



**CALL FOR EXPRESSION OF INTEREST
(CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)
Selection of an Individual Consultant, an expert in Tourism Administration and Hotel Management, to
develop a new ECOWAS regulation on Tourist Accommodation Establishments (TAE).**

Reference No°1-ECW-PSD/EHT/24-10/dy

- 1- The ECOWAS Commission intends to use part of its budget to finance the contract of an individual consultant to develop a new ECOWAS regulation on Tourist Accommodation Establishments (TAE).
2. The purpose of the consultant's work is to provide technical support to the ECOWAS Commission in the drafting of a new regulation on Tourist Accommodation Establishments (TAE). In specific terms, the assignment is to develop detailed rating criteria for each category and grade of TAE, and ratings review tables for each category and grade of TAE. The assignment will also propose and define ECOWAS designations, labels and symbols for the various categories, and a monitoring and grading table by category. It will further propose a regional rating system and a mechanism for disseminating the regulation and monitoring its implementation.
3. The services to be provided by the consultants ("Services") shall take into consideration the underlisted deliverables in paragraph 4, and the assignment shall be for a period of 30 days from the date the contract is signed.
4. Duties and responsibilities of the consultant: The task of the Consultant, a Tourism Administration and Hotel Management expert, shall include the following:
 - Prepare an index of each Member State's TAE ratings system.
 - Develop detailed rating criteria for each TAE type, category, grade.
 - Propose tools for TAE self-assessment by developers, and indexation of pricing policy under the new ratings system.
 - Propose rating labels and sign under the new regulation.
 - Develop a regional TAE rating and monitoring system, which clearly states the different phases from the request phase by the developer to a self-assessment phase that includes inspection and receipt of a regional and national rating under a given category or grade, national conditions, the role of each actor/Institution and digital tools.
 - Identify potential difficulties in the implementation of the new regulation and propose proactive measures that may be taken by ECOWAS Commission.
 - Develop an action matrix for the new ECOWAS regulation which identifies all the steps towards its realistic and effective implementation. It shall indicate, for each action, the target objectives, timeline, budget and monitoring indicators, and a regional mechanism for implementation, review and monitoring.
 - Prepare relevant background notes to facilitate validation and submission of the ECOWAS Regulation on Tourist Accommodation Establishments and presentation files on the ECOWAS Regulation on Tourist Accommodation Establishments.
5. The ECOWAS Commission invites eligible individual consultants ("Consultants") to express their interest in providing the services. **Interested consultants shall provide information showing that they have the qualifications and experience to provide the requested services.** *The applicants are to meet the criteria set out below:*



Qualifications

- At least a Master's degree in hospitality management and tourism administration or any other related field.

Experience

- Minimum of 10 years' experience in tourism and hotel business management with an understanding of and value for ratings, regulatory standards and norms.
- He/she must have carried out at least two similar assignments/projects as a Tourism Administration and Hotel Management expert.
- He/she must have carried out at least one similar project/assignment in preparing tourism development strategies and policies.
- The candidate must demonstrate sound knowledge of the tourism policies and strategies of ECOWAS Member States and the most advanced and widely accepted hotel regulatory systems in the world.
- The candidate must have a clear understanding of the processes involved in the establishment of a hotel rating system and knowledge of tourism guide documents within the sub region.

Language

- The individual consultants must be fluent in French and English (reading, spoken and written). Working knowledge of Portuguese (reading, spoken and written) will be an added advantage

NB: The ECOWAS Commission would like to draw the attention of interested consultants to **Article 118 of the ECOWAS Procurement Code on “Offences committed by candidates, bidders and successful bidders”**, which provides information on fraudulent or corrupt practices in competition or contract execution. Furthermore, candidates are invited to take cognisance of the specific information on conflict of interest related to this consultancy service, under **Article 119 of the revised ECOWAS Procurement Code**.

6. The selection of the consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. The candidate with the highest score will be invited to submit a technical and financial proposal.

Interested consultants may obtain more information by contacting the Procurement Division on the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1)**.

Email: sbangoura@ecowas.int, with copies to: ikkamara@ecowas.int; aelumelu@ecowas.int; sdrabo@ecowas.int; yderra@ecowas.int.

7. Expressions of interest (**1 original and 3 copies**) may be submitted in sealed envelopes marked **“Selection of an Individual Consultant, a Tourism Administration and Hotel Management expert, to develop a new ECOWAS regulation on Tourist Accommodation Establishments (TAE)”** to the address below, no later than **Monday 14 November 2022 at 11:00 a.m. (GMT+1, Nigerian time)**

Procurement Division, Directorate of General Administration, 1st Floor, ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, P. M. B. 401 Abuja Nigeria.

Please note that electronic submissions are also ACCEPTED and should be sent to the email addresses mentioned above in paragraph 6.

Commissioner for Internal Services