital content development, analysis and editing;
* Proven knowledge of communication and possession of the ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships.
* Ability to self-manage, demonstrate ethics and integrity, work under pressure and use requisite know-how to deliver client-centric solutions within timelines;
* Contributes new insights into challenges, involve others in decision making, communicates effectively with a broad spectrum of stakeholders and audience while displaying a sense of mutuality and respect;
* Demonstrate operational computer proficiency using appropriate tools such as Word, Power Point, social media platforms, internet surfing etc;
* Fluency in oral and written expressions in English language and the ability to articulate complex messages and ideas in a clear, concise, creative and lively manner. Knowledge of an additional ECOWAS official language will be an added advantage.

***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 WURI 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**](mailto:sbangoura@ecowas.int)with copy to [**asiaw-boateng@ecowas.int**](mailto:asiaw-boateng@ecowas.int)**;** [**oajugwo@ecowas.int**](mailto:oajugwo@ecowas.int)**;**

Expressions of interest must be delivered in a written form in (person, or by mail) or by e-mail to the address below, by **6th August 2021 at 11.00 a.m (GMT + 1)**.

1. Electronically to the email addresses below:

**E-mail:** [**sbangoura@ecowas.int**](mailto:sbangoura@ecowas.int)with copy to[**asiaw-boateng@ecowas.int**](mailto:asiaw-boateng@ecowas.int)**;** [**oajugwo@ecowas.int**](mailto:oajugwo@ecowas.int)**;**

1. 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**