



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

PERIOD OF ADVERTISEMENT:	08 May 2023 To 06 June 2023
CLIENT:	ECOWAS Commission
SOURCE OF FUNDING:	ECOWAS
TYPE:	Expressions of Interest

**SELECTION OF A RECRUITMENT CONSULTANCY FOR RECRUITMENT INTO VARIOUS POSITIONS
AT THE ECOWAS COMMISSION**

1. Following the identification of priority vacant positions, the ECOWAS COMMISSION intends to use its resources to finance a service contract for the selection of a consulting firm in charge of recruitment into various positions.
2. The main objective of the consultancy is to ensure the Human Resources Department delivers effective staffing process in real-time to meet organisational human resources needs and expectations of major stakeholders with regards to filling priority vacant positions at the ECOWAS Commission and other institutions.
3. The overall duration of the assignment is **estimated at six (6) months, renewable** based on the needs of the ECOWAS COMMISSION as well as the contracted firm's satisfactory performance.
4. The ECOWAS COMMISSION invites Consulting Firms **specialized in Recruitment / Staffing** to submit their candidacy for the services described above. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting are as follows:
 - a)** Shall demonstrate a minimum of ten (10) years of General Experience; **b)** Shall demonstrate of having successfully executed at least three (3) similar experience/projects (Specific and successful experience in assessing, evaluating and selecting job applicants) within the last ten (10) years with International Organizations, Public/Private Renowned Entity or Donors Funded projects; **c)** Shall demonstrate of having successfully executed at least two (2) similar experience (Specific and successful experience in assessing, evaluating and selecting job applicants) within the last ten (10) years within ECOWAS Region; **d)** List of Relevant Staff to be assigned to project, CVs providing details on Qualification, Relevant Experience, competencies, language skills etc.; **e)** Shall demonstrate Knowledge and experience using relevant recruitment software; computer & information technology;

NB: In addressing the above listed criteria, consulting 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 indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) along with attestation(s) of good performance of each contract presented.

5. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

6. 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 Quality and Cost Based Selection Method (QCBS), and a shortlist of six (6) firms**, which present the best profiles with all claims fully substantiated, shall be drawn up for further consideration after the expression of interest. Also, firms that are part of an international network are to submit only one expression of interest as a network.

7. The attention of interested Consulting firms is particularly drawn to Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”), providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per “Article 1119 of the ECOWAS Revised Procurement Code.

8. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours from 9:00 a.m. to 5:00 pm (Abuja Time): sbangoura@ecowas.int with copy to procurement@ecowas.int, ikkamara@ecowas.int rguira@ecowas.int

9. Expressions of Interest (EOIs) must be addressed to the Director, Administration and General Services, and delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked **“Selection of a Recruitment consultancy for Recruitment into various positions at the ECOWAS COMMISSION”**. **“Do not open except in presence of the Opening Committee.”** EOIs must be sent to the address below latest by **06 June 2023 at 11.00 a.m. Abuja Time:**

For delivery in person or by registered mail to:

ECOWAS Commission, Directorate of General Administration, Procurement Division, Plot 101, Yakubu Gowon Crescent, Asokoro District, Abuja, NIGERIA.
E-mail: sbangoura@ecowas.int with copy to procurement@ecowas.int, ikkamara@ecowas.int rguira@ecowas.int

Electronic submissions are accepted and will therefore be considered.

10. The working languages shall be English, French or Portuguese.

11. This request for EOI can be viewed on ECOWAS' Website.