



CALL FOR EXPRESSION OF INTEREST (CONSULTANCY SERVICES - RECRUITMENT OF AN INDIVIDUAL CONSULTANT)

Selection of an Individual Consultant to Strengthen the ECOWAS Community Levy (CL)

Reference No. 2-ECW-/VP-DBT/CL/01-11/ne

1. The ECOWAS Commission intends to use part of its budget to finance the contract of an Individual to strengthen the mobilisation strategy of the ECOWAS Community Levy (CL).
2. The overall objective of this consultancy service is to assess the conditions, structures, and operations of the CL, to identify weaknesses and to remove constraints on the full implementation of the Supplementary Act and the efficient management of the resources necessary to finance Community programmes and activities. The study should also make recommendations to address these weaknesses and strengthen the terms and conditions for mobilizing CL proceeds. (Please see more information on the objectives included in the Terms of Reference for this assignment).
3. The services to be provided by the Consultants (“the Services”) shall take into consideration the deliverables listed in paragraph 4 below. The assignment shall last three (3) months from the date the contract is signed.
4. Duties and responsibilities of the Consultants: The Consultant’s tasks shall include the following:
 - Assess the level of compliance with the provisions of the CL by Member States, identify the causes of non-compliance and make recommendations that will lead to full compliance with the provisions;
 - Evaluate the various operating methods set up at State level, the collection, the repayment of the proceeds of the Levy by the Member States and make proposals for full compliance with the provisions of the mechanism;
 - Assess the reliability of CL information and its timely transmission;
 - Evaluate the system for monitoring the implementation of the Levy mechanism by Member States and other structures involved, and make recommendations for regular and effective monitoring in order to strengthen controls and supervision of the conditions and modalities of application of the Protocol;
 - Assess the structures and staff involved in monitoring the Protocol at the Commission and make recommendations to improve the management of the CL;
 - Review the system of allocation, transfer and distribution of the proceeds and the management of surplus funds, and make recommendations for the efficient management of the proceeds;
 - Communicate any questions that may arise during the study that could have a significant impact on the implementation of the CL.
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

- Master’s degree (or equivalent) in either Economics, Business Management, or an equivalent diploma.

Experience

- Minimum of ten (10) years of professional experience in finance or management.
- Demonstrated understanding of the financing methods of International Institutions.
- Knowledge of the functioning of the Community Levy mechanism will be an asset.
- Analytical skills and the ability to deal with financial management issues.

Language

- Individual consultants must be fluent in one of the ECOWAS official languages i.e. French, English, Portuguese (written and verbal communication); with working knowledge of one of the other two languages.

NB: The ECOWAS Commission would like to draw the attention of interested consultants to **Article 117 of the revised ECOWAS Procurement Code on “Fraud and Corruption”**, 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 118 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 at 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; mathera@ecowas.int; neremie@ecowas.int; mazikiwe@ecowas.int;

7. Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked **“Selection of an Individual Consultant to Strengthen the ECOWAS Community Levy (CL)”**, no later than **Thursday, 24th November 2022 at 11:00 a.m. (GMT+1, Nigerian time)** to the address below:

**Department of Internal Services,
Procurement Division,
First (1st) Floor of the ECOWAS Commission Headquarters,
Plot 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