ECOWAS COMMISSION
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Original

TERMS OF REFERENCE (TOR)

RECRUITMENT OF AN INDIVIDUAL CONSULTANT TO SERVE AS A PROJECT COORDINATOR FOR THE ECOWAS FUND FOR REGIONAL STABILISATION AND DEVELOPMENT (FRSD)

JOB TITLE	Programme Coordinator
INSTITUTION	ECOWAS Commission
DEPARTMENT	Office of the Vice President
UNIT	ECOWAS Fund for Regional Stabilization and Development
LINE SUPERVISOR	Vice President of the ECOWAS Commission

I. BACKGROUND

The "Fund for Regional Stabilisation and Development in fragile regions within ECOWAS Member States" (FRSD) has been established by the Commission of the Economic Community of West African States (ECOWAS) with support from German Ministry for Economic Cooperation and Development (BMZ), to promote political, social, and economic stabilisation in ECOWAS member states, through investments and capacity building.

The Fund has two windows: 1) A Financial Cooperation (FC) window for investments financed through KfW Development Bank, and 2) A Technical Cooperation (TC) window for capacity development, implemented by GIZ. To this effect a Fund Management Unit (FMU) has been set-up at the ECOWAS Commission in Abuja, which requires the services of a Consultant to coordinate the activities of the FMU.

II. ROLE OVERVIEW

Under the supervision of the Vice President of the ECOWAS Commission, the Project Coordinator shall lead the overall management of the FRSD. This includes coordination of activities in intervention countries led by development partners, as well as activities funded by the ECOWAS Commission, to ensure their effectiveness and alignment with the strategic objectives of ECOWAS Commission, Member State Governments, and Citizens.

III. ROLE AND RESPONSIBILITIES

- **Programme Management:** Coordinate the overall process for the conceptualization, design, implementation and monitoring of FRSD activities in selected Member States.

- **Inter-agency Coordination:** Coordinate the Fund Management Unit of the FRSD through facilitation of closer working relationship with technical partners (KfW, GIZ etc.) to enhance technical coherence, and efficient collaboration for activities in Member States.
- **Strategic Level support and advisory:** Coordinate the FRSD's Governance mechanism to ensure its continuous operationalization. Additionally, provide strategic level support and advisory to the Vice President and Management of the ECOWAS Commission on the continuous functionality of the FRSD.
- **Partnership, Visibility, and Resource Mobilization:** Coordinate the creation of strategic partnerships with relevant institutions for the mobilization of new resources for the FRSD, as well as for the enhancement of visibility among key stakeholder groups.
- **Team Leadership:** Supervise and coordinate the activities of FRSD personnel in the ECOWAS Commission for effective implementation.

IV. REQUIRED ACADEMIC QUALIFICATIONS AND EXPERIENCE

a. Education:

- Master's Degree in Development Studies, International Relations, Law, Political Science, or equivalent from a recognized University.

b. Experience:

- 7 years of relevant professional experience in programme management, project management, and administration in international development, with 2 years' experience coordinating the design and implementation of community development programmes in West Africa;
- Demonstrable experience in inter-agency coordination for multi-donor / multi-partner activities;
- Demonstrable experience leading or supporting visibility, partnerships and resource mobilization for development initiatives;
- Demonstrable experience providing high-level advisory and support for Senior public officials on development in West Africa;
- Experience leading teams from multicultural backgrounds.

c. Language:

- Fluency (spoken and written) in one of the three (3) official languages of ECOWAS
- Fluency in any additional ECOWAS language is an added advantage.

V. KEY ECOWAS COMPETENCES

- Ability to persuade/influence others to consider a certain point of view, adopt a new idea or implement new methods and practices.
- Ability to lead a team of trainees/junior staff and instill a spirit of teamwork to engage employees and achieve a well-defined set of activities.

- Ability to respect chain of command in an appropriate manner.
- Ability to resolve challenges that occur with minimal direction and/or to recommend and explain solutions or alternatives for approval
- Ability to utilize the Code of Ethics to manage self, others, information, and resources.
- Ability to mentor others and create feedback loops with supervisors, colleagues, and the subordinates to build strong working relationships and improve performance.
- Contribute to maintaining organizational unit's performance goals and standards.
- Interpersonal skills with ability to keep a client informed of progress or setbacks in projects of relevance to timeline, quality, and quantity.
- Ability to proactively interact with clients and build strong trusting relationships based on mutual respect and regular discussions.
- Ability to establish and sustain professional credibility with clients/stakeholders in a manner that anticipates their need, mitigates issues and that carefully balances professional obligations with the need to be sensitive and responsive to their needs
- Ability to counsel, advise, consult, and guide others on matters pertaining to assigned client service responsibilities and established client service standards.
- Demonstrate respect for cultural differences, fairness, and ability to relate well with people from varied backgrounds, nationality, gender, ethnicity, race and religion.
- Understanding of diverse cultural views especially within West Africa, with sensitivity to group differences; ability to challenge bias and to practice tolerance and empathy.
- Ability to listen actively, consider people's concerns and apply judgement, tact, and diplomacy.
- Ability to work in a diverse and inclusive interactive environment that benefits from diverse strengths.
- Ability and responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to encourage, empower, and advocate for people in an unbiased and transparent manner.
- Knowledge of ECOWAS institutions, sectors, programmes and policies.
- Knowledge of ECOWAS internal operational requirements of programs, projects, services, and systems required to achieve work assignments and meet performance goals.
- Knowledge of rules and procedures of ECOWAS associated assigned responsibilities and ability to explain these clearly to others.
- Knowledge of the ECOWAS culture, structures and performance issues and priorities impacting assigned responsibilities.
- Knowledge of member states development trends, indicators, challenges, and opportunities as it relates to project/program assigned to own position.
- Ability to study data/information from a variety of sources, identify anomalies, trends and issues, present findings, and make recommendations
- Ability to break down problems or processes into key parts to identify and solve gaps in service, quality assurance, compliance, and performance targets.
- Knowledge of and ability to apply techniques to generate creative ideas and new approaches to meeting goals.
- Ability to use evidence and research to inform policies and programs and identify relevant and appropriate sources of information, including stakeholders, regional institutions and/or internal committees.
- Demonstrate operational computer proficiency using appropriate tools.

- Ability to make sound use of graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly and concisely in a succinct and organized manner through both writing and verbal means.
- Exhibit interpersonal skills, make presentations, express opinions, and debate ideas with others in a constructive manner.
- Proficiency in information communication technologies (ICT).
- Ability to develop, implement an individual action plan for achieving specific work goals.
- Identify, organize, and monitor tasks throughout to facilitate execution.
- Ability to contribute and/or lead on projects as per accepted project management standards and techniques, to co-ordinate contributions by others to set and meet deadlines
- Ability to organize work, set priorities, and work within timelines, giving attention to details, stakeholders, indicators, and risks.
- Ability to identify, collect and assess indicators to monitor performance and to take proactive remedial action as required.
- Fluency in oral and written expressions in one of the ECOWAS official languages of the Community (English, French & Portuguese). Knowledge of an additional one will be an added advantage.

VI. DURATION OF THE ASSIGNMENT

This assignment is for a period of one (1) year from the date of the signing of the contract and could be renewed upon satisfactory appraisal, and availability of funds.