



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

Engagement of an Individual Consultant as a SharePoint Developer

Reference No. 8-ECW/CIS/DITS/23-05/ne

1. The ECOWAS Commission intends to use part of its budget for the engagement of the short-term services of an **Individual Consultant as a SharePoint Developer**, to support our organization's ongoing SharePoint (ECOSuite) development needs.
2. ECOSuite is an Intranet and Extranet solution based on Microsoft SharePoint, which serves as a platform for communication, collaboration, workflow and business process management, and customer relationship management. The solution has already been established at the ECOWAS Commission.
3. The scope of work:
The Developer will be responsible for the completion of some SharePoint-based projects nearing completion, designing, developing and maintaining SharePoint-based applications and solutions, including customizing and integrating SharePoint features and functionality. The successful Consultant will be able to work both independently and collaboratively with other members of our IT team and key stakeholders in the organization.
4. The services to be provided by the Consultant ("the Services") shall take into consideration the following tasks:
 - Design and SharePoint-based applications and solutions, utilizing SharePoint-based applications out-of-the-box features as well as custom development when necessary.
 - Develop and deliver SharePoint components including webparts, CSS, master pages, content types and custom features.
 - Customize and integrate SharePoint features and functionality to meet the organization's specific requirements.
 - Provide support and troubleshooting for SharePoint-related issues, including identifying and resolving bugs, user issues, and system errors.
 - Assist and transfer knowledge to the existing support resources in technical design and direct development tasks.
 - Enhance SharePoint usability and branding.
 - Collaborate with key stakeholders in the organization to identify business requirements and translate them into technical specifications.
 - Create and execute required test scenarios to ensure complete testing is accomplished on all new and changed components.
 - Develop and maintain business and technical documentation related to SharePoint development and implementation.
 - Understand SharePoint feature packaging and deployment, web parts and web part connections, office integration, SharePoint branding components, applicability and use of content types, SharePoint hosted workflows, standard and enterprise features which include business intelligence.
 - Stay up to date with the latest SharePoint technologies and trends and advise the organization on opportunities for improvement and optimization.
5. The duration of the assignment will be for a period of six (6) months from start date.
6. The ECOWAS Commission invites eligible Individual Consultants ("Consultants") to express their interest in providing the services. **Interested Individual 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:*

Qualification:

- A University Degree in either Computer Science, Information Technology, Programming or related discipline.
- An Advanced University Degree in any of these disciplines will be an advantage.

Experience:

- Shall justify at least three (3) years of experience in SharePoint online development and implementation.
- Shall justify at least three (3) years of programming experience with C#, ASP.NET MVC, web services, and Microsoft SQL Server.
- Shall justify at least three (3) years of experience working with SharePoint Power Apps.
- Shall justify at least three (3) years of experience with SharePoint forms and workflows.
- Shall justify at least three (3) years of experience with strong understanding of SharePoint architecture and its out-of-the-box features and functionality.
- Shall justify at least three (3) years of experience with SharePoint custom development, including creating custom web parts, workflows using Power Apps, and SharePoint Apps.
- Shall justify at least three (3) years of experience with knowledge of SharePoint security and permissions.
- Shall justify at least three (3) years of experience working in an Agile development environment.

Competencies:

- Strong problem-solving skills and attention to detail.
- Ability to communicate technical information to non-technical stakeholders in a clear and concise manner.

Language proficiency:

- The Consultant must be proficient in one of the three (3) ECOWAS official languages (English, French and Portuguese for the delivery of the assignment).

(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.**)**

7. The selection of the Consultant will be made following the criteria for the *Selection of Individual Consultants* set out in the Guidelines for Consultants. 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: wajala@ecowas.int; ikkamara@ecowas.int; neremie@ecowas.int
8. For physical submissions, Expressions of interest (**1 original and 3 copies**) must be submitted in sealed envelopes marked **“Engagement of an Individual Consultant as a Sharepoint Developer”**, no later than **Wednesday, 14th June 2023 at 11:00 a.m. (GMT+1, Nigerian time)** to the following address:
Department of Internal Services, Procurement Division, 1st Floor, ECOWAS Commission Headquarters, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, Nigeria.
9. **Please note that electronic submissions are also ACCEPTED and should be sent to the email addresses mentioned above in paragraph 7.**

Commissioner for Internal Services