



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

TERMS OF REFERENCE (TOR)
FOR RECRUITMENT OF CONSULTANCY FIRM
FOR ECOWAS AUDIT COMMITTEE
TRAINING PROGRAMME

Terms of Reference (TOR) for Recruitment of Consultancy Firm for ECOWAS Audit Committee Training Programme

1. Background

The Office of the Auditor General of ECOWAS Institutions seeks to reinforce the capabilities of its oversight body, the Audit Committee, through comprehensive training sessions. The Audit Committee, in line with Council Regulation C/REG.33/12/07, is a sub-committee of the ECOWAS Council of Ministers, empowered to assist the Council in ensuring adherence to the tenets of Good Corporate Governance practices by all ECOWAS Institutions, Agencies and Offices. The Committee monitors and reviews risks, controls, and governance processes established within the Institutions and the associated assurance processes.

The training aims to improve the Audit Committee members' understanding of their roles, responsibilities, and best practices in public sector governance. To achieve this, the Office of the Auditor General requires the services of a highly qualified consultancy firm with extensive experience in public sector auditing and training.

2. Objective

The objective of this 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.

3. Scope of Work

The consultancy firm will be responsible for the preparation, delivery, and evaluation of a three-day training programme. The specific tasks include:

3.1 Preparation

- ✚ Develop detailed training materials, including PowerPoint presentations, case studies, self-assessment checklists, and practical tools for each training session. Also, tailor the training content to meet the specific needs of ECOWAS Audit Committee members, ensuring relevance to public sector governance, risk

management and compliance. It should be tailored to the perspectives of a Regional Integration Oversight body

3.2 Delivery

- ✚ Deliver the training sessions physically at the Auditor General Office in Abuja, Nigeria.
- ✚ Conduct interactive discussions, group exercises, and Q&A sessions to facilitate learning and engagement.
- ✚ Provide practical examples and case studies from similar public institutions.

3.3 Evaluation

- ✚ Assess participants' understanding and application of the training content through pre-and post-training evaluations.
- ✚ Provide a comprehensive report detailing the training outcomes, participant feedback, and recommendations for further capacity building.

4. Deliverables

The consultancy firm is expected to deliver the following:

- ✚ Detailed training agenda and materials.
- ✚ Training sessions delivered as per the schedule.
- ✚ Evaluation report with findings and recommendations.

5. Duration

The consultancy is expected to last for a maximum of 15 man-days, including 12 days for training materials and report preparation and 3 days for training delivery.

6. Consultancy Firm Qualifications

The ideal consultancy firm should possess the following qualifications:

- Reputation in providing high quality training services and certifications in Public Policy, Management, Finance, Accounting, Governance, Risk and Compliance or related fields.
- Extensive experience in public sector auditing and governance.
- Proven track record in designing and delivering training programs for audit committees in public institutions.

- Excellent communication and facilitation skills.

7. Application Process

Interested consultancy firms are invited to submit the following to the Office of the Auditor General:

- A detailed proposal outlining their approach to the assignment, including a work plan and timeline.
- CVs of the lead consultant(s) and any supporting team members.
- Examples of previous similar assignments.
- Financial proposal detailing the consultancy fee.

8. Submission Deadline

All applications must be submitted electronically in a form and date as stated in the solicitation.

9. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Relevance and quality of the proposed approach and methodology.
- Qualifications and experience of the consultancy firm.
- Cost-effectiveness of the financial proposal.
- Demonstrated understanding of the public sector audit, governance, risk and compliance environment.

10. Contact Information

For any queries or further information, please contact the officer stated in the solicitation.