



REQUEST FOR EXPRESSION OF INTEREST N° 01/ECOWAS/EWD/2024

CONSULTING SERVICES (JUNIOR PROJECT COORDINATION ASSISTANT AND JUNIOR TECHNICAL ASSISTANT , ANALYST) - INDIVIDUAL CONSULTANTS

ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS)

PROJECT TO STRENGTHEN ECOWAS EARLY WARNING AND RESPONSE CAPACITY TO IMPROVE REGIONAL STABILITY AND CRISIS PREVENTION .

FINANCING AGREEMENT REFERENCE: 5900155018751

PROJECT IDENTIFICATION NUMBER: P-Z1- k00-138

LOCATION : Abuja , Nigeria

As part of the operationalization and strengthening of its regional early warning and response mechanism, the ECOWAS Commission, with the support of the AfDB, is undertaking the implementation of a two-year project aimed at strengthening ECOWAS' early warning and response capacity to enhance regional stability and crisis prevention.

The ECOWAS Early Warning and Response Network (ECOWARN) is based on an understanding of the need for conflict sensitivity and contextual risk assessment. The ECOWAS Early Warning and Response (EWER) suite of tools and efforts reflects both the common challenges of Member States, but also their unique characteristics, thereby taking into account the complex human security landscape in the region, while structuring early warning analysis and response within a common framework composed of five key pillars encompassing the range of resilience factors and threats to human security: (1) Environment and Natural Disasters; (2) Crime and Criminality; (3) Health and Pandemics; (4) Security; and (5) Governance and Human Rights. These five pillars cover 55 human security indicators and 42 event types governing the ECOWAS Regional Early Warning System. The early warning framework is also adopted by national early warning bodies, creating a synergy that reflects the interconnected nature of the threat landscape in West Africa and empowers countries to cooperate and respond to threats collectively.

The overall objective of the project is to strengthen regional and national capacities to conduct risk and vulnerability assessments and analyses in the 5 thematic areas of human security (governance and human rights, crime and criminality, security, environment and health). This is expected to strengthen the regional risk and vulnerability assessment mechanism in order to effectively address regional and national drivers of fragility and promote conflict prevention and regional stability.

In order to achieve the objectives of the Project , the ECOWAS Commission is seeking to recruit : **one (1) Junior Project Coordination Assistant and one (1) Junior Technical Assistant, Analyst .**

The ECOWAS Commission invites interested, eligible and qualified candidates (Individual Consultants) to express their interest in providing the services. Interested consultants **MUST PROVIDE** the information (**documentation in English or French in Word and PDF format**) , demonstrating that they have the required qualifications and relevant experience to perform the services .

I. Position 1: recruitment of one (1) Junior Project Coordination Assistant

1. Role and location

Under the hierarchical authority of the coordinator and in close collaboration with the teams of the Early Warning Directorate, the Coordination Assistant is responsible for supporting the coordinator of the project implementation unit (PIU) in the daily execution of the project.

The duty station is Abuja , Nigeria, with full-time work for an assignment of a duration corresponding to the duration of the project (maximum two years, non-renewable) .

2. Consultant profile

Candidates for this position must possess the following qualifications:

- Have at least a Bachelor's degree (or equivalent) in business administration, management, project management or a relevant field, issued by a recognized institution ;

- Have at least 4 years of experience in information management, project management, early warning system including 2 years of international work in the management of multidisciplinary teams ;
- Have excellent skills in the following areas: project management, administration, monitoring and evaluation of projects and programs, writing, communication ;
- Have a good knowledge of results-based management , monitoring of performance indicators using the logical framework , and IT and office tools (Word, Excel, PowerPoint, Publisher);
- expertise in the establishment of early warning and rapid response systems ; knowledge of the ECOWAS early warning system and its results would be an advantage .
- Demonstrate ability to communicate effectively in a second official ECOWAS language, English, French and Portuguese ; a working knowledge of a second language would be an advantage.

II. Position 2: recruitment of one (1) junior technical assistant, analyst

1. Role and location

Under the hierarchical authority of the coordinator and in close collaboration with the head of the “Analyst” division of the Early Warning Directorate (EWD), the technical assistant's role is to provide technical support to the work of the “Analysis” division in terms of producing thematic reports.

The duty station is Abuja , Nigeria, with full-time work for an assignment of a duration corresponding to the duration of the project (maximum two years, non-renewable) .

2. Consultant profile

Candidates for this position must possess the following qualifications:

- Have at least a Bachelor's degree or equivalent degree in international relations, geography, political science, humanities and social sciences, peace and conflict studies, data analysis, data management or other similar field, issued by a recognized university ;
- Have at least 4 years of professional experience in the field of human security, information management, information dissemination or any other relevant field;
- Have knowledge of data-based early warning systems and analytical frameworks for conflict prevention and human security ;
- Have the ability to work in a team to perform semi-routine work, including assigning work, training, checking work and well-developed problem-solving, critical thinking and conflict resolution skills;
- Have a well-developed ability to establish good relations with people from diverse backgrounds, open to understanding cultural differences, particularly in West Africa;
- Demonstrate ability to communicate effectively in a second official ECOWAS language, English, French and Portuguese ; a working knowledge of a second language would be an advantage.

III. Procedures

The eligibility criteria, shortlist and selection procedure will be in accordance with **the African Development Bank's " Rules and Procedures for the Use of Individual Consultants"** of October 14, 2015, available on the Bank's website at the following address : <http://www.afdb.org>. Interested

consultants may obtain further information at the address below during office hours, 8 a.m. 00 to 16 h 00 (Monday to Friday).

The application file is composed as follows:

- a signed letter of expression of interest, including the availability date,
- a recent signed CV, detailing professional experience and similar missions,
- Three professional references (full name, current and previous positions, telephone and email),
- a certified copy of the highest diploma,
- copies of certificates of employment or service provision, as they appear in the CV .

Expressions of interest must be sent no later than **24th October 2024 at 11:00 a.m, (Nigeria time, GMT +1)** and mention " *Expression of interest for the recruitment of one (1) Junior Project Coordination Assistant* " or " *Expression of interest for the recruitment of one (1) Junior Technical Assistant , Analyst* ", depending on the type of position and addressed to the ECOWAS Procurement Division at the following address: **ECOWAS Commission, 101 Yakubu Gowon Crescent, Asokoro, Abuja, 900103, PMB 401, Federal Capital Territory, Federal Republic of Nigeria** or by e mail s to sbangoura@ecowas.int, with copy: ikkamara@ecowas.int; mbossou@ecowas.int ; yderra@ecowas.int.