



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

**Selection of an Individual Consultant to Conduct a Review of the ECOWAS Community Development Programme (CDP)**

**Reference No.1-ECW-/ADM-CDP/ CI- EPCD/ 19-07-2023/dy**

1. The ECOWAS Commission intends to use part of its budget to finance the contract of an Individual Consultant to conduct a review of the ECOWAS Community Development Programme (CDP).
2. The overall objective of this initiative is to conduct a review of the Community Development Programme (CDP) from its official launch in 2008 to the end of 2022 in order to propose appropriate corrective measures and actions to address the identified gaps, limitations and challenges.
3. Services to be provided by the Consultants (“the Services”) shall include the items listed in paragraph four (4) below and the duration of this assignment is expected to be three (3) months from the date the contract is signed:
  - Preliminary report: this report, which will be discussed virtually for validation, shall explain the objectives, the detailed methodology to be employed, the timetable for the execution of the assignment and the reporting schedule.
  - Report on preliminary results to be discussed virtually.
  - Draft review report, to be submitted one week after the presentation of the preliminary report.
  - Final review report: this report, which shall incorporate the comments and suggestions made during previous reviews, shall include operational and technical recommendations and all appended documents.

Each draft report shall be provided in two of the Community languages to facilitate revision. The final report shall be presented in the three ECOWAS languages.

4. Duties and Responsibilities of the Consultant: the specific tasks to be performed by the Consultant shall include, among others:
  - Prepare and present a preliminary report on the assignment, including an understanding of the objectives, the detailed methodology to be employed, the timetable for execution of the assignment and the reporting schedule;
  - Collect and analyse all documents and information relevant to the assignment, in a neutral manner;
  - Conduct further research involving all stakeholders in order to obtain converging evidence and confirmed conclusions;
  - Analyse the internal and external factors that have positively and negatively influenced the development of the Programme and the occurrence of any other unforeseen events in its current context;
  - Analyse the impact of institutional changes and modifications to the original objectives and the relevance of the Programme in terms of the relevance of its overall objectives and their contribution, effectiveness, efficiency, sustainability and possible outcomes;
  - Identify the major enabling and disabling factors and their implications for the design, formulation and implementation of the Programme and propose operational and policy recommendations for the success of future programmes;
  - Analyse the prospects for the sustainability of the Programme, its ownership by stakeholders and development partners, and political and institutional support, and propose operational and policy recommendations for the implementation of future Programme activities.
5. The ECOWAS Commission invites eligible Individual Consultants (“Consultants”) to express their interest in providing the services. Interested consultants shall provide information (**copies of diplomas, certificates, cover and signature pages of similar references**) 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 or BAC+5 (or equivalent) in Economics, Statistics, Strategy, Social Sciences, Management, Strategic Planning and Development, Organizational Management, or related field.

**Experience**

- Minimum of ten (10) years of professional experience, at least five (5) years of which must have been in management and conduct of reviews and project and programme development.
- Must have carried out at least two (2) similar assignments/projects as a specialist in issues relating to conducting reviews of projects and programmes;
- Must have carried out at least one (1) similar assignment/project on the development of projects and programmes at the international level;
- Must have experience in conducting qualitative and quantitative surveys.

**Language Skills**

- The individual Consultant must be fluent (verbal and written communication) in one of the three languages of ECOWAS (French, English and Portuguese). Working knowledge of (reading, spoken and written) of two of the other three languages would be an asset.

**Note:** 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 ECOWAS Procurement Code (Articles relating to Consultants). The candidate with the highest score will be invited to submit a technical and financial proposal.

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

**Emails:** [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int), with copies to: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [idangou@ecowas.int](mailto:idangou@ecowas.int); [azonon@ecowas.int](mailto:azonon@ecowas.int); [jdjedjero@ecowas.int](mailto:jdjedjero@ecowas.int); [yderra@ecowas.int](mailto:yderra@ecowas.int).

7. Expressions of interest (**1 original and 3 copies**) can be delivered in sealed envelopes and clearly marked **“Selection of an Individual Consultant to Conduct a Review of the ECOWAS Community Development Programme (CDP)”** to the address below, no later than Tuesday, **8 August 2023 at 11:00 am (GMT+1, Nigeria Time)**.

Procurement Division, Directorate of General Administration, 1<sup>st</sup> Floor, ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro District, PMB 401 Abuja, Nigeria.

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

**Commissioner for Internal Services**