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

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

* + Assist in planning, preparing, organising and implementing all aspects of the project activities;
  + Assist in timely reporting on project activities according to ECOWAS and World Bank formats as required;
  + Contribute to and/or prepare progress updates on project activities, including the drafting of briefs, minutes of meetings, background documents for meetings, speeches, letters and other relevant documents as needed;
  + Research, compile and present information on developments on new trends on digital identification and contribute to monitoring, reporting and evaluating Member States status of programme implementation;
  + Assist in proper documentation of project documents and filing;
  + Ensure timely replenishment of office supplies and availability of needed services for efficient project operations;
  + Contribute to the revision of the project indicators and work plan, as needed, and in connection with project reviews;
  + Track project expenditure, serve as focal point for administrative and logistical coordination of project implementation activities, involving extensive liaison with other ECOWAS units and World Bank where necessary;
  + Assist in the monitoring and evaluation of project activities; draft programme and project status reports, identifying shortfalls in delivery and suggesting remedial actions;
  + Respond to complex information requests and enquiries related to programme/project activities;
  + Support liaison with Member States and relevant project stakeholders for the effective implementation of the activities of the project;
  + Support visibility and communication activities related to the project;
  + Organise and participate in internal coordination meetings and actively participate in the planning, preparation and logistics of seminars, conferences, workshops, meetings, presentations and missions. Ensure that all meetings have necessary facilities and refreshments in place;
  + Actively participate in planning and organising virtual and regular meetings;
  + Prepare meeting folders to include background documents and briefing materials and assist with editing and publishing of multimedia content;
  + Ensure adherence to operational and administrative guidelines and overall quality of outputs requiring the Project Coordinator’s approval or signature;
  + Provide back-up support for the Project Manager and other project team members as needed;
  + Liaise and follow up on correspondence with other directorates of the Commission and the World Bank;
  + Assist in processing supporting documents for settlement of claims;
  + Research, prepare, edit, proof-read, publish and maintain high-quality content on the project website;
  + Support and contribute ideas to the development and optimisation of the website;
  + Develop and maintain all work-related contacts, planners and various distribution lists up to date;
  + Identify needs and possibilities and support the development of new projects;
  + Undertake duty travel when necessary;
  + Perform any other 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**

* OND/Bachelor’s degree in Social Science or equivalent in a field relevant to specialized or focus area from a recognized University.

**Experience and skills**

* Six (6) years’ experience in project administration and implementation, technical cooperation, preferably in the field of digital identification or related area is required;
* Possess strong planning, coordination and logistics skills related to implementation of complex activities, with the ability to independently carry out tasks proactively, to multi-task and to prioritize when necessary;
* Possess the ability to work effectively with government counterparts and financial partners;
* Knowledge of social and development issues in the ECOWAS region, particularly related to digital identification and e-government;
* Knowledge and ability to identify the required resources for delivering programme/projects activities.
* Take initiatives to resolve problems, participate actively in discussions and use good judgement in engaging with stakeholders and team members;
* Possess excellent multitasking skills with a good understanding of client service responsibilities and role in representing ECOWAS values in all interactions;
* Possess the ability to keep up-to-date with project activities, schedules and goals of pertinence to own work team and functional area;
* Knowledge of ECOWAS programmes and World Bank operational regulations relevant to assigned work and the ability to apply sound judgment in their application;
* Ability to use current technology to communicate effectively e.g. office software programs, including spreadsheets, word processing and graphic presentation software; type and format presentations, reports, manuals, newsletters and website content;
* Detailed and possess the ability to monitor progress, consider new goals in the context of assigned responsibilities; and follow through with commitments made.

***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**