ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services – Firm)

SELECTION OF AN ADDITIONAL HR RECRUITMENT FIRM FOR ECOWAS INSTITUTIONS

From: 08/07/2025 **To: 24/07/2025**

Reference No: ECW/PP-CS-2025-040/03-07-25/ss

1. Introduction

The Economic Community of West African States (ECOWAS), in the framework of the execution of its 2025 Budget, intends to apply a portion of its budgeted funds towards the **Selection of an Additional HR Recruitment Firm for ECOWAS Institutions.**

2. Background and Objectives

The ECOWAS Commission intends to engage the services of a reputable Human Resources Recruitment Firm to conduct a comprehensive recruitment exercise aimed at filling various priority vacant positions across ECOWAS Institutions. The primary objective of this assignment is to ensure that, by the end of December 2025, the Human Resources Directorate receives detailed reports containing a list of all recommended candidates for selection into these priority positions.

3. Scope of Service

The selected Consultant will be responsible for overseeing and managing the entire recruitment process. This includes proposing to ECOWAS Management a list of recommended candidates, ranked according to performance, for final appointment decisions. The scope of services will include, but is not limited to, the following:

I. Advertisement and Sourcing Management

- Use the appropriate mean to advertise the vacant positions
- Source strategically to reach the maximum of potential talented candidates
- Manage this stage with a view to deliver by end of December 2025

II. Application Management

- Capture candidate information manually or through an automated ERP system like SAP
- review and refine the recruitment process to ensure levels of efficiency and effectiveness are being achieved
- Deliver appropriate methods and means of screening and short listing of candidates
- Sort, screen and filter job applications based on selection criteria

III. Interviewing

- Prepare required documents for job interviews
- Advise appropriate methods of interviews/tests based on the job category
- Conduct the interview of shortlisted candidates
- Send regrets and feedback to candidates not selected

IV. Detailed Analytics and Reporting of Selection Process

- Submit detailed analytics and reports per position with a list all recommended candidates

4. Key Areas of Specialization

The positions generally fall within, but are not limited to, the specializations outlined below. Accordingly, the Consultant is expected to deploy experts with proven experience in reviewing résumés and assessing the quality of candidates' expertise in the three official ECOWAS languages—French, English, and Portuguese—across these broad areas of specialization:

1. Administration and Finance
2. Agricultural Programme Management
3. Communication and Journalism Expert
4. Culture and Tourism
5. Migration
6. Customs Policy Harmonization
7. Drug Crime Management/Law Enforcement
8. Early Warning and Response
9. Humanitarian Affairs/Disaster Management
10. Drug Control/Money laundering
11. Health
12. Economics
13. Energy, including Renewable Energy & Energy Efficiency
14. Environmental Management
15. Peace & Security including maritime Security, Reforms and Policy Harmonization
16. Social Affairs Programme Management and Policy Harmonization
17. Gender Development and Mainstreaming
18. Youths & sports Development
19. Human Resources Management
20. Information and Communication Technology
21. International Conference Management / Protocol
22. International Relations /Diplomacy
23. Legal Affairs
24. Monitoring and Evaluation
25. Political Affairs
26. Quality Management of Regional Industrial Policy Development
27. Statistics
28. Strategic Management
29. Strategic Planning
30. Telecommunications
31. Trade Programme Management and Policy Harmonization
32. Electricity Regulation
33. Operations Audit, and Programme Performance Audits
34. Documentation
35. Legal Affairs/ Registry

5. Expected Deliverables

At the end of the assignment, the following performance measures will be considered in assessing the effectiveness of the Consultancy Firm's conduct of the Recruitment and Selection process:

a) Reporting, including but not limited to number of applications and per nationality, candidate shortlisting process and keep-in-view (KIV) resume database
b) Customized documents and reports for various stages of the recruitment process and other factors including Recruitment Costs, Turn-around time, Diversity factors (i.e. Member-state representation, age and Gender balance etc.)
c) Delivery of results within target timelines, improved recruitment turn-around time and costs.

6. Duration of Engagement

The expected duration of the consultancy is four (4) to six (6) months. An extension may be considered based on satisfactory performance and the continued need for such services by ECOWAS.

7. Responsibilities of ECOWAS

Overall coordination and supervision by ECOWAS, shall be provided through its Directorate of Human Resources. The key responsibilities of ECOWAS shall include:

- **Provision of Job Descriptions:** The ECOWAS Commission, in collaboration with other ECOWAS Institutions, will provide the Consultant with all relevant job descriptions for the vacant positions to facilitate the recruitment process.

