INTERGOVERNMENTAL ACTION GROUP AGAINST MONEY LAUNDERING IN WEST AFRICA (GIABA)

Service Provider Selection

NOTICE OF EXPRESSION OF INTEREST

Institution	**Intergovernmental Action Group against Money Laundering in West Africa (GIABA)**
Selection Method:	**Selection of an Individual Consultant**
Selection reference:	**GIABA/BUDGET/2026/SCI/02**
Subject:	**Selection of a SharePoint Web-based Developer Consultant**
Publication date :	**March 03, 2026**
Deadline :	**19 March, 2026**

March.

- **Background**

Created in December 1999, the Intergovernmental Action Group against Money Laundering in West Africa (GIABA) is a specialized institution of the Economic Community of West African States (ECOWAS). GIABA's institutional journey is typical of that of the emergence and development of a regional leader in AML/CFT/FP. The institution has a dual mission of providing technical assistance to Member States and monitoring their compliance. As an ECOWAS institution, GIABA has four statutory bodies.

At the institutional level, GIABA is both a FATF-type Regional Body and a specialized institution of ECOWAS. To undertake its activities, GIABA develops strategic plans that constitute the medium-term reference for all its AML/CFT/FP activities.

GIABA's Strategic Plan 2023-2027 is aligned with the ECOWAS Vision 2050, endorsed by the ECOWAS Authority of Heads of State and Government during its summit held in Abuja, Nigeria, in December 2021, and the Community Strategic Framework (CSF) 2023-2027 that followed it. This Strategic Plan provides a framework for guiding action and achieving results in line with the main strategic objectives and pillars of the CSF, in particular Pillar 1 on the promotion of peace and security. It also provides an instrument to address the main challenges of the sector and the priorities identified by Member States in the fight against ML, TF and PF.

GIABA's 2023-2027 Strategic Plan is implemented through four priority action programs: (i): Optimize the performance of the GIABA Secretariat; (ii) Raise the level of understanding and prioritization of risks and compliance of national AML/CFT/LP frameworks; (iii) Strengthen national coordination and international cooperation; and (iv) Improving the capacities and performance of AML/CFT/FP authorities and actors in Member States.

The year 2026 marks the midpoint of the Plan's implementation, providing a crucial opportunity to assess the relevance and effectiveness of ongoing interventions and institutional arrangements, with a view to drawing lessons and making strategic adjustments for the remaining part of the cycle.

- **Description de la Mission**

1.1. Mission Objective

In response to the negative impact of money laundering, terrorist financing, and other organized crime on the economic development and political stability of the West African region, the Authority of Heads of State and Government of the Economic Community of West African States (ECOWAS) established the Inter-Governmental Action Group against Money Laundering in West Africa (GIABA). This initiative is part of establishing a regional alliance to prevent and combat transnational organized crime in a coordinated manner.

A FATF[1]-Style Regional Body (FSRB), GIABA is mandated to:

- Facilitate the adoption and implementation of measures against money laundering and financing of terrorism in accordance with acceptable international standards and practices, including FATF 40 Recommendations, taking into account specific regional peculiarities;
- Function as a forum where Member States can discuss matters of regional interest and share experiences in Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) matters;
- Organize self-evaluations and mutual evaluations to determine the efficacy of measures adopted, including their conformity to acceptable international standards; and

[1] Financial Action Task Force www.fatf-gafi.org

- Coordinate support provided to member States in setting up effective control mechanisms, including the establishment of Financial Intelligence Units (FIUs).

In executing this mandate, the GIABA develops and implements programs to intervene in the following six strategic areas:

- Support to ECOWAS member States to adopt or strengthen their legal and regulatory frameworks to conform to internationally accepted standards and best practices, including the FATF 40 Recommendations and other relevant international conventions.
- Undertake a mutual evaluation of member States based on the revised FATF Methodology (2013).
- Undertake studies and typologies exercises to determine techniques, trends, and methods of money laundering and terrorist financing.
- Support Member States to establish and maintain Financial Intelligence Units (FIUs) as well as other AML/CFT measures.
- Promote strategic partnerships with the civil society and other stakeholders.
- Strengthen regional and international cooperation.

