



**REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services – Individual Consultant Selection)**

**Selection of an Individual Consultant to Serve as a Programme Assistant to support the Fund
Management Unit (FMU)**

Reference No.1-ECW/ADM-PROC-FM/PA/18-07/kik

The ECOWAS Commission has received Grants from the Spain Fund and intends to use part of the Grant amount to finance the service contract for the Selection of an Individual Consultant to Serve as a Programme Assistant to support the Fund Management Unit (FMU).

2. Under the overall supervision of the ECOWAS Director Free Movement of Persons and Migration (Fund Coordinator) and direct supervision of the Fund Manager, the consultant will ensure the execution of the day-to-day programme functions, inclusive of supporting project coordination and monitoring, and provision of operational support to the Fund. S/he is expected to work in a collaborative manner with the Fund Management Unit on all Fund activities.
3. The consulting services (“the Services”) include the deliverables listed under paragraph 4 below and the duration of the contract shall be for a period of one (1) year from the date of the signing of the contract and could be renewed upon satisfactory appraisal.
4. Duties and responsibilities of the consultants: The tasks of the Consultant include the following:
 - Assist in planning, preparing, organising and implementing all aspects of the Fund activities;
 - 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 and new trends in the field of free mobility and migration;
 - Contribute to monitoring, reporting, and evaluating status of Fund implementation according to established formats/as required; Draft Fund status reports, identifying shortfalls in delivery and suggesting remedial actions;
 - Assist in proper documentation and filing of Fund documents;
 - Ensure timely replenishment of office supplies and availability of needed services for efficient Fund operations;
 - Contribute to the preparation of Fund project work plans, budgets and procurement plans and monitoring and reporting frameworks;
 - Track project expenditure, serve as focal point for administrative and logistical coordination of Fund implementation activities, involving extensive liaison with other ECOWAS units and project stakeholders where necessary;
 - Support Fund Manager with liaison with Member States and relevant project stakeholders for the effective implementation of the activities of the Fund; Support visibility and communication activities related to the Fund;



- Organise and participate in internal coordination meetings and actively participate in the planning, preparation and logistics of seminars, conferences, workshops, meetings (virtual or physical), presentations, and missions.
- Prepare meeting folders to include background documents and briefing materials and assist with editing and publishing of multimedia content where necessary;
- Ensure adherence to operational and administrative guidelines and overall quality of outputs requiring the Fund Manager's and/or Director's approval or signature;
- Support in the processing of requests in the Travel Management System and Materials Management System and various justification in the SAP management system;
- Provide back-up support for the Fund Manager and other Fund team members as needed;
- Liaise and follow up on correspondence with internal and external stakeholders of the Commission; Assist in processing supporting documents for settlement of claims;
- Develop and maintain all work-related contacts, planners and various distribution lists up to date; Undertake duty travel when required;
- Perform any other task assigned by the Fund Manager or Director (Fund Coordinator).

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

- A Higher National Diploma or Bachelor's degree in Social Science, Project Management or any other equivalent degree from a recognised university;

Experience

- At least three (3) years' experience in a similar position in the field of development or humanitarian project management;
- Must have executed at least two (2) similar assignments/projects as Programme Assistant with International Organizations or Donors funded Project;
- Must have executed similar experience as Programme Assistant or similar roles covering this area of specialization in ECOWAS Region;
- Must have strong IT / Computer Skills (Microsoft Office suite) and knowledge of relevant software related to basic administrative/Project Management.

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: ikkamara@ecowas.int; idangou@ecowas.int; akangni@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 to Serve as a Programme Assistant to support the Fund Management Unit (FMU)”** to the address below latest by **Tuesday August 23, 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.

Commissioner, Internal Services