

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

Selection of an Individual Consultant to assist the Communication Directorates of the ECOWAS and UEMOA Commissions in the Design and Production of Communication Materials for the Launch and Certain Key Actions of ECOFEST 2022

Reference No.2-ECW/ADM-PROC-DSTE/08-03/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 to assist the Communication Directorates of the ECOWAS and UEMOA Commissions in the Design and Production of Communication Materials for the Launch and Certain Key Actions of ECOFEST 2022.**

2. The objective of the mission is to Assist the Communication Departments of the ECOWAS and UEMOA Commissions in the production of communication materials for the launch and certain key actions 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:
 - Prepare a communication strategy and plan necessary for the visibility of the launch and certain key actions of ECOFEST 2022;
 - Design and animate the website, logo (visual), social media pages and monitor the production of communication media for the launch of ECOFEST;
 - Implement the communication strategy under the coordination of the Communication Departments of the ECOWAS and UEMOA Commissions.
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 in communication, marketing or a related field;

Experience

- Shall justify at least ten (10) years of experience, with technical and financial expertise in communication, events or in the design and production of communication media for International Organizations or Public Institutions, Donors funded projects or Private renowned Entities;
- Shall justify at least five (5) years of experience in the promotion of cultural events of an international nature or in the management of event sponsors.
- Candidate shall justify having executed at least two (2) similar assignments/projects successfully executed with International Organizations or Public Institutions, Donors or Private renowned Entities;
- Candidate shall justify having executed one (1) similar experience in ECOWAS Region.

Language

- The individual consultants shall be fluent (reading, writing, speaking) in at least two (2) of the ECOWAS Official Languages (English, French or Portuguese). Practical knowledge (reading, writing, speaking) of the third (3rd) 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 to assist the Communication Directorates of the ECOWAS and UEMOA Commissions in the Design and Production of Communication Materials for the Launch and Certain Key Actions of ECOFEST 2022”** to the address below latest by **Thursday April 7, 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