



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

Selection of an Individual Consultant for the development of a 15-minute video documentary on the ECOWAS post flood assistance to victims of flood disaster and food and nutrition assistance to malnourished children in member states most affected by food insecurity.

Reference No.2-ECW/DHSA/CI-DV-PFA/11-10-2023/dy

1. The ECOWAS Commission intends to use part of its budget to finance the contract of an Individual Consultant for the development of a 15-minute video documentary on the ECOWAS post flood assistance to victims of flood disaster and food and nutrition assistance to malnourished children in member states most affected by food insecurity.
2. The overall objective of the two interventions is to assist in alleviating the sufferings of victims of humanitarian emergencies in Member States in line with the humanitarian mandate of the Commission.
3. Services to be provided by the Consultant (“the Services”) shall include the items listed in paragraph four (4) below and the duration of this assignment is expected to be four (4) months from the date the contract is signed:
 - One 15 minutes documentary on ECOWAS Humanitarian Assistance covering the activities undertaken and results achieves from the perspectives of the ECOWAS Commission, National Project team, and key beneficiaries’ perspective).
4. Duties and Responsibilities of the Consultant: the specific tasks to be performed by the Consultant shall include, among others:
 - a. **INTERVIEWS**
 - **Regional Level**
 - Interview the President and the Commissioner, Human Development & Social Affairs of the ECOWAS Commission and Staff of the Directorate of Humanitarian and Social Affairs to collect information on ECOWAS’s rationale and vision for the 2023 ECOWAS Humanitarian Response Plan, and the importance as well as the impact of the project.
 - Interview the respective Resident Representatives on their role, and the importance of results achieved.
 - **National Level**
 - Interview key Government Ministers or designated Focal Points at the selected Member state levels to solicit their perspective on the relevance of the assistance.
 - Interview project implementation team and Implementing partners to solicit their inputs on the following: (1) Objectives of the assistance, (2) Components (3) Processes for implementation (4) Key lessons (5) Key results.
 - **Community Level**
 - Interview recipients of assistance on the benefits of the ECOWAS Humanitarian Assistance.
 - b. **VIDEO AND PHOTO SHOOTS AT PROJECT SITES**
 - Conduct video and photo shoots of the following project sites to be determined by the selected Member states, namely: Cape Verde, The Gambia, Nigeria, Togo, and Burkina Faso to document assistance focused on but not restricted to the following needs: shelter, household items, water, hygiene and sanitation, health and livelihood and basic needs, nutrition, psychosocial support etc. and the activities undertaken and results.
 - c. **DEVELOPMENT OF A 15-minute DOCUMENTARY**
 - Develop a 15-minute video documentary on the 2023 ECOWAS Humanitarian Response Plan Implementation in selected Member States of the Cape Verde, The Gambia, Nigeria, Togo, and Burkina Faso to document assistance focused on but not restricted to the following needs: shelter, household items, water, hygiene and sanitation, health and livelihood and basic needs, nutrition, psychosocial support etc., and the activities undertaken and results.

5. The ECOWAS Commission invites eligible Individual Consultants (“Consultants”) to express their interest in providing the services. Interested consultants shall provide information (**Personal Resume, 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**
 - Minimum master’s degree in development communication, Mass Communication, or related fields.
- **Experience**
 - Minimum of 7 years of professional experience in Communications relevant for this assignment with extensive experience in developing high quality communication and promotion products in the ECOWAS sub-region.
 - Demonstrable experience in conducting at least 2 similar assignments or productions for an international organization, a donor-funded project, or a public/private entity.
 - Must have demonstrable experience of collaborating with multiple partners to develop communication products.
- **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, with copies to: ikkamara@ecowas.int; yderra@ecowas.int; alungu@ecowas.int; mishaku@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 for the development of a 15 minute video e-documentary on the ECOWAS post flood assistance to victims of flood disaster and food and nutrition assistance to malnourished children in member states most affected by food insecurity”** to the address below, no later than **Tuesday, 14 November 2023 at 11:00 am (GMT+1, Nigeria Time)**.

Procurement Division, Directorate of General Administration, 1st 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