



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

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

Reference No.2-ECW/ADM-PROC-FM/JAA/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 Junior Accounting Assistant to support the Fund Management Unit (FMU).

2. Under the overall supervision of the ECOWAS Director of Free Movement of Persons and Migration (Fund Coordinator) and direct supervision of the Fund Manager, the incumbent will ensure the execution of the day-to-day accounting 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:

- He/she prepares and updates the monitoring of the Fund's expenditure;
- He/she manages the collection, archiving and dispatch of the supporting documents necessary for the monitoring of the Fund's expenditure;
- He/she is in charge of setting up and maintaining an efficient and effective file management and archiving system;
- He/she will assist the Fund's Accounting Assistant in the various tasks related to the administrative, accounting and financial management of the Fund;
- He/she will provide support in the organisation and day-to-day management of the Fund (ensuring the timely dispatch, receipt and distribution of various mailings, etc.);
- Assist in processing supporting documents for settlement of claims;
- Support in the processing of requests in the Travel Management System and Materials Management System and various justification in the SAP management system;
- He/she will assist in providing support in budgeting, the production of financial statements and reports, etc ;
- 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 follows:*



Educational Qualification

- A Higher National Diploma or Bachelor's degree in Accounting, Finance or any other equivalent degree;

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 Accounting Assistant with International Organizations or Donor funded Project;
- Must have executed similar experience as Accounting Assistant or similar roles covering this area of specialization in the ECOWAS Region;
- Must have strong IT / Computer Skills (Microsoft Office suite) and knowledge of relevant software related to Accounting.

Language

- The Individual Consultant 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 Consultant 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 Junior Accounting 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