



REQUEST FOR EXPRESSION OF INTEREST FOR REGISTRATION AS A CONSULTANCY SERVICES FOR ECOWAS COMMISSION

(CATEGORY 3)

Introduction

The ECOWAS Commission wishes to update its data base of Consultants as part of the preparation for the implementation of for the years 2023.

2. The ECOWAS Commission hereby invites reputable qualified consultants (firms or individuals) with vast experience and expertise in the following fields to apply for the registration exercise:

A Consultancy Services (Firms or Individuals)

- Audits
- Economics
- Research & Statistics
- Agriculture
- Energy
- Infrastructures (Road; Air Transport; Maritime; Railway)
- Humanitarian & Social Affairs
- Gender
- Education
- Communication
- External Relations
- Mining
- Monitoring and Evaluation
- Microeconomics Policy
- Political Affairs
- Peace and Security
- Free Movement
- Trade
- Multilateral Surveillance
- Information Technologies (IT)
- Telecommunications
- Legal Affairs
- Early Warning

- Human Resources
- Strategic Planning
- Industry & Private Sector
- Procurement
- Or any other relevant field

3. Interested consultants (Firms or Individuals) must provide information on its or their qualifications and experience, demonstrating that he/she is or they are qualified to provide the services that may be required under each specific area of specialization as indicated above.

4. **For Individuals:** interested consultants must provide proof of technical capability; CV's (copy of all Certificates / Degrees presented) and experience in in their area of specialization or contracts within the past ten (10) years; Experience with Donors funded project; working experience in at least 2 ECOWAS countries in past 10 years; capacity to produce reports and all other relevant documents on the study in English and French.

5. **For firms:** In addition, interested consultants must provide proof of technical capability as well as administrative / organizational structure, legal status, staffing and experience in their area of specialization or contracts within the past ten (10) years; Experience with Donors funded project; working experience in at least three (3) ECOWAS countries in past 10 years; capacity to produce reports and all other relevant documents on the study in English and French.

The Expression of Interest must be submitted in the following order:

- a. Cover Letter duly signed by the firm's authorized signatory indicating the specific area of specialization;
- b. Company Profile;
- c. Certificate of Incorporation / Registration with the Corporate Affairs Commission (CAC);
- d. Certified True Copy of Tax Clearance Certificate for the years (2019; 2020 and 2021)
- e. Evidence of financial capacity (Certified True Copy of Audited financial statement for the years (2019; 2020 and 2021);
- f. CV's of Personnel (copy of all Certificates / Degrees presented)
- g. Three (3) verifiable job completion certificate(s) (in the indicated area of interest) executed within the last ten (5) years from 2017;
- h. Exact location and full addresses/contact telephone numbers / Email address

An expression of Interest shall be disqualified where any of the above listed documentations is not provided and any job completion certificates submitted by any consultant (firm) must have verifiable and functional address / email and phone number of the client issuing the certificate.

6. For each specific area of specialization, a shortlist of ten (10) consultants (firms or individuals) will be establish.

7. Expressions of Interest shall be addressed to the **Commissioner for Internal Services**, ECOWAS Commission, N° 101 Yakubu Gowon Crescent, Asokoro, Abuja, and clearly marked: **"Expression of Interest for Registration as Consultant for ECOWAS Commission"**, **Do not open, except in presence of the ECOWAS Procurement Committee.**

8. Interested Vendors (company/ contractor/ service providers) must indicate their area of specialization and category they are interested (Category 1, Category 2, & Category 3).

N/B: An expression of Interest shall be disqualified where no specific area of specialization is indicated and the company/ contractor / service providers cannot apply for more than two (2) areas of specialization.

9. Expression of Interest shall be submitted latest on **Tuesday 15th November 2022 at 11.00 am (GMT + 1) Local Time, at the following email address: vendoregistration@ecowas.int**

10. **Please note that physical submissions will not be accepted.**

11. Interested suppliers / contractors or service providers can obtain further information at the e-mail addresses mentioned below during working hours: 9:00 a.m. to 4:00 pm (local time) on working days: sbangoura@ecowas.int with copy to procurement@ecowas.int

12. This request for Eol can also be viewed on the following website: <http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/>

Commissioner for Internal Services