ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)

COUNTRY: NIGERIA
Fund: ECOWAS Commission

Assignment Title: Selection of SAP Consulting firm for the Implementation of SAP SuccessFactors Recruiting Module

Reference No. PP-CS-2025-022

The Economic Community of West African States (ECOWAS Commission) has made a provision in its 2025 budget to cover the costs relating to the above-mentioned assignment.

The consulting services ("the Services") include the provision of an end-to-end online recruitment solution that we can integrate into our homepage to facilitate future employees' application, placing, developing, and retaining new employees to final selection and hiring of the candidates. This may also allow us to make an in-house internal application portal available to our employees where they can apply for positions and view their application's status at all times. The assignment period is expected to be **six (6) months**. The consultant will be based at ECOWAS Commission headquarters in Abuja, Nigeria but covering the entire ECOWAS Institutions under the supervision of the ECOLink Director. Hybrid work models would be considered.

The detailed Terms of Reference (TOR) for each lot of the assignment can be found at the following website*:* *https://www.ecowas.int/procurement/procurement_m/intellectual-services/*

The ECOWAS Commission now invites eligible Firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The qualifications and relevant experience of the consultants must be supported by documents such as **copy of contracts and certificates of good performance, etc. The ECOWAS Commission reserves the right to reject any application that is not accompanied by the required supporting documents.**

The evaluation criteria for each lot are (support with evidence):

- The firm should not be listed in any lawsuit or litigation within the last five (5) years.
- The firm must have at least five (5) years of experience in the field of SAP HR Implementation, especially for SAP SuccessFactors Recruitment.
- It must provide proof of the completion or award of at least two (2) similar projects in the last seven (7) years in the field of SAP SuccessFactors Recruitment Implementation.
- Good knowledge of the public sector in the context of West Africa would be an asset.

Bidders may form a consortium of up to **three (3) entities.** In accordance with Article 35 of the 2021 ECOWAS Revised Procurement Code, only **joint-and-several liability consortiums are permitted.** Such consortiums must formalize their agreement by executing **a consortium agreement signed** by all members and appointing **a legal**.

The attention of interested Consultants is drawn to Part IV, paragraphs 1 to 5 of article 118 of the "ECOWAS Revised Procurement Code", September 2021 setting forth the ECOWAS policy on conflict of interest.

A Consultant will be selected in accordance with the **Quality and Cost-based Selection (QCBS)** set out in the ECOWAS Revised Procurement Code.

Further information can be obtained at the email addresses below during office hours ***0900 to 16700 hours, Nigerian Time*****.**

Expressions of interest must be delivered in a written form to the addresses below by e-mail by **November 12, 2025, at 11:00 a.m. UT+1 (Nigerian Time).**

ECOWAS Commission
Attention: Director of Administration and General Services
Abuja, Nigeria
E-mail: ikkamara@ecowas.int and copy sbangoura@ecowas.int; ombacke@ecowas.int ; pbessi@ecowas.int; lniakam@ecowas.int ; kunledudu@gmail.com

Note: The ECOWAS Commission will notify only the shortlisted candidates of the outcome of the evaluation.

ECOWAS COMMISSION

Attachment:

- ToR of the Implementation of SAP SuccessFactors Recruiting Module.