



REQUEST FOR EXPRESSION OF INTEREST N° 001/ECW/OAG/ADM/08-2024 *Amk*

Publication date: 15/08 / to 29/09/2024

Title: Recruitment of Consultancy Firm For Ecowas Audit Committee Training Programme

I. Context

The Office of Auditor General of ECOWAS Institutions plans to finance from its 2024 budget a training for Ecowas Audit Committee Training Programme. In order to conduct this training, the Office of Auditor General intends to recruit a Consulting Firm who will be responsible for the Training Programme.

II. Goals

The main objective of the consultancy is to provide tailored training sessions to the ECOWAS Audit Committee members, focusing on key areas such as internal controls, risk management, asset management, grants management, procurement, quality assurance, digital transformation in government, change management, internal audit charter, projects management, projects and programmes performance assessment and leadership. It is also to equip them with the Strategic Level pitching of their roles.

III. Scope of Services

The detailed scope of services is included in the annexed Terms of Reference. This document outlines the objectives, the preparation, the delivery, the evaluation, the deliverables, the duration, the consultancy firm qualifications, the application process and the evaluation criteria for this training programme.

IV. Submission Requirements

- **Company Profile:** Provide a brief overview of your organization, including your core competencies, relevant experience, and key personnel.
- **Previous Experience:** Detail past projects or services similar to the one outlined in the ToR. **Each experience must be justified by certificates of completion, copies of contracts, etc.**
- **Contact Information:** Provide contact details for further communication.

V. Selection method

Firm will be selected in accordance with the **Consultant Qualifications Selection (CQS)** set out in the ECOWAS Procurement Regulations.

VI. Selection criteria

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



**N° 10 Dar Es-Salaam Crescent
Off Aminu Kano Crescent, Wuse II
FCT Abuja - Nigeria**

No.	Evaluation criteria	Marks
1	Company Profile (competencies, qualifications)	10 points
2	Previous Experience	30 points
3	Proven track record in designing and delivering training programs for audit committees in public institutions.	40 points
4	Extensive experience in public sector auditing and governance.	20 points
	TOTAL	100 Points

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.

VII. Submission Deadline

Expressions of interest must be submitted no later than **29th August 2024 at 4:00 pm (GMT+1)**, *Nigeria Time* and via email to the following address: oag-procurement-C@ecowas.int with the mandatory subject of email as follow: **EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF CONSULTANCY FIRM FOR ECOWAS AUDIT COMMITTEE TRAINING PROGRAMME.**

João Alage Mamadú FADIÁ
Auditor General
ECOWAS Institutions



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ANNEX A

TERM OF REFERENCE