

CCDG

CENTRE DE LA CEDEAO

POUR LE DEVELOPPEMENT DU GENRE



EGDC

ECOWAS GENDER

DEVELOPMENT CENTRE

Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Selection of individual Consultant
Selection Reference :	CCDG/BUDGET/2025/SCI/03
Subject :	Selection of an accounting assistant
Remuneration :	12 000 USD per year.
Date of publication :	04 February 2025
Deadline of Submission :	24 February 2025

February 2025

1. Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a Specialized Agency of the ECOWAS Commission, responsible for initiating and facilitating capacity building through evidence-based research, training and skills transfer, program development and management for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and safe community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS gender policy".

As part of the implementation of these activities and the strengthening of its human resources, the EGDC seeks to select a service provider for the position of **Accounting Assistant**.

2. Description of the Mission

2.1. Objective of the mission

Assist the Finance Department in accounting and financial resources management activities, in accordance with current accounting standards and procedures.

2.2. Description of tasks

The Service Provider will perform the following tasks:

- Prepare supporting documents for accounting settlements and other expenses ;
- Process advances, expenses, commitments and payments related to contracts in accordance with the Financial Regulations and ECOWAS financial procedures ;
- Ensure the timely recording of financial data and reconciliation of accounts ;
- Ensure the efficient filing and secure archiving of all supporting documents including related documents for review by internal and external auditors ;
- Verify financial documents such as invoices, memos on expenditure requests, contractual payment requests, provide appropriate explanations if necessary and forward them for approval/or subsequent execution;
- Prepare, analyze, evaluate information from financial reports, provide data and assistance to superiors on issues related to the improvement of financial operations ;
- Ensure the weekly, monthly and quarterly preparation of accounting reports;
- Ensure compliance with applicable regulations and the regular preparation of these reports;
- Management of petty cash;
- Budget monitoring;
- Entry of bank statements;

- Draft bank transfer letters;
- All accounting tasks assigned by the hierarchy following ECOWAS procedures;
- Carry out any other tasks assigned to him by his hierarchy.

3. Profile et experience

The candidate sought must meet the following criteria:

3.1. General qualifications :

- Have at least a Bachelor's degree in accounting, finance, auditing or any other degree in related fields.
- Finance, auditing or any other similar diploma

3.2. Experiences

- Have good experience in keeping accounting journals and books in an accounting department ;
- Have a good accounting organization for a better result;
- Experience in a specialized ECOWAS institution/agency would be an asset;
- Have a good accounting organization for a better result;
- Experience in a project funded by international donors would also be an asset;

3.3. Skills

- Proficiency in the use of computers, including software: Word, Excel, Power Point,
- Good command of the ECOLINK and SAP system;
- Knowledge of international accounting standards and tax regulations;
- Experience in preparing financial statements and budget reports;
- Fluency in oral and written expression in one of the official languages of the ECOWAS Community (English, French and Portuguese). Knowledge of another language would be an added advantage.

3.4. Abilities et qualities

- Ability to work under pressure and have a good team spirit;
- Ability to maintain good interprofessional relations;
- Ability to work in a multicultural environment such as that of ECOWAS.

4. General conditions of services

4.1. Key skills concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural points of view, particularly those of West African nationals, and take into account differences between groups;
- Be able to combat prejudices and practice tolerance and empathy;
- Master ECOWAS rules and procedures in terms of assigned responsibilities and be able to explain them clearly to other actors;

- Have the ability to transmit information in a clear and concise, succinct and organized manner, both in writing and verbally;

4.2. Location, duration and start of the mission

- The service provider will be based in Dakar, Senegal at the ECOWAS Gender Development Centre;
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the performance of the service provider following a satisfactory evaluation;
- The positions are full-time;
- The service provider is required to refrain from any situation that could put him/her in conflict of interest within the framework of the mission assigned to him/her.

5. Selection criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

6. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (1 page);
- A recent curriculum vitae detailing professional experience and similar missions (**maximum 3 pages, in the format attached in the appendix**);
- Three professional references (First and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contact)
- Certified copy of the highest diploma;
- Copy of certificates of work or service rendered, listed in the curriculum vitae

7. Submission of applications

- Deadline for receipt of applications: **February 24, 2025 at 5:00 p.m. GMT.**
- Submission links: applications will be submitted by downloading to the address:

https://giabagroupe-my.sharepoint.com/:f/g/personal/ict_giaba_org/EjFe4S6OZIBEkr2FpiQVodEB0mby7HNrqLzLZitIApmd5Q

- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI03] Accounting Assistant”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____ telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification:

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

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EGDC
ECOWAS GENDER
DEVELOPMENT CENTRE

Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Selection of individual Consultant
Selection Reference :	EGDC/BUDGET/2025/SCI/04
Subject :	Selection of a procurement assistant
Remuneration :	12 000 USD per year.
Date of publication :	04 February 2025
Deadline of Submission :	24 February 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a Specialized Agency of the ECOWAS Commission, responsible for initiating and facilitating capacity building through evidence-based research, training and skills transfer, program development and management for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and safe community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS gender policy".

As part of the implementation of these activities and the strengthening of human resources, the EGDC seeks to select a service provider for the position of **Procurement Assistant**.

1. Description of the Mission

1.1. Objective of the mission

Participation in the management of procurement operations of ECOWAS entities supported by the ECOWAS Administration and Finance Pool in Dakar.

