ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

CALL FOR EXPRESSIONS OF INTEREST No. 01/ECOWAS/DoERN/2025

CALL FOR EXPRESSIONS OF INTEREST IN RECRUITMENT:

- **A DRIVER,**
- **AN ADMINISTRATIVE AND FINANCIAL ASSISTANT,**
- **A CLIMATE FINANCE EXPERT,**
- **AND A GEOPORTAL DESIGN EXPERT.**

DEPARTMENT OF ECONOMIC AFFAIRS AND AGRICULTURE

DIRECTORATE OF THE ENVIRONMENT AND NATURAL RESOURCES (DoERN)

REGIONAL PROGRAMME FOR THE INTEGRATED DEVELOPMENT OF THE FOUTA DJALLON HIGHLAND

PLACE OF WORK AND RESIDENCE: Conakry (GUINEA)

The Regional Integrated Development Programme of the Fouta Djallon Highland (PRAI-MFD) aims to strengthen the socio-ecological and economic resilience of the populations of the Fouta Djallon Highland. This programme is an initiative of the African Union, which had set up an International Coordination Office in Conakry until 2018. Based on the principle of subsidiarity, the implementation of the PRAI-MFD has been entrusted to ECOWAS, following a long transfer process, which was officially completed on 24 October 2018. ECOWAS, taking over, has set up a Regional Coordination Unit which took up its duties in November 2022. This Coordination Unit is under the supervision of the Directorate of Environment and Natural Resources, which reports to the Department of Economic Affairs and Agriculture based in Abuja. With a view to strengthening the team's operational capacity and ensuring the effective management of the programme's administrative and financial resources, the Coordination Unit is issuing this call for applications to recruit an Administrative and Financial Assistant.

The objective of this Programme is to: "Ensure the protection and rational use of the natural resources of the massif and its areas of influence in order to contribute to improving the living standards of the population living in the highlands and sub-basins of the Programme's member countries by reversing the trend of resource degradation.

In order to achieve the objectives of the Programme, the ECOWAS Commission is seeking to recruit:

- **one (1) driver;**
- **one (1) administrative and financial assistant;**
- **one (1) climate finance expert;**
- **one (1) geoportal design expert.**

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

<u>POSITION 1</u>: RECRUITMENT OF ONE (1) DRIVER

1. Consultant's mission

The driver will be responsible for driving, maintaining and ensuring the safety of the vehicle assigned to them, as well as performing related logistical tasks. The driver is responsible for transporting ECOWAS staff in Conakry and within the country and to programme intervention sites, sometimes outside Guinea for official activities, ensuring the cleanliness, proper functioning and safety of the vehicle.

2. Consultant profile

Candidates for this position must have the following qualifications:

- At least a secondary school diploma (undergraduate degree) or equivalent.
- Minimum of five (5) years' experience driving official vehicles, including three (3) years with international organisations, NGOs and other similar institutions.

- Valid driving licence for a commercial vehicle, in accordance with the regulations in force in Guinea;
- Proven knowledge of driving rules and road safety in Guinea;
- Proven knowledge of basic automotive mechanics and electrical systems to be able to carry out minor repairs on the vehicle, if necessary;
- Experience in supervising the operation and maintenance of official vehicles;
- Ability to use basic IT tools: email, word processing (Word).
- Fluency in spoken and written French or any other official language of ECOWAS (English and Portuguese) and ability to keep accurate vehicle logbooks.
- Knowledge of one or more local languages would be an advantage.

<u>POSITION 2</u>: RECRUITMENT OF ONE (1) ADMINISTRATIVE AND FINANCIAL ASSISTANT

1. Consultant's mission

Under the supervision of the Programme Coordinator, the Administrative and Financial Assistant will be responsible for supporting the implementation of the programme's administrative, logistical and financial activities in accordance with ECOWAS procedures.

2. Consultant profile

Candidates for this position must have the following qualifications:

- Have a university degree of at least BAC+2 in the fields of administrative management, IT, accounting, finance, secretarial work or equivalent, or any other related field.
- Have a minimum of five (5) years' experience in administrative and financial management on projects or programmes.
- Proven organisational skills in time management, collaboration and efficiency.
- Excellent interpersonal, writing, communication and customer management skills.
- Proficiency in office organisation and management.
- Ability to work well with rigour and professionalism, under pressure, according to high ethical standards and confidentiality.
- Expertise in preparing reports, minutes and memos.
- Experience in coordinating the logistics of meetings and workshops.
- Fluent in French (reading, writing, speaking); knowledge of English and/or Portuguese would be an additional asset.
- Advanced computer skills in email management (Outlook), Word, Excel, PowerPoint and knowledge of accounting software, particularly SAP, would be an asset.

