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 Procurement 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 Procurement 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 **Procurement Specialist** include but are not limited to the following:

**Roles and responsibilities of the Procurement Specialist**:

* + Prepare and execute procurement plans to support project operational needs based on requirements stated in the project work plans and budgets and in accordance with ECOWAS and World Bank internal control mechanisms;
	+ In liaison with Finance, facilitate timely funding, and/or resolution of any funding issues in relation to procurement activities;
	+ Maintain awareness of market conditions, including source list, price and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase;
	+ Support the project team in the preparation and finalisation of the terms of reference or specifications for various procurement needs and make recommendations to ensure compliance with applicable rules and procedures of ECOWAS and/or World Bank for Goods and services;
	+ Prepare requisite tools where necessary and bidding documents including draft contracts and other procurement documents;
	+ Prepare all the notices for publication (Invitation for Bids, Prequalification notices) as approved;
	+ Keep track of the status of each procurement – from request to delivery or receipt by the requester – ensuring that priorities are met;
	+ Support all the evaluation Committees in the evaluation of Bids and ensure compliance with set rules and procedures;
	+ Prepare all the evaluation reports in line with the decision of the evaluation Committees;
	+ Prepare all Contracts for Signature and monitor in their implementation;
	+ Produce/provide periodic reports covering goods and services purchased and on the implementation of the approved procurement plan;
	+ Maintain a central register of main contracts to accurately record the status of contracts with suppliers, develop appropriate database for key suppliers, main contractors and Consultants and track service level agreements with vendors, contractors and consultants;
	+ Maintain proper archiving of all procurement related documents (Procurement Plan, Tender Dossiers, Publications, evaluation reports, contracts etc);
	+ Undertake duty travel when necessary;
	+ Undertake any other official task assigned.

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 (or equivalent) in Business Administration, Public Administration, Commerce, Law or a related field from a recognised University.

**Experience and skills**

* Five (5) years of progressive experience in Procurement and/or Supply Chain Management for a Public Institution, International Organization, NGO or Multilateral Organization;
* Knowledge of procurement policies, processes and procedures of the World Bank and ECOWAS internal control processes and procedures;
* Relevant training in Procurement or Supply chain Management will be an advantage.
* Possess excellent written and oral communication, negotiation and persuasive skills; and the ability to solve complex problems involving multiple stakeholders and constraints;
* Ability to self-manage with a high sense of personal responsibility for delivering technical and quality results within timelines;
* Ability to critically analyse information from various sources, advise and deliver clients sensitive and responsive solutions with a high sense of professional integrity and reliability;
* Demonstrate excellent inter-personal skills, the ability to work with and in environments of diversities with sensitivity to differences.

***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**