- **Access to Internal Documentation:** The ECOWAS Commission will make available to the Consultant all necessary internal documents and recruitment guidelines, including but not limited to the ECOWAS Staff Regulations, to support the effective execution of the assignment.

- **Payment of Consultancy Fees:** The ECOWAS Commission shall ensure timely payment of consultancy fees in accordance with the terms and conditions stipulated in the contract governing this assignment.

8. Eligibility Requirements and Qualifications

I. **Eligibility:** Only consulting firms that are legally registered and operating in any of the ECOWAS Member States are eligible to participate in this Expression of Interest. Proof of registration in an ECOWAS Member State must be provided as part of the submission.

II. **Corporate Profile and Expression of Interest:** Firms must submit a **detailed corporate profile** along with **a formal letter of expression of interest**. This submission should clearly demonstrate the firm's qualifications and relevant experience, providing specific and verifiable information on the following:

   a. Knowledge of recruitment laws, policies, and practices, as well as a sound understanding of recruitment processes.
   b. Proven ability to recruit candidates from multiple countries.
   c. Familiarity with the labor market dynamics and cultural contexts of ECOWAS Member States.
   d. Proficiency in the three official ECOWAS languages—English, French, and Portuguese—including the ability to read, speak, and write in all three, and to assess applications with appropriate recognition of degree equivalencies.

III. **General Experience:** Demonstrate at least ten (10) years of experience in Human Resources recruitment, covering the period from 2014 to 2024.

IV. **Specific Experience:** Provide evidence of having successfully completed at least five (5) similar assignments for International or Regional Organizations, Donor-Funded Projects, or renowned Public Institutions within the last ten (10) years.

V. **Regional Experience within ECOWAS:** Demonstrate completion of at least one (1) similar assignment within the ECOWAS Region for International or Regional Organizations, Donor-Funded Projects, or renowned Public Institutions.

VI. **Proposed Skilled Staff:** Submit a proposed list of appropriately qualified and experienced staff required for this assignment, to demonstrate understanding of the scope and staffing needs. **Key Experts will not be evaluated at this stage.**

Supporting Documentation: For each referenced assignment, the Consultant must provide one of the following as proof of performance:

- A copy of the contract (including the cover page with the project title and the signature page),
- An Attestation of Good Performance, or
- A Certificate of Completion.

9. Invitation

The ECOWAS Commission hereby invites all interested, eligible, and qualified Human Resources Firms ("Consultants") specializing in recruitment services to indicate their interest in providing the services described above. Interested firms must submit a **corporate profile** along with a **letter of expression of interest** and **necessary supporting documents** that clearly demonstrates their qualifications and relevant experience for the assignment, in line with the eligibility and qualification requirements outlined above.

10. Submission of Expression of Interest

Expression of Interest must be submitted electronically via email by sending all documents listed above and other relevant supporting documents **not later than 24th July, 2025, at 11.00 am (GMT + 1),** to the following email addresses: procurement@ecowas.int with copy to: sbangoura@ecowas.int; ikkamara@ecowas.int; sshadrach@ecowas.int; dkoffi@ecowas.int; vvieira-bamba@ecowas.int. The subject of the Email shall read: **"Recruitment of an Additional HR Recruitment Firm for ECOWAS Institutions".**

NB: Only electronic submissions via email addresses indicated above shall be accepted.

11. Language of Submission

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

12. Selection Procedure

The method of Selection shall be **Least Cost Selection.**

13. Ineligibility of Firms with Existing ECOWAS Contracts

Please note that recruitment firms who have existing contracts with ECOWAS are not eligible for this assignment. Submissions from such firms will not be considered.

14. Joint Venture

Consultants may associate with other firms or constitute Joint-Ventures to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

15. Expression of Interest by Conglomerate

Firms that are part of a conglomerate operating across multiple countries may collaborate and submit a single Expression of Interest as one entity. Please note that multiple submissions from affiliated firms within the same conglomerate will not be accepted.

16. Corruption, Fraudulent Practices and Conflict of Interest

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.**

17. Further Information

Interested Firms/Consultants can obtain further information and clarification at the email addresses mentioned below during working hours: 9.00am - 5.00pm, Nigerian Time, (GMT + 1) Monday to Friday (except public holidays): procurement@ecowas.int with copy to: sbangoura@ecowas.int; ikkamara@ecowas.int; sshadrach@ecowas.int; dkoffi@ecowas.int; vvieira-bamba@ecowas.int.

18. Publication on ECOWAS Website

This REoI is also published on the ECOWAS Website: https://www.ecowas.int/procurement/procurement_m/intellectual-services/

ECOWAS Commission