ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

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

TERMS OF REFERENCE FOR THE RECRUITMENT OF A DRIVER FOR THE COORDINATION UNIT OF THE INTEGRATED DEVELOPMENT PROGRAMME FOR THE FOUTA DJALLON HIGHLAND

September 2025

1. CONTEXT AND JUSTIFICATION

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, set up a Regional Coordination Unit which became operational in November 2022. This Coordination Unit is under the supervision of the Environment and Natural Resources Directorate, which reports to the Department of Economic Affairs and Agriculture based in Abuja. With a view to strengthening the team's operational capacity, the Coordination Unit is issuing this call for applications to recruit a driver.

2. PROGRAMME OBJECTIVES

The objective of this Programme is to: "Ensure the protection and rational use of the natural resources of the Highland 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.

Specifically, the Programme has the following objectives:

- Establish a regional framework and mechanism to bring together all initiatives that contribute to the preservation of the resources of the Fouta Djallon Highland and its dependencies;
- Establish a regional monitoring and evaluation framework by operationalising the Regional Observatory for Natural Resources and Climate (ORRNC-MFD) of the Fouta Djallon Highland.

- Establish a regulatory framework for data management and strengthen institutional capacities for cooperation between all stakeholders (OB, countries, NGOs, etc.)
- Improve the coordination of IWRM activities and sustainable management of ecosystems and biodiversity at the transboundary basin level.
- Establish a regional mechanism for the sustainable financing of the natural resources and climate preservation system and activities

3. MAIN DUTIES OF THE DRIVER

The driver will be responsible for driving, maintaining and ensuring the safety of the vehicle assigned to him, 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.

4. DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the Driver are:

- Driving the vehicle to transport staff, visitors and contractors, as appropriate, in Conakry, to programme sites within the country and possibly to neighbouring countries.
- Ensuring the vehicle is in good mechanical condition through regular inspections (paying particular attention to the braking system, lights and fluid and fuel levels), checking the alignment and balance of the tyres; carrying out preventive maintenance as necessary and ensuring that vehicle faults are reported for regular maintenance.
- Ensure that the vehicle is clean and parked in a safe place.
- Monitor the vehicle when parked; inspect the interior and exterior of the vehicle for any suspicious items or materials and ensure that the vehicle is not accessible to unauthorised persons.

- On behalf of the office, arrange for the delivery and collection of parcels and supplies, the delivery of documents and invitations, and the purchase of small supplies.
- Use the vehicle safely and legally during working hours.
- Be alert to potential security threats and take preventive measures as necessary.
- Drive responsibly in accordance with rules and codes of conduct, complying with the regulations in force in the state where the journey is taking place.
- Keep the vehicle logbook and comply with safety standards, including required uniforms.
- Have any accident or incident recorded by a sworn officer.
- Be responsible for passenger safety as a top priority.
- Perform any other related tasks requested by management.

5. DRIVER PROFILE AND SKILLS

5.1. Education

Have at least a secondary school diploma (first cycle) or equivalent.

5.2. Experience

At least five (5) years' experience driving official vehicles, including three (3) years with international organisations, NGOs and other similar institutions.

5.3. Technical Skills

The candidate must demonstrate the technical skills essential to the proper performance of the duties of a driver, namely:

- Valid driving licence for a commercial vehicle, in accordance with the regulations in force in Guinea;
- Proven knowledge of driving and road safety rules 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 the ability to keep accurate vehicle logbooks.
- Knowledge of one or more local languages would be an advantage.

5.4. Personal qualities

- Have a strong sense of responsibility, vigilance and discretion.
- Ability to work in a multicultural environment.

6. SELECTION PROCEDURE

The candidate will be selected according to the service provider selection procedure, in accordance with the ECOWAS Procurement Code in force, in two stages: an evaluation of CVs and practical skills and conduct tests. Only shortlisted candidates will be contacted.

7. CONTRACT TERM

The driver's contract will be for a period of one (1) year from the date of signature, with the possibility of renewal depending on the candidate's performance and the availability of funding. A three-month trial period will be granted before confirmation.

8. COMPOSITION OF THE APPLICATION FILE

Candidates must submit their expressions of interest consisting of:

- Cover letter.

- Copy of criminal record (may be completed before signing the contract).
- A detailed, dated, updated and signed CV, clearly highlighting experience relevant to the role of driver.
- Proof of the information and statements contained in the CV: diplomas, certificates, cover pages and signatures of similar contracts successfully completed, etc.

Candidates must submit their application files in a single sealed envelope marked **"Recruitment of a Driver for PRAI-MFD"** 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 before the deadline of **14 October 2025 at 10:00 am.**