

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

Selection of an Individual Consultant in charge of Assistance to the Cooperation and External Relations Directorates of the ECOWAS and UEMOA Commissions in the Mobilization of Additional Resources for ECOFEST

Reference No.1-ECW/ADM-PROC-DSTE/28-01/kik

The Economic Community of West African States (ECOWAS), in the framework of the execution of its 2022 Budget, intends to apply a portion of the budgeted funds for the **Selection of an Individual Consultant in charge of Assistance to the Cooperation and External Relations Directorates of the ECOWAS and UEMOA Commissions in the Mobilization of Additional Resources for ECOFEST**.

2. The objective of the mission is to assist the Directorates of Cooperation and External Relations of the ECOWAS and UEMOA Commissions in mobilizing the additional financial resources necessary for the organization of ECOFEST 2022.

3. The consulting services (“the Services”) include the deliverables listed under item 4 below and the duration of the contract shall be for a period of ten (10) calendar months from the date of the signing of the contract.

4. Duties and responsibilities of the consultants: The tasks of the Consultant include the following:

- Submit a work methodology including a timetable;
- Develop a resource mobilization strategy for ECOFEST within one month to be validated by the Regional Organizing Committee of ECOFEST;
- The strategy will include an identification of potential donors, funding opportunities or national, regional/international partners;
- Provide support to the two Departments in terms of centralizing information on the event, coordination and synergy of all activities relating to research and the mobilization of additional resources;
- Facilitate contact between the ECOWAS/UEMOA Directorates and the heads of the funding organizations identified in the strategy and provide support in the presentation of the ECOFEST project (support in terms of drafting requests, for example);
- Produce a start-up report and progress reports to be submitted to the Regional Organizing Committee of ECOFEST.

5. 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

- Shall justify at least a Master’s degree or equivalent in international relations, management, economics, or communication, marketing or a related field;

Experience

- Shall justify at least 10 years of experience, with technical and financial expertise in the mobilization of financial resources for International Organizations or Public Institutions, NGO, Multilateral Aid Agencies or Private renowned Entities;
- Candidate shall justify having executed at least two (2) similar assignments/projects related to mobilization of financial resources, management of event sponsors, supporting cultural events of an international nature with International Organizations or Public Institutions, NGO, Multilateral Aid Agencies or Private renowned Entities;
- Candidate shall justify having executed similar experience in ECOWAS Region.

Language

- The individual consultants shall be fluent (reading, writing, speaking) in one of the ECOWAS Official Languages (English, French or Portuguese). Practical knowledge (reading, writing, speaking) of any other of the ECOWAS Official language (English, Portuguese or French) would 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.**

6. 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; ikkamara@ecowas.int; rzida@ecowas.int

7. Expressions of Interest (**1 Original and 3 Copies**) must be delivered in sealed envelopes and clearly marked **“Selection of an Individual Consultant for the Mobilization of Resources for the Organization of the West African Arts and Culture Festival (ECOFEST)”** to the address below latest by **Monday February 28, 2022 at 11.00 am (GMT+1), Nigerian Time.**

8. 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 accepted and shall be sent to the email addresses indicated above.

This REOI and the ToR are also published on the ECOWAS website <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement>

Commissioner General Administration & Conference