



## REQUEST EXPRESSION OF INTEREST N° 02/CEDEAO/DADR/2024

Publication period: 25/09/ to 09/10/ 2024

**Title: Recruitment of an Individual Consultant - (Agro Economist) to support the Member States (Benin, Burkina Faso, Cote d'Ivoire, Mali, Togo) and the ECOWAS Commission in the implementation and monitoring of the key actions of the various reviews.**

### I. Context

The Economic Community of West African States (ECOWAS), represented by the Directorate of Agriculture and Rural Development (DARD), plans to finance a mission from its 2024 budget **to support the Member States (Benin, Burkina Faso, Cote d'Ivoire, Mali, Togo) and the ECOWAS Commission in implementing and monitoring the key actions of the various reviews.** To provide this support, the ECOWAS Commission plans to recruit an *Individual Consultant* to carry out this assignment.

### II. Objectives

The main objective of this initiative is to help the ECOWAS Member States (**Benin, Burkina Faso, Côte d'Ivoire, Mali, Togo**) to implement and monitor the critical actions defined in a regional action plan following a series of in-depth studies.

### III. Consultant's mission

The consultant's mission is to support the Member States (**Benin, Burkina Faso, Côte d'Ivoire, Mali, Togo**) and the ECOWAS Commission in implementing and monitoring the key actions of the various reviews. Specifically, the consultant will:

- To ensure the timely implementation of the critical actions of the regional action plan in the target States and ECOWAS institutions.
- Set up a mechanism to monitor progress and evaluate the effectiveness of actions implemented at the national and regional levels.

### IV. Consultant profile

Because of the nature of the assignment, the consultant must have:

- Hold a higher degree (master's or doctorate) in agriculture, economics, rural development or related fields.
- Proven experience in implementing agricultural policies, programmes and interventions in the West African context.
- Excellent communication, facilitation and stakeholder engagement skills, with the ability to work collaboratively in multicultural environments.
- Project management skills: The consultant must have experience in project management, including organising and facilitating kick-off meetings, developing detailed implementation plans and keeping projects on schedule. Experience in preparing inception reports with clear timelines is essential to ensure effective project planning and implementation.
- Stakeholder engagement: Ability to organise stakeholder meetings and engage with a range of stakeholders to discuss and clarify the key action points outlined in the Regional Action Plan. Strong communication and interpersonal skills are required to facilitate productive discussions and ensure alignment between stakeholders.
- Policy implementation expertise: The consultant should have expertise in policy implementation, including the development of detailed plans for the implementation of critical action points, the establishment of coordination mechanisms between states and ECOWAS institutions, and the implementation of actions under the supervision of ECOWAP monitoring and evaluation. Experience in translating policy objectives into achievable plans with clear timetables, accountable parties and resource requirements is crucial.



- Monitoring and Evaluation (M&E) skills: Competence in establishing robust reporting mechanisms to monitor progress and document implementation of action points. Experience in collecting data and information at national and regional levels to assess progress and effectiveness is required. Knowledge of monitoring and evaluation methodologies and tools is essential for conducting evaluations and analysing data to measure progress.
- Analytical and reporting skills: Strong analytical skills are required to analyse data collected at national and regional levels and identify key findings and trends. The consultant should have experience in preparing comprehensive reports summarising the implementation of key action points, including key findings, lessons learned and recommendations for improvement. Clear and concise reporting skills are essential to effectively communicate results to stakeholders.
  - Proficiency in two official ECOWAS languages would be an asset.

#### V. Selection criteria

Applications will be assessed on the basis of the following evaluation criteria and scoring scales:

N°	Assessment criteria	Grading scale
<b>I</b>	<b>General qualifications (education and general experience)</b>	<b>30 points</b>
I-1	Hold a higher degree (master's or doctorate) in agriculture, economics, rural development or related fields.	15
I-2	Experience in implementing agricultural policies, programmes and interventions in the West African context.	15
<b>II</b>	<b>Specific experience related to the assignment</b>	<b>70 points</b>
II-1	Experience in project management, including organising and facilitating kick-off meetings, developing detailed implementation plans and keeping projects on schedule. Experience in preparing inception reports with clear timelines is essential to ensure effective project planning and implementation.	20
II-2	Demonstrate the ability to organise stakeholder meetings and engage with a range of stakeholders to discuss and clarify the key action points outlined in the Regional Action Plan. Strong communication and interpersonal skills are required to facilitate productive discussions and ensure alignment between stakeholders.	20
II-3	Expertise in policy implementation, including the development of detailed plans for the implementation of critical action points, the establishment of coordination mechanisms between states and ECOWAS institutions, and the implementation of actions under the supervision of ECOWAP monitoring and evaluation. Experience in translating policy objectives into achievable plans with clear timetables, accountable parties and resource requirements is crucial.	15
II-4	Expertise in establishing robust reporting mechanisms to monitor progress and document the implementation of action points. Experience in collecting data and information at national and regional levels to assess progress and effectiveness is required. Knowledge of monitoring and evaluation methodologies and tools is essential for conducting evaluations and analysing data to measure progress.	15
<b>III</b>	<b>Language skills</b>	<b>10 points</b>
III-1	Ability to communicate effectively in an official ECOWAS language, English, French and Portuguese.	7
III-2	A working knowledge of a second language would be an advantage	3
<b>TOTAL MARKS</b>		<b>100 points</b>

**The minimum qualifying score is 70 points out of 100.**

**NB:** the prerequisite and mandatory conditions to be met are the presentation of certificates of service rendered concerning the execution of similar contracts relating to activities, studies and/or exercises connected with the assignment. Similar services that are not supported by legible copies of the cover sheets and signatures of the contracts performed and certificates of successful completion will not be taken into account in the evaluation.



#### **VI. Selection method :**

The eligibility criteria, the establishment of the short list, as well as the selection procedure, shall be in accordance with the ECOWAS Rules and Procedures for the Use of Consultants" (ECOWAS Procurement Code, revised version 2023), available on its website: <http://www.ecowas.int>. The selection method is the selection of **Individual Consultants**.

#### **VII. Duration**

The total duration of the consultant's assignment is: *forty (40) days*, spread over three months from the date specified in the notice to proceed with the commencement of the assignment.

#### **VIII. Preparing and submitting applications**

Applicants must provide a file containing:

- A covering letter.
- An updated curriculum vitae.
- Certified copies of diplomas and certificates.
- Copies of contracts or certificates for previous services.

Expressions of interest should be submitted with the following subject line "**Expressions of interest for the recruitment of one (01) individual consultant – Agro-economist to assist ECOWAS Member States to the implementation of key actions**" or by email to the addresses below.

Interested consultants may obtain further information at the address below, during office opening hours, **Monday to Friday, 8.00 a.m. to 4.30 p.m.**

Applications must be sent to the following e-mail address: [Procurement@ecowas.int](mailto:Procurement@ecowas.int) and copy: [cedeao.phasao.ugp@gmail.com](mailto:cedeao.phasao.ugp@gmail.com) ; [atraore@ecowas.int](mailto:atraore@ecowas.int); Director of Agriculture and Rural Development; [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int), Director of Administration and General Service, [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int) ; Head of Procurement Division no later than **09 October 2024 at 11:59 PM GMT+1, Nigeria time.**

Director of Agriculture and Rural Development



**Alain SY TRAORE**