ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

DEPARTMENT OF HUMAN DEVELOPMENT AND SOCIAL AFFAIRS

IMMERSION PROGRAM OF YOUNG GRATUATES IN THE INSTITUTIONS OF ECOWAS

Terms of Reference (TOR)

I- CONTEXT AND JUSTIFICATION

- The Economic Community of West African States (ECOWAS) has adopted a new vision 2050 which is broken down as follows : ”A fully integrated Community of peoples, living in a peaceful and prosperous region, with strong institutions and respect for fundamental rights and freedoms, striving for inclusive and sustainable development”.
- This aspiration calls for greater investment in human capital for sustainable development and enhanced program effectiveness.
- Strengthening the capacity of young graduates in the region is therefore important, by offering involvement opportunities in community programs. This allows professional integration of young graduates who have just finished their studies and who wish to find a professional opportunity and acquire a balance of professional experience.
- The Program for immersing of young graduates in ECOWAS institutions Commenced in 2017, has recorded several beneficiaries with tremendous benefits. The Program offers a real opportunity for young graduates, to learn the practical realities of office work both Technically and Administratively, to gain the experience of an international organization and to live in a multicultural environment. The Program has provided considerable support to ECOWAS Departments, Agencies, Resident Representations, and Institutions, by reducing the workloads of ECOWAS staff and offers the opportunity for the graduates to contribute and apply their knowledge and skills accordingly.

II- JUSTIFICATION

In view of the challenges encountered, the Human Development and Social Affairs Department, taken into account the lessons learnt from the implementation of the previous edition of the Program, decided, since 2021 to review the concept by strengthening its scope and creating the appropriate conditions for its implementation. The review program for young graduates in ECOWAS institutions is therefore part of the Department's human capital development mission, also within the framework of the New

Nnamdi Azikiwe Academic Mobility Program (ENAAMS). Thus, the mobility of young graduates in countries other than their own is encouraged. The program should also better enable more efficient results, to both the ECOWAS Commission and to the beneficiaries (young graduates). Selection should be based on the objectives of the program, transparent criteria with a view to obtain the desired results.

III- OBJECTIVES OF THE PROGRAM

✓ *Overall objective :*

- Contribute to the professional integration of young graduates, by offering them the opportunity to get to know ECOWAS programs better, at the same time for the Interns to offer their contribution for efficiency in overall program implementation.

✓ *Specific objectives:*

- Offer the possibility of an immersion in the services of the regional institution (Institutions, Agencies, Departments, Resident Representations);
- Create a framework that allows young graduates to contribute to the implementation of major ECOWAS programs within Departments, Agencies, Resident Representations, and Institutions.

IV- EXPECTED RESULTS

- Young graduates acquire professionalizing experience through their immersion in ECOWAS institutions, essential for their career.
- Young graduates contribute to the implementation of ECOWAS programs.

V- TARGET AUDIENCE :

- Young graduates from ECOWAS Member States of 32 years old maximum.

VI. SELECTION CRITERIA

- Be a citizen of an ECOWAS Member States.
- Hold a Certificate, at the Bachelor (BSc), Master, PhD or equivalent certificate;
- Submit:
  - a request to the ECOWAS Commissioner in charge of Human Development and Social Affairs which describes the motivation of the candidate with expression of his centers of interest, the choice of the profile requested, the desired location of the immersion, as well as **the candidate's commitment to respect the terms and conditions of the program;**
  - a Curriculum vitae (pdf);
  - a copy of a national identity card or passport (ID) (pdf or jpeg);
  - a copy of the academic certificates or its equivalent (pdf).

VII. MODALITIES AND SELECTION PROCESS

- A call for applications is launched each year for the receipt of applications for the Immersion Program.
- Program positions are defined with the Departments and reception structures before each Program, which allows the candidate to apply according to the need expressed by these structures.
- The selection is to be done by a Technical Selection Committee of the ECOWAS Commission under the coordination of the Department of Human Development and Social Affairs.
- The Technical Selection Committee is made up of representatives of the following Departments: Department of Human Development and Social Affairs; Department of Internal Services (Administration, Finance, Human Resources, ICT, Procurement); Directorate of Legal Affairs; Directorate of Communications. The Committee may call on any other resource person to assist in the selection of candidates.
- Only the selected candidates are contacted for the rest of the process.

VIII. CONDITIONS OF THE PROGRAM

- The immersion course lasts one year.
- A flat monthly allowance of $500 over a maximum period of 12 months, for the young graduate wishing to carry out the immersion in their country of origin.
- A flat monthly allowance of $800 over a maximum period of 12 months, for young graduate wishing to complete their immersion in a country other than their own.
- A return ticket from the country to the host country for young graduates doing their immersion in a country other than their own.
- Life and accident insurance, and health insurance for the young graduate.
- The Program does not cover any others types of insurance.
- The young graduate is responsible for housing and providing local transport (In some cases, arrangements on the young graduate’s allowance could be made to facilitate his accommodation).
- The program does not give entitlement for a job at ECOWAS.
- The young graduate renounces the Program if he already benefits from another support system from ECOWAS institutions, accumulation is not possible.
- Young graduate who has already benefited from the Young Graduates Immersion Program in ECOWAS Institutions are no longer eligible.
- The young graduate signs before the start of the program a charter of engagement in which he undertakes to respect the conditions of the program, and not to make any claim tending to disrupt the proper functioning of the services.

IX. DURATION, PLACE AND TERMS OF THE PROGRAM

- The Immersion Program for young graduates in ECOWAS institutions lasts one year over a period of 12 months maximum {Not renewable};
- The Program is carried out in the Departments, Agencies, Resident Representations and Institutions of ECOWAS, or any other place duly designated by ECOWAS;
- At the end of the program, the young graduate beneficiaries, produces a report in three copies, one copy being sent to the HDSA Department, second copy to the user department and the third copy for the individual record of the young graduate in person;
- The practical modalities of the course will be defined in connection with the reception department;
- The young graduate benefits from a supervisor who monitors his work throughout the Program and allows him to acquire adequate professional experience;
- The young graduate is required (mandatory) to participate in person or online (for those not residing in Abuja) in any information or program feedback meeting convened by the Program Coordination.

X. PROGRAM COORDINATION

- Coordination of the immersion program is carried out by the Directorate of Education, Science and Culture in the Department of Human Development and Social Affairs, of ECOWAS. This determines the number of beneficiaries per Program, according to the needs expressed by the receiving structures or according to the integration needs expressed by the Department for certain specific cases.