1.2. Description of tasks

The Service Provider will perform the following tasks:

- Recording and monitoring of the various purchase requests;
- Assisting/Entering the various requisitions in the MM Module of the SAP software;
- Assisting in the development and updating of the procurement plan
- Drafting of service offers;
- Preparing files in response to calls for tender;
- Participating in the opening sessions of offers and proposals;
- Drafting of contracts;
- Drafting of the various notices and monitoring of their publications;
- Drafting of letters and memos to control compliance with the various stages of procurement;
- Drafting and analyzing the various bid opening reports, bid evaluation reports;
- Identifying and managing the various services related to the organization of workshops and conferences;
- Document review prior to examining a request for an opinion on a market;
- Filing of all documents concerning the procurement process (tender files and notices, requests for no objection, bidders' proposals, minutes of the meetings of the Procurement Commission, correspondence, etc.);

- Recording, monitoring and transmission of invoices to the financial department;
- Reconciliation of invoices received and payments made;
- Monitoring of contracts;
- Assisting staff on matters relating to the SAP/Ecolink system;
- Carrying out any other tasks assigned to him by his hierarchy.

2. Profile and experiences

The candidate sought must meet the following criteria:

2.1. General qualifications:

- Have at least a Bachelor's degree in business administration, procurement, law, project management, economics, or any other degree in related fields.

2.2. Experiences

- Have at least one (01) year of professional experience in administration and procurement, relevant professional internships will be taken into account in the evaluation of candidates' experience;
- Have a good knowledge of ECOWAS procurement procedures would be an asset;
- Have a good experience in using the SAP system/Module (MM and TVM) would be an asset;
- Have a good experience in the management and organization of workshops and conferences.
- Experience in an ECOWAS specialized institution/agency/or a project funded by international donors would be an asset;

2.3. Skills

- Have a solid knowledge of procurement in general, and the rules of procurement procedures of international, public institutions and Technical and Financial Partners;
- Good knowledge of the market of service providers in support of meetings and conferences;
- Have good writing skills;
- Good communication and teamwork skills;
- Good command of Microsoft Excel, Word Power Point software;
- Have mastery of procurement software;
- Knowledge of the MM (Materials Management) module of SAP software would be an asset
- Having mastery of one of the three working languages of ECOWAS (English, French, Portuguese) is required. Good linguistic knowledge (written and oral) of a second working language of the Commission would be an asset.

2.4. Abilities et qualities

- Ability to work under pressure and have a good team spirit;
- Ability to maintain good interprofessional relations;
- Ability to work in a multicultural environment such as that of ECOWAS.

3. General Conditions of services

3.1. Key skills concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural points of view, particularly those of West African nationals, and take into account differences between groups;

- Be able to combat prejudices and practice tolerance and empathy;
- Master ECOWAS rules and procedures in terms of assigned responsibilities and be able to explain them clearly to other actors;
- Have the ability to transmit information in a clear and concise, succinct and organized manner, both in writing and verbally;

3.2. Location, duration and start of the mission

- The service provider will be based in Dakar, Senegal at the ECOWAS Gender Development Centre;
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the performance of the service provider following a satisfactory evaluation;
- The positions are full-time;
- The service provider is required to refrain from any situation that could put him/her in conflict of interest within the framework of the mission assigned to him/her.

4. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (1 page);
- A recent curriculum vitae detailing professional experience and similar missions (**maximum 3 pages, in the format attached in the appendix**);
- Three professional references (First and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contact)
- Certified copy of the highest diploma;
- Copy of certificates of work or service rendered, listed in the curriculum vitae

5. Selection Criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

6. Submission of applications

- Deadline for receipt of applications: **February 24, 2025 at 5:00 p.m. GMT.**
- Submission links: applications will be submitted by downloading to the address:
https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/EuaRn5N3NJVOu3yoZeFsEM0B7WEuikt79gCcKiHc2IIYpA
- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI04] Procurement Assistant”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____ telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
<i>April 2015 at</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

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Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Method of selection :	Selection of Individual Consultant
Selection reference :	EGDC/BUDGET/2025/SCI/05
Subject:	Selection of an IT Assistant for the EGDC.
Compensation:	12 000 USD per year.
Date of Publication :	February 04, 2025
Deadline of Submission :	February 24, 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on May 28, 1975. It is composed of the following fifteen (15) member states: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

The ECOWAS Centre for Gender Development (EGDC) was established in 2003 as a specialized agency of the ECOWAS Commission, tasked with initiating and facilitating capacity building through evidence-based research, training and skills transfer, the development and management of programs for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and secure community where men and women have equal opportunities to participate, decide, control, and benefit from all development initiatives. It is mandated to "work with member states to ensure the effective implementation of ECOWAS gender policy."

As part of the implementation of these activities and the strengthening of its human resources, the EGDC seeks to select a service provider for the position of **IT Assistant**.

1. Description of the Mission

1.1. Objective of the mission

Assist the IT Department in the maintenance activities of the website, web applications, ensuring IT security, as well as IT and office equipment.

1.2. Description of tasks

The Service Provider will perform the following tasks :

- Ensure the daily technical maintenance of the website, implementing EGDC standards in terms of design;
- Ensure the compatibility of web pages with browsers;
- Maintain and develop web applications and manage the ECOGO system;
- Ensure that the website is user-friendly and allow the communication team to regularly update all its content;
- Maintain computer, office, and telephone system equipment;
- Manage the messaging system (intranet and internet)
- Manage IT needs during conferences and official events organized by the EGDC (online meeting);
- Assist in managing IT security;
- Perform any other related tasks that may be assigned by the IT manager

2. Profile and experiences

The candidate sought must meet the following criteria:

2.1. General Qualifications :

- Have at least a Bachelor's degree in computer science, or any other similar degree;

- Any additional certification in information systems management or cybersecurity will be an asset.

2.2. Experiences

- Have at least one