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 Project Manager**

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 Project Manager**.

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 **Project Manager** include but are not limited to the following:

**Roles and responsibilities of the Project Manager**:

* + Under the supervision of the Project Coordinator, manage the PIU’s operational aspects on a day-to-day basis;
  + Under the supervision of the Project Coordinator, oversee project activities, including: evaluation of all proposals, procurement of goods, selection of consultants, awarding of contracts and disbursement of funds;
  + Ensure that contracts are executed to the satisfaction of the PIU;
  + Review technical proposals and facilitate decision-making on technical aspects in collaboration with the team;
  + Support the finalization of the project implementation manual;
  + Prepare the project’s annual and overall work plans and budgets;
  + Support the procurement specialist in revising the procurement plan when necessary;
  + Support the procurement specialist in revising the Project Procurement Strategy for Development (PPSD) when necessary;
  + Support the procurement specialist in overseeing the execution of the procurement plan;
  + Prepare training plans;
  + Manage the implementation of annual work plans;
  + Under the supervision of the PIU Coordinator, monitor all project activities based on the project’s M&E System;
  + Under the supervision of the PIU Coordinator, manage PIU staff and ensure their proper training and readiness;
  + Draft/Prepare TORs for recruitment of staff, individual consultants, consulting firms etc.;
  + Supervise the preparation of Intermediary Financial Reports by the financial management specialist;
  + Coordinate the preparation of audits and other financial reports;
  + Coordinate and participate in WB supervision of the project;
  + Produce with the PIU officers required reports for submission to the World Bank by the PIU Coordinator, including the quarterly and annual implementation progress reports;
  + Ensure the responsible use of project assets and oversee equipment audits;
  + Carry out any additional project-related tasks as assigned by the PIU Coordinator;
  + Under supervision of the Project Coordinator, manage the interaction with partners within the ECOWAS Commission, WURI countries, other regional stakeholders and development partners.

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**

* Have at least a Master’s degree in Social Sciences or in a related field from a recognized university.

**Experience and skills**

* Have at least five (5) years of experience in project management;
* Be familiar with World Bank-financed project, including budgeting, financial management, disbursement, procurement procedures, and monitoring and evaluation (M&E);
* Be familiar with Identification, Social Protection Delivery or E-Government systems;
* Have strong interpersonal communication and people management skills;
* Be detail-oriented and rigorous;
* Write well in English;
* Fluent in French;
* Work and knowledge of projects in any ECOWAS State and/or other countries in sub-Saharan Africa would be an asset.

***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**