



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

## REQUEST FOR EXPRESSIONS OF INTEREST

**Country: Nigeria**

**Fund: ECOWAS**

**Ref: ECW/HR/01/03-2024/kgh/om**

**Assignment Title: Recruitment of training providers (firms) to deliver training services to ECOWAS Commission and Institutions staff.**

The ECOWAS Commission has made provision in its 2024 budget to cover the costs relating to the above-mentioned mission.

The consulting services (“the Services”) include *the delivery of training services to ECOWAS Commission and Institutions staff.*

The implementation period is 3 years renewable. The estimated start date is October 2024.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [https://www.ecowas.int/procurement/procurement\\_m/intellectual-services/](https://www.ecowas.int/procurement/procurement_m/intellectual-services/)

The ECOWAS Commission now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. **Each experiences must be justified by certificates of completion, copies of contracts, etc.** The shortlisting criteria are:

- A minimum of 10 years of proven experience in providing trainings;
- Experience with international and/or regional organisations;
- Experience in development of training curriculum, materials, and training agenda;
- Strong facilitation and communication skills to effectively deliver training sessions and engage participants;
- Experience in designing and delivering interactive and engaging training sessions is highly desirable;
- A background in adult learning, principles, and instructional design methodologies is highly desirable;

Key experts will not be assessed at the pre-selection stage.

The attention of interested Consultants is drawn to Section IV, paragraphs 1 to 5 of article 118 of the “ECOWAS Procurement Code”, January 2020 setting forth the ECOWAS policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Firms will be selected in accordance with the **Consultant Qualifications Selection (CQS)** set out in the ECOWAS Procurement Regulations. A database of training firms will be set up by ECOWAS.

Further information can be obtained at the email addresses below during office hours 09:00 am to 4:00 pm (UT+1) Nigerian time.

Expressions of interest must be delivered in a written form to the email addresses below by e-mail by **4<sup>th</sup> July 2024 at 12 noon (UT+1) Nigerian Time.**

ECOWAS Commission

Abuja, Nigeria

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