



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
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Strengthening ECOWAS early warning and response capacity for improved regional stability and crisis prevention funded by African Development Bank (AfDB)

**Term of References
for the recruitment of One (1) Junior Project coordination assistant
and One (1) Junior technical assistant, Analyst**

Reference: ECW/TOR/EWD/17-09-24/mb01

1. Background and justification

Within the framework of operationalizing and strengthen its regional Early Warning and early Response Mechanism, the ECOWAS Commission with the support of AfDB is undertaking the implementation of two-year project to strengthening ECOWAS early warning and response capacity for improved regional stability and crisis prevention

The ECOWAS Early Warning and Response Network (ECOWARN) is built upon an understanding of the need for conflict sensitivity and contextual risk assessment. The suite of ECOWAS Early Warning and Early Response (EWER) tools and efforts reflects both the shared challenges of the Member states, but also their unique characteristics, thereby factoring in the complex landscape of human security across the region, while structuring early warning analysis and response under a common framework composed of five key pillars encompassing the range of resilience factors and threats to human security: (1) Environment & Natural Disasters; (2) Crime & Criminality; (3) Health & Pandemics; (4) Security; (5) Governance & 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, thereby creating synergy that reflects the interconnected nature of West Africa's threat landscape and equips countries with the means to cooperate and respond to the threats collectively.

The overall goal of the project is: To strengthen regional and national capacities to conduct risk and vulnerability assessments and analysis along 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 EWR mechanism to respond effectively to the regional and national drivers of fragility and promote conflict prevention and regional stability.

Within the overall goal, three project objectives are as follows:

1. Produce Conflict Sensitivity Analysis and Contextual Risk Assessments for the Bank and other development partners.
2. Upgrade the Technical Functionalities of the ECOWARN Platform
3. Build the Technical Capacity of Personnel for improved Contextual Risk Assessment and Conflict Sensitivity Analysis.

The project operational implementation will be articulated around three components:

Component 1: Conflict Sensitivity Analysis and Contextual Risk Assessments

- Sub-component 1.1: Nine (9) Resilience and Human Security Assessments (RHSA).
- Sub-component 1.2: Three (3) Regional Resilience and Human Security Assessments.
- Sub-component 1.3: ECOWAS Human Security Index
- Sub-component 1.4: Quarterly Regional Human Security Reports.
- Sub-component 1.5: AfDB Conflict Sensitivity and Contextual Risk Assessment Service Provider.
- Sub-component 1.6: Support to strengthening National Peace Infrastructure in Member States.

Component 2: Upgrading Technical Functionalities of the ECOWARN Platform

- Sub-component 2.1: Migration of historical data onto the new platform for long-term trends and real-time analysis.

- Sub-component 2.2: Improved functionalities for data mining based on customizable queries and visualizations of trends, including heat maps, bar charts, and graphs.
- Sub-component 2.3: Explore the possibility of AI enhancements and simulations for prognosis of sensitivity to shocks.
- Sub-component 2.4: Juxtaposition/Integration of CRFA scores against the ECOWAS Human Security Index, for layering and triangulation.
- Sub-component 2.5: Integration of a media scanner

Component 3: Build the Technical Capacity of Early Warning Staff

- Sub-component 3.1: Thematic trainings for staff.
- Sub-component 3.2: Strengthen the Directorate's capacities in Computer programming,
- Sub-component 3.3: Development of a Standard Operating Procedure to encompass the multiple facets of the regional and national early warning and response mechanism.
- Sub-component 3.4: Strengthening the manpower of the regional early warning mechanism.

To ensure good execution of activities, ECOWAS plans to recruit a Junior Technical assistants composed as follows:

1 Junior project coordination assistant

1 Junior technical assistant analysis.

2. Junior Project coordination assistant

2.1. Duties/Responsibilities

Under the line authority of the coordinator and in close cooperation with EWD teams, the Coordination Assistant has the mission of supporting the Coordinator of the Project Implementation Unit (PIU) in the daily execution of the Project.

The duty station will be in Abuja.

In this capacity, he/she will be in charge of the following tasks:

- Assist the Coordinator in the implementation of the daily activities.
- Assist with preparation of required documents for various meetings, including the Steering Committee and ensure reporting.
- Draft administrative documents (letters, memos, reports, minutes, proceedings, etc);
- Ensure treatment, transmission of mail and ensure replies (systematic) to the various mails.
- Ensure centralization, organization and filing of documents of the Programme (filing);
- Attend organization and holding of meetings and all working sessions of the project.
- Ensure follow-up on treatment of technical, administrative, and financial dossiers of the coordination.
- Contribute to monitoring field activities.
- Represent the Coordinator in the implementation of some activities.
- Carry out all other tasks in connection with achieving objectives of the project.