GIABA plays a pivotal role in strengthening the capacity of its Member States to combat money laundering, terrorist financing, and proliferation financing (AML/CFT/PF). Delivering on these strategic areas requires tools to manage, plan, monitor, and evaluate the activities provided to member states, ensuring their effectiveness and strengthening the execution of the work plan.

In order to improve internal communication, operational efficiency, information management, institutional knowledge sharing, and digitization of procedures, GIABA seeks to engage the services of a qualified Individual Consultant to design, develop, and implement an internal SharePoint-based intranet system leveraging Microsoft 365 technologies.

The objective of this consultancy is to review, harmonize, and **establish a secure, efficient, and sustainable internal SharePoint intranet system** that will serve as the central digital workplace for GIABA staff, management, and internal stakeholders.

Specifically, the intranet system shall:

- Centralize GIABA Work Plan, including a notification alert system.
- Enhance internal communication and collaboration.
- Improve document management, knowledge retention, and workflow automation.
- Align with GIABA's information security and governance requirements.

• Profile and experience

The candidate must meet the following criteria:

a. General qualifications :

- Proven experience in SharePoint Online and Microsoft 365 solutions.
- Bachelor's in computer science, Information Technology/Systems, or Software EngineeringCertificates
- Microsoft Certified: Sharepoint or Azure Administrator and MCT (Certified trainer).
- Certificate in Power Automate.

a. Expérience and skills

- At least **10 years** of relevant professional experience;
- Deep knowledge of SharePoint online/Framework (SPFx), PowerShell, and Azure;
- Demonstrated experience in intranet development or enterprise content management systems;
- Strong expertise in information architecture, document management, and security;
- Experience working with international or intergovernmental organizations (an advantage);
- Capacity to deliver training and knowledge transfer;
- Language of Work is in English.

• General terms and conditions of services

a. Key competences concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand the diverse cultural perspectives, particularly those of West Africans, and take into account the differences between groups;
- Be able to fight prejudice and practice tolerance and empathy;
- Be proficient in ECOWAS rules and procedures in terms of assigned responsibilities and be able to explain them clearly to other actors;
- Ability to convey information in a clear and concise, succinct and organized manner, both in writing and verbally.

b. Location, duration and start of the mission

- The duration of the consultancy shall be three months, commencing from the date of contract signature.

• Preparation of the file

The application file must include;

- A letter of expression of interest;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contact)

- ## Selection criteria

The evaluation of the application files will be carried out on the basis of the following evaluation criteria and scoring scales:

No.	Evaluation criteria	Scoring scheme
I	**Qualification (training and general experience)**	**30 points**
I-1	Bachelor's in computer science, Information Technology/Systems, or Software Engineering	20
I-2	Certificates : (Sharepoint or Azure Administrator and MCT (Certified trainer and Certificate in Power Automate).	10
II	**Specific experiences related to the mission**	**60 points**
II-1	Deep knowledge of SharePoint online/Framework (SPFx), PowerShell, and Azure	20
II-2	Demonstrated experience in intranet development or enterprise content management systems	20
II-3	Strong expertise in information architecture, document management, and security	
III	**Added Areas of Experience**	**10 points**
III-1	Experience working with international and intergovernmental organizations	3
III-2	Capacity to deliver training and knowledge transfer	5
III-3	A language other than the mother tongue or language of work in the ECOWAS language	2
	TOTAL RATINGS	**100 Points**

The minimum qualifying score is 70 points out of 100.

- ## Selection process:

The consultant will be selected according to the Selection based on the Qualification of the Consultant (SQC) method, defined in the ECOWAS Public Procurement Code**.**

- ## Submission of applications

- Deadline for receipt of applications: **19 March 2026 at 17:00 GMT**. To the following email address: consultants@giaba.org. cc mnnakorba@giaba.org and dnunez@giaba.org.
- **Application format: the application must be in the form of a single PDF file**
- **Specify in the subject line: "SCI02- Consultant SharePoint Intranet".**
- **GIABA reserves the right not to consider applications that do not meet the above submission requirements.**