



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

Selection of an Individual Consultant to serve as a technician electrical engineer for building installations and maintenance services

Reference No.2-ECW/ADM-MAINT/TEE/24-10/dy

The ECOWAS Commission intends to use part of his budget to finance the service contract for the Selection of an Individual Consultant to Serve as a technician electrical engineer for building installations and maintenance services.

2. Under the overall supervision of the head of Maintenance unit of the ECOWAS Commission, the Consultant will ensure the execution of the day-to-day to help boost its Maintenance Unit's capacity to handle construction monitoring and the numerous maintenance challenges.

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 consultant: The tasks of the Consultant include the following:

- Interpretation of electrical construction drawings and specifications for building works.
- Installation of electrical and mechanical services (air conditioning, computer network and telephone, generators services) in low rise buildings including Earthen of buildings
- Diagnose electrical problems/malfunctioning of electro-mechanical installations and take corrective actions
- Participation in maintenance and fabrication of the electrical maintenance activities.
- Carry out risk assessment and ensure Supervisor signs off works before they are undertaken.
- Adhere strictly to the highest maintenance and safety practices.
- Works efficiently to complete works in a planned and coordinated fashion
- Mobilization of materials/spares for planned corrective and predictive maintenance).
- Report deficiencies noted during inspection/maintenance and make recommendations toward resolution
- Management of site to ensure the safety of public and staff involved in the construction/maintenance process.
- Perform project planning activities, scheduled, and unscheduled corrective interventions, including drafting of scope of work, material schedules, collecting quotes and cost for maintenance activities of buildings.
- Prepare reports on monitoring/inspection activities and keep records of all maintenance and repair works conducted
- Assist to generate Standard Maintenance Procedures for the electrical maintenance Section
- Undertake any further instructions that may be directed by the head of Unit

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

- Must have at least an HND or BAC+2 in Electrical Engineering and membership of a professional institution or any other equivalent degree from a recognised university.

Experience

- Must have at least 5 years' experience in either electrical installations during building construction or maintenance with Nigerian, British or American Design Standards in use;
- Must have executed at least two (2) similar assignments as technician electrical engineer for building installations and maintenance services;
- Must have strong IT/ Computer Skills (Microsoft Office suite) and knowledge of relevant software related to basic administrative.

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; chigoziehenryuchendu@gmail.com; yderra@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 technician electrical engineer for building installations and maintenance services”** to the address below latest by **Monday 14 November , 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