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 Finance Management Specialist**

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 Finance Management Specialist**.

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 **Finance Management Specialist** include but are not limited to the following:

**Roles and responsibilities of the Finance Management Specialist**:

* + Overall function for project budget and financial operations in accordance with the World Bank accounting and financial policies, processes, procedures, rules and regulations and ECOWAS internal control mechanisms as applicable;
	+ Ensure best accounting practices and adequate control over the assets of the project;
	+ Ensure compliance with accounting and financial procedures in the preparation of accounting documents and financial reports;
	+ Extract data and prepare all periodic budget and financial performance reports, undertake forecasts for the World Bank and ECOWAS management teams and ensure proper financial control and audit;
	+ Manage and ensure that all financial activities leading to preparation of final accounts are carried out in proper manner, including preparation of Bank Reconciliation, recording and management of Assets, recording and management of Receivables and Payables, as well as Inventory Control;
	+ Ensure proper documentation, create and maintain all vendor master records in the financial system, service vendor claims and review/reconcile vendor statements on a regular basis;
	+ Ensure timely processing and settlement of claims and expenses and proper filing of all supporting documents relating to the project finances;
	+ Scrutinize supporting documents for completeness, accuracy and validity of requests in line with applicable policies, procedure, rules and regulations;
	+ Assist in the review and analysis of various accounting data;
	+ Retrieve and furnish all relevant vouchers and details for internal and external audits;
	+ Monitor project finances, liaise and timely follow-up with the World Bank for funds requests and releases for the project operations;
	+ Address all queries and follow-ups on project finance matters;
	+ Undertake duty travel when necessary;
	+ Perform any other duties as may be assigned by the supervisor.

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 Finance, Accounting or Business Administration from a recognized University.
* Professional qualifications such as ACCA, ACA and CPA is an advantage.

**Experience and skills**

* Five (5) years of progressively responsible experience in a complex organizational environment, in budget formulation, financial monitoring, accounting and financial reporting, of which at least 2 years relevant international work;
* Demonstrated practical knowledge of relevant financial accounting principles and concepts to perform tasks in accordance with the generally accepted Accounting Principles and Standards of relevance to public sector and multilateral financial organizations;
* Possess cognate experience with highly integrated accounting systems and use of financial reporting tools. Knowledge of SAP software will be an advantage.
* Possess strong knowledge and experience with internal controls, audits, budgets preparation and administration of financial resources;
* Possess strong written and oral communication skills in English. Knowledge of an additional official languages of ECOWAS (French or Portuguese) will be an advantage.
* Analyses complex and evolving circumstances, implements programme plans and delivers results- and clients -oriented solutions in a credible and timely manner that anticipates programme and clients’ needs and mitigates issues sensitively;
* Excellent self-management skills, demonstrating ethics and integrity, confidentiality and displaying due regards for internal controls of rules, delegations and transparency;
* Work in a collaborative, collegial and objective manner within teams and across boundaries, promote the exchange of ideas and open dialogue with a view of resolving conflicts regardless of differences, while being diplomatic, tactful and respectful of people;
* Ability to apply appropriate technological solutions to plan, organize and control resources. Adhere to regular reporting schedules, monitor and evaluates performance and take proactive remedial actions as required, while giving attention to details.

***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**with copy to **asiaw-boateng@ecowas.int****;** **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**with copy to**asiaw-boateng@ecowas.int****;** **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**