



**REQUEST FOR EXPRESSION OF INTEREST  
(Consulting Services – Consultancy Firm Selection)**

**RECRUITMENT OF A HR CONSULTING FIRM TO CONDUCT JOB EVALUATIONS & REVIEW OF  
THE ORGANOGRAM OF ECOWAS INSTITUTIONS**

**From: 02/12/2024**

**To: 20/12/2024**

**Reference No: ECW/PROC/DAGS/HR-21-11-24/GD**

The Economic Community of West African States (ECOWAS), in the framework of the execution of its 2025 Budget, intends to apply a portion of the budgeted funds towards **the Recruitment of a HR Consulting Firm to Conduct Job Evaluations & Review of the Organogram of ECOWAS Institutions.**

2. The Economic Community of West African States (ECOWAS) Commission is committed to continuously enhance the efficiency, effectiveness, and cost-effectiveness of its operations. To better align its organizational structure with strategic objectives, ECOWAS Commission seeks to engage an experienced HR consulting firm to conduct a comprehensive job evaluation and review of its current organogram and that of its Community Institutions. The initiative aims is to standardize job roles, clarify reporting relationships, establish an equitable grading structure across the Community Institutions, eliminate redundancies, and ensure the organization is well positioned to achieve its mission/mandate.

3. The main objective of this consultancy is to engage a reputable HR consulting firm to conduct a thorough review of the ECOWAS Institutions. The Firm will identify opportunities to merge similar functions, eliminate redundant roles, and propose a revised organogram that is streamlined, efficient, and cost-effective. Additionally, the consulting firm will work closely with the ECOWAS HR team to build their organizational restructuring and management capacity.

4. The consulting services (“the Services”) requires the Resource Mobilization Consultant to:

- Conduct a detailed evaluation of all existing job roles within ECOWAS Institutions and Agencies.
- Identify competencies, responsibilities, and skill requirements for each role.
- Establish a standardized grading and classification system based on job complexity and value.
- Review the current organizational structure to assess effectiveness and efficiency.
- Develop an updated organogram that clarifies reporting lines, decision-making structures, and departmental relationships.
- Provide recommendations for any necessary changes to align with the strategic vision of ECOWAS.

5. **Expected Deliverables of the consultancy engagement shall include the following:**

- I. Inception Report - Including a detailed work plan and methodology.
- II. Data Collection Report - Summarizing the findings from interviews, focus group discussions, and document reviews, including the methodology for data collection, analysis and processing.
- III. Draft Revised Organogram - With detailed explanations and justifications for the proposed changes.



- IV. Final Revised Organogram - Incorporating feedback from stakeholders.
- V. Implementation Plan - Outlining the steps and timeline for transitioning to the new structure.
- VI. Capacity Building Report - Detailing the training sessions conducted and the outcomes achieved

6. **The required Qualifications and Experience include the following:**

- The Consultancy Firm must justify of having at least twelve (12) years of proven experience in organizational restructuring and HR consulting, particularly with international or regional organizations.
- The Consultancy Firm must justify of having successfully executed at least two (2) similar contracts in organizational restructuring and HR consulting, particularly with international or regional organizations
- The Consultancy Firm must justify of having successfully executed at least one (1) similar contract in organizational restructuring and HR consulting, in ECOWAS Region
- The Consultancy Firm must have solid understanding of the operational and strategic context of ECOWAS and similar institutions.
- The Consultancy Firm must have experience in capacity building and training for HR teams.
- The Consultancy Firm must have expertise in organizational development and structure
- The Consultancy Firm shall demonstrate proficiency in Technology and data analysis tool
- The consultancy firm shall demonstrate knowledge in HR talent management.

7. The duration of this consultancy engagement shall be for a period of three (3) months from the date of contract signing. The services may be subject to extension as deemed necessary by the Institution.

8. The ECOWAS Commission now invites all interested, eligible and qualified Consultancy Firms (“Consultants”) to indicate their interest in providing the Services described above. Interested Firms must submit a letter of expression of interest, providing clear and detailed information on their experience and qualification for the assignment. The method of selection is Consultant Qualification Selection. **Key Experts will not be evaluated at the stage.**

9. The attention of interested Consultancy Firms is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

Please note that the Expression of Interest can be made in any of the three (3) ECOWAS Community Languages (English, French & and Portuguese)

10. Interested Consultants may obtain further information from the email addresses below during office hours: **Monday to Friday from 9.00 am to 5.00 pm (GMT+1).**

**Email:** [procurement@ecowas.int](mailto:procurement@ecowas.int); with copy to: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [vvieira-bamba@ecowas.int](mailto:vvieira-bamba@ecowas.int); [gdikko@ecowas.int](mailto:gdikko@ecowas.int)



ECOWAS COMMISSION  
COMMISSION DE LA CEDEAO  
COMISSÃO DA CEDEAO

11. Interested Individual Consultants shall express their interest via email by sending Its Expression of Interest and other relevant supporting documents, **no later than December 20<sup>th</sup>, 2024 at 11am GMT+1** to the following addresses: [procurement@ecowas.int](mailto:procurement@ecowas.int); with copy to: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int); [sbangoura@ecowas.int](mailto:sbangoura@ecowas.int); [vvieira-bamba@ecowas.int](mailto:vvieira-bamba@ecowas.int); [gdikko@ecowas.int](mailto:gdikko@ecowas.int). The subject of the Email shall read '**Recruitment of a HR Consulting Firm to Conduct Job Evaluations & Review of the Organogram of ECOWAS Institutions**'.

Please note that only electronic submissions via email addresses indicated above shall be accepted.

12. This REol and TOR is also published on the ECOWAS website [https://www.ecowas.int/procurement/procurement m/intellectual-services/](https://www.ecowas.int/procurement/procurement_m/intellectual-services/)

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