

REQUEST FOR EXPRESSION OF INTEREST
(Consulting services – individual consultant selection)

From : 3/8/2021 to 24/8/2021
Client : ECOWAS Commission
Type : Expression of Interest (EOI)
TITLE : **EXPRESSION OF INTEREST –Recruitment of an Individual Consultant Junior to support the implementation of ECOWAS Human Capital Strategy**

Reference No. ECW/IC/ADM-VP/3.8.21/JNU

In the framework of the execution of the 2021 Budget, The Economic Community of West African States (ECOWAS) intends to apply a portion its budgeted funds for the Recruitment of an Individual Consultant Junior **to support the implementation of ECOWAS Human Capital Strategy** and to perform the functions stipulated for a maximum period of one (1) year. The duties and responsibilities of the consultant shall be:

Role and Responsibilities

The Junior Consultant is expected to:

- Support the implementation of activities contained in the Human Capital Development Strategy Implementation Action Plan;
- Work with technical experts in the Member States;
- Design the Mobile Application for the dashboard and provide training to stakeholders on data uploading and editing;
- Support the statistical data management platform of the various regional and national Human Capital Development stakeholders;
- Support the statistical and software administration of the Human Capital Development indicators data management platform;
- Support the administration of the Human Capital Development Strategy information website in terms of software and statistics;
- Support the reporting of activities of the ECOWAS HCD Strategy technical working committee in support of the Advisor and the technical team under the authority of the Vice President;
- Provide all necessary technical, software and administrative support needed in the implementation of the Strategy;
- Ensure the constant technical and software functionality of the data management platform and website and the continuous updating of the information contained therein;
- Contribute to the development and dissemination of communication and knowledge products of the strategy in coordination with the governance team based at the ECOWAS Vice President's Office;
- Ensure the coherence and quality of data from stakeholders and data contained in the various governance platforms of the Strategy in coordination with the HCD technical team based in the office of the Vice President.

3. The ECOWAS Commission now 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:

Educational Qualification and Experience

- Advanced University Degree (Master's degree or equivalent in computer science, statistics, Economics, Management or other related fields

Experience

The candidate must have at least (2) years of professional experience in data collection, data management and dissemination.

The candidate must justify at least one (1) similar assignment organized and executed successfully with an international organization or a public or governmental body or a renowned private entity.

The candidate must have skills in software development, database and networks, etc.

Language

The individual consultant shall be fluent in one of the ECOWAS official languages (English, French or Portuguese) and the practical knowledge of another ECOWAS Official language will be an advantage.

NB: The attention of interested Individual consultants is particularly drawn to Article 118 of the ECOWAS Revised Procurement Code ("Infringements by Candidates, Bidders and Awardees"), providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per "Article 119 of the ECOWAS Revised Procurement Code.

5. The Consultants will be selected in accordance with the Selection of Individual Consultant set out in the Consultant Guidelines. The shortlisted candidates will be interviewed for the position.

Interested consultants may obtain further information at the email addresses below during office hours: Monday to Friday from 9.00 am GMT+1 to 5.00 pm GMT+1.

Email: sbangoura@ecowas.int with copy to procurement@ecowas.int, jumoren@ecowas.int; mjallow@ecowas.int; mmama@ecowas.int

6. Expressions of Interest (1 original and 3 copies) can be delivered in sealed envelopes and clearly marked "Recruitment of an Individual Consultant; Junior Consultant to support the implementation of ECOWAS Human Capital Strategy.", Do not open except in the presence of the Evaluation Committee" to the address below latest by **August 24, 2021 at 11.00 am (GMT+1), Nigerian Time.**

The ECOWAS Tender Box is located at the Directorate of General Administration, Procurement Division, 1st Floor ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.

Please note that electronic submissions are also accepted and shall be addressed to: sbangoura@ecowas.int with copy to procurement@ecowas.int, jumoren@ecowas.int; mjallow@ecowas.int; mmama@ecowas.int

This EOI is also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowasprocurement>

Commissioner, General Administration & Conference