POSITION 3: RECRUITMENT OF ONE (1) CLIMATE FINANCE EXPERT

1. Consultant's mission

The main mission of the Consultant is to support stakeholders in the development of bankable projects that can benefit from green financing and climate funds.

2. Consultant profile

- Have a university degree (at least five years of higher education) in environmental sciences, sustainable development, climate finance or any other related field.
- Have at least ten (10) years of experience in the field of climate change.
- Have at least seven (7) years of relevant professional experience in setting up projects related to green finance and climate funds and in designing climate programmes/projects.
- Have completed at least two (02) similar assignments in setting up and developing climate change projects/programmes submitted to the Green Climate Fund or the Adaptation Fund;
- At least three years of relevant experience in capacity building in an African context;
- Specific experience in relevant areas related to climate and Regional Climate Strategy themes (agriculture, forestry, water, etc.);
- Good knowledge of Green Climate Fund procedures and issues relating to Regional Environmental Policy, the Regional Climate Strategy and ECOWAP.
- Good knowledge of international financing mechanisms (GEF, GCF, Adaptation Fund, etc.);
- Work experience in West Africa, ideally in the Fouta Djallon Massif or similar contexts, would be an asset;
- Good knowledge of ECOWAS community policies and commitments on the environment, sustainable development, natural resource management, climate and gender issues.
- Fluent in English or French or Portuguese (reading, writing, speaking). Working knowledge (reading, writing, speaking) of the other official language(s) of ECOWAS (English, Portuguese or French) would be an asset.

POSITION 4: RECRUITMENT OF ONE (1) EXPERT IN GEOPORTAIL DESIGN

1. Consultant's mission

The creation of the ORRNC requires an analysis of data flows between institutions, an assessment of the volume of data to be capitalised on according to indicators, and an in-depth understanding of the needs of the various stakeholders involved with regard to the future Geoportal.

The overall objective of the mission is to carry out the preliminary studies necessary for the development and operationalisation of a Geoportal.

2. Consultant profile

- Have at least a five-year university degree in databases and information systems related to environmental, natural resource, hydrological and climatic issues or other relevant fields.
- Have at least 10 years of specific professional experience in data governance and management as well as multi-stakeholder information systems.
- Have at least two (2) similar references in the implementation, modelling and management of databases and relational information systems related to natural resources and climate.
- Have a thorough understanding of aspects relating to data collection, flows and exchange with information-holding structures, particularly in the context of West Africa.

- Have experience and skills in GIS and data transformation platforms.
- Have at least one experience in defining indicators for monitoring and evaluating the environment, water and climate in countries and/or basin organisations.
- Knowledge and familiarity with standards (OGC, ISO) and best practices to ensure interoperability between systems.
- Have at least one experience in conducting technical training related to database and GIS management.
- Demonstrate experience in the water, environment and natural resource monitoring sectors.
- Be fluent in English or French or Portuguese (reading, writing, speaking). Working knowledge (reading, writing, speaking) of the other official language(s) of ECOWAS (English, Portuguese or French) would be an asset.

PROCEDURES AND APPLICATION

The eligibility criteria, shortlisting and selection procedure will be in accordance with ***the "*ECOWAS Public Procurement Code Rules and Procedures for the Use of Individual Consultants".** Interested consultants may obtain further information at the address below during office hours, from 8:00 a.m. to 4:00 p.m. (Monday to Friday).

The application file shall consist of the following:

- Signed letter of interest,
- Recent signed CV detailing professional experience and similar assignments,
- Three professional references (full name, current and previous positions, telephone number and email address),
- Certified copy of the required qualification,
- Copies of certificates, employment certificates or service provision certificates, as listed in the CV.
- Any other documents required in the TORs depending on the specific nature of each position.

Expressions of interest must be sent no later than **14 October 2025** at **10:00 a.m. (GMT)** and marked "***Expression of interest for the recruitment of a... (please complete the corresponding position),"*** and addressed to **the Office of the ECOWAS Resident Representative, Minière, Corniche Nord, Rue D1.777, Commune de Dixinn. BP: 4144 Conakry**,

Or send by email to: mekane@ecowas.int with a copy to the following email addresses: sbangoura@ecowas.int, ikkamara@ecowas.int, and ykoffi@ecowas.int, specifying the job title in the subject line of the email.