



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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REQUEST FOR EXPRESSION OF INTEREST

Consultancy Services for the Selection of a Consultant (Firm) to Produce Promotional Video and Visibility Materials of the “Business Incubator for Rural Women Entrepreneurs” (BIAWE) Project - ECOWAS-NEPAD/SPANISH Grant.

Reference No. 1-ECW-/VP-DBT/CL/04-04/ne

1. The ECOWAS Commission intends to apply a portion of its budgeted counterpart funds for the Selection of a Consultant (Firm) to Produce Promotional Video and Visibility Materials of the “Business Incubator for Rural Women Entrepreneurs” (BIAWE) Project-ECOWAS-NEPAD/SPANISH Grant.
2. The ECOWAS Commission is seeking the technical services of a Consultant (Firm), and the services to be provided shall take into consideration the following deliverables:
 - i. **A Communication Expert** to develop a concept and **produce a 13-15min short video** to tell the success stories of the BIAWE Project and to also give the beneficiaries a platform to share their testimonies. The production language of the video will be in English and French, where other local languages are used, subtitles may be necessary in English, French and Portuguese.
 - ii. **Produce visibility and promotional materials** for the implementation of BIAWE Project in Burkina Faso and Sierra Leone.
3. The overall purpose of the video is to demonstrate the results and achievements, accountability and learning of the BIAWE ECOWAS Project.
4. The duration of the assignment will be for a maximum of four (4) months.
5. The ECOWAS Commission invites eligible and duly registered Consultant Firms specializing in communication and visibility activities, to express their interest in providing these services. **Interested firms shall provide information showing that they have the qualifications and experience to provide the requested services.** The criteria for establishing the shortlist are:
 - a) **General Experience:** Evidence to show relevant experience in the field of communication and visibility activities with either renowned International Organisations, Regional Organisations, Corporate Organisations, or Donor Funded Projects over the past ten (10) years 2013 to 2022.
 - b) **Specific Experience:** Evidence to show relevant experience in executing at least two (2) similar assignments related to communication and visibility activities of projects such as production of documentary, video, and visibility materials with either renowned International Organisations, Regional Organisations, Corporate Organisations, or Donor Funded Projects over the past ten (10) years 2013 to 2022 in the West African Region.
 - c) **Availability of Key Expert – Communications Expert:**

Qualification:

 - Post-Graduate degree/qualification in either Communications, Journalism, Media Arts, or the Social Sciences.
 - Professional training on documentary production (certification should be included).

General Experience - Minimum requirements:

 - A minimum of ten (10) years of Post-Graduate professional experience in Communication/Visibility related activities, Journalism, Business Development or Marketing.
 - At least five (5) years’ experience in Media Consultancy for either International Development Corporations, International or Regional Organizations.

Specific professional experience:

Minimum requirements:

 - At least five (5) years’ experience in the production of feature documentaries and television advocacy programmes.
 - Experience in developing visibility materials for the EU/ECOWAS and/or other International Agencies.

Preferred requirements:

 - Knowledge of SDGs 1 and 5 [to eradicate extreme poverty and hunger and promote gender equality and empower women]; as well as previous experience working on gender issues and internationally funded economic empowerment/social welfare projects in developing economies in West Africa.

- Minimum of three (3) years' experience working in any of the ECOWAS Member States.
 - Previous consultancy experience in developing communication materials for ECOWAS will be an advantage.
- d) **Language proficiency:**
- The Communication Expert must be proficient in one of the three (3) ECOWAS Official Languages for the delivery of the assignment.

NB: In addressing the above listed criteria, Consultant firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet and will be considered and accepted only if the candidate attaches supporting documents such as covering excerpts of contract (cover page, signature page) OR the attestation(s) of good performance of each project presented.

**** Portfolio/evidence of previous productions must accompany submissions as proof of experience.**

- Interested Consultant firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.
- The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.ecowas.int> The selection procedure will be based on **Consultants’ Qualifications (COS)**, and firms having the required experience and competence relevant to the assignment shall be assessed and compared, and **only the best qualified and experienced firm (ranked first)** with all claims fully substantiated, **will be requested to submit its Technical & Financial Proposals.**
- 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.**
- 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: procurement@ecowas.int ; sbangoura@ecowas.int, with copies to: sugbe@ecowas.int ; ikkamara@ecowas.int and neremie@ecowas.int
- Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked:

“Selection of a Consultant (Firm) to Produce Promotional Video and Visibility Materials of the BIAWE Project - ECOWAS-NEPAD/SPANISH Grant.”, no later than Tuesday, 2nd May 2023 at 11:00 a.m. (GMT+1, Nigerian time) to the address below:

For delivery in person or by registered mail to:

Department of Internal Services, Procurement Division, First (1st) Floor of the ECOWAS Commission Headquarters, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA

Please note that electronic submissions are also ACCEPTED and should be sent to the email addresses mentioned above in paragraph 9.

Commissioner for Internal Services