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|  | COMUNIDADE ECONOMICA DOS ESTADOS DA FRICA OCIDENTAL |  |
| ECONOMIC COMMUNITY OFWEST AFRICAN STATES |  | ECONOMIC COMMUNITY OF WEST AFRICAN STATES |

# Template for Request of Expression of Interest(REOIs)

# (to be deleted in the final version)

**REQUEST FOR EXPRESSION OF INTEREST N° …../ECOWAS/……./………/202...**

**Publication date : …/ …. /** to **…/ …./ 202…**

**Title** : ………………………………………………………… ……………………………….

1. **Context**

The Economic Community of West African States (ECOWAS), represented by ………………………… ……. , plans to finance from its 202…… budget a mission relating to the *… summary description of the mission… .* In order to conduct this study the …………………………. intends the recruitment of an *Individual Consultant / a Consulting Firm* who will be responsible for *indicating the title of the mission.*

1. **Goals**

The main objective of the mission is *( Summary description of the objectives of the mission for which the EOIs is launched )*

1. **Duties and responsabilities of the Consultant**

*( Summary description of the mission or services expected from the consultant for which the notice is launched )*

1. **Required profile of the consultant**

Due to the nature of the mission/tasks, the consultant must have:

*( Indicate the minimum conditions related to the candidate's eligibility: diploma, specific and general experience )*

1. **Selection criteria**

The evaluation of applications will be carried out based on the following criteria set and marks for each criterion in table below

|  |  |  |
| --- | --- | --- |
| **No.** | **Evaluation criteria** | **Marks** |
| **I** | **Educational background (qualification & general experience)** | **30 points** |
| I-1 | Degree level or in a related field of study. | 10 |
| I-2 | Number of years of professional experience. | 20 |
| **II** | **Specific experiences**  | **65 points** |
| II-1 |  | 25 |
| II-1 |  | 20 |
|  |  | 20 |
| **III** | **Language skills**  | **5** |
| III-1 | Fluency in English or French or Portuguese language | 2.5 |
| III-2 | Fluency in a second language ( English or French or Portuguese) | 2.5 |
|  | **TOTAL**  | **100 Points** |

**The minimum score required is 70 points out of 100**

**NB:** the prerequisite and terms to be fulfilled are the evidence of the certificates of the job completion for the execution of similar contracts relating to activities, studies and/or mission assigned. Any similar assignment carried out without evidence (cover page readable & signed contract, certificates of the job completion) will not be taken into consideration during the evaluation process.

1. **Selection method:**

The eligibility criteria, setting up of the shortlist/ restrictive list, as well as the selection procedure, will be in accordance with the ECOWAS Rules and Procedures for the use of Consultants” (ECOWAS Procurement Code, revised version 2023) , available on website: *http://www.ecowas.int* . The selection method is……………………………………….

1. **Duration**

The total duration of the consultant's mission is: *in words* ( *in figures* ) months from the date indicated in the notification of the service order for the kickoff of the mission.

1. **Terms and documents of application required**

Candidates must provide the following documents included:

* A cover letter;
* An updated curriculum vitae;
* transcript copies of the original diploma and certificates;
* Copy of contracts or certificates of the previous assignments/activities.

Expressions of interest must be submitted in envelopessealed **(01 original and 3 copies)** and clearly marked **“ …………………………………………………………** ” .

Interested consultants can obtain additional information at the address mentioned below, during office hours, Monday **to Friday, 8:00 a.m. to 4:30** p.m.

Applications can be sent to the following address or by email no later than*(day), (date), (month), (year)**at … hours* **(GMT+1),** *Nigeria time* .

*Authorized signature of the Customer*

*First and Surname*