2.2. Qualifications, experience, competence

2.2.1. Qualifications

- Bachelor's degree (or equivalent) in Business Administration, Management, Project Management, or a relevant field from a recognized Institution.

2.2.2. Competence

- Strong familiarity with results-based management and monitoring performance indicators through the logical framework.
- Sense of organization and good skills in communication, synthesis, and drafting.
- Excellent skills in technical drafting, and more specifically regular reporting in accordance with requirements of the project's Donor and other technical and financial partners.
- Good knowledge of data-processing tools and office automation (Word, Excel, PowerPoint, Publisher);
- Perfect command of at least one working language of ECOWAS and good aptitude to work in a second language.
- Familiar with a multicultural work environment.
- Broad knowledge of ECOWAS Early Warning System and deliverables.
- Demonstrated expertise in setting up early warning and rapid response systems.

2.2.3. Experience

- 4 years' experience in information management, project management, Early Warning System as well as 2 years of relevant international work.
- At least 2-year experience in management of multidisciplinary teams.
- Excellent aptitudes in the following fields: projects management, administration, monitoring-evaluation of projects and programmes, drafting, communication.

3. Junior technical assistant, Analysis

3.1. Duties/Responsibilities

Under the line authority of the coordinator and in close cooperation with the Head of EWD – Analysis Division, the technical assistant has the role of providing technical backstopping for the work of the Analysis Division in terms of generating thematic reports.

The duty station will be in Abuja.

The following results are expected:

- Support the development of Quarterly Regional Human Security Reports.
- Collect data to populate the ECOWAS Human Security Index (EHSI)
- Support the desk research and field mission for RHSA
- Development and or review of Minutes, speeches, memos, terms of reference
- Development of concept notes on EWD activities/projects
- Support identification of relevant stakeholder in the Member State and prepare relevant documentation (Introduction Letters for the research team etc.)
- Support the drafting of reports and coordinate the collection of feedback

3.2. Qualifications, experience, and competence

3.2.1. Qualifications

- Bachelor's degree or equivalent in International Relations, Geography, Political Science, Humanities Social Sciences, Peace and Conflict Studies, data analysis, data management or a similar field from a recognized University.

3.2.2. Experience

- 4 years of work experience in the domain of Human Security, information management, information dissemination, etc.

- Knowledge of Data driven Early Warning Systems and Conflict Prevention/Human Security Analysis Frameworks

3.2.3. Competence

- ability to execute tasks and contribute as needed towards decision-making to ensure tasks are completed in a timely manner.
- ability to respect the chain of command in an appropriate manner.
- ability to guide own work by setting and monitoring goals with strong personal initiative and commitment to ECOWAS.
- ability to model and advocate for compliance, good work ethics, flexibility, and persistence to get the job done coupled with an ability to influence positive teamwork and cooperation.
- Ability to work in teams to carry out semi-routine work including assigning work, training, and checking work.
- excellent interpersonal skills to engage with clients in positive exchanges that establish mutual expectations and understanding and reduce uncertainties and conflicts.
- ability to keep clients informed on matters of relevance to expectations, establishing “bring forward” systems and introducing other procedures/techniques to ensure that service standards are maintained.
- ability to make decisions based on guidelines, procedures and precedents and maintain confidentiality and discretion with clients.
- good judgment and demonstrated ability to be assertive – rather than passive or aggressive when interacting with clients.
- well-developed problem-solving, critical thinking and conflict-resolution skills.
- ability to perceive the moods and feelings of others, and to understand the attitude, interests, needs, and perspectives of others.
- well-developed ability to relate well with people from varied backgrounds, open to understanding diverse cultural differences, especially within West Africa.
- ability to listen attentively to people’s ideas, requests, and concerns and to explain to others the need for diversity management in everyday workplace practices.
- ability to factor in diversity when providing services, responding to requests, recognizing, and releasing preconceived notions and stereotypical views of certain groups and individuals.

4. General conditions for all positions

4.1. Place, duration and beginning of the mission

- All the position are based in Abuja, in Nigeria, at Early Warning Directorate.
- Duration of the mission is for the lifetime of the Project (maximum two years non-renewable)
- The beginning of the mission is envisaged for October 2024
- The position is full-time.
- The Consultant shall abstain from any situation which could put him/her in conflicts interests within the framework of the mission assigned to him/her.

4.2. Application package

Application package consists of :

- a letter of expression of interest signed, including the date of availability,
- a recent curriculum vitae signed, providing details on professional experience and similar missions,
- Three professional references (full name, current and previous functions, telephone and email contacts),
- Certified copy of the highest diploma,
- Copies of work certificates or provision of services, as listed in the curriculum vitae.

4.3. Method of selection

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 14 October 2015, available on the Bank's website at: <http://www.afdb.org>. An interview will be held with the shortlisted candidates.

Only shortlisted candidates will be contacted.

ECOWAS reserves the right not to proceed with this call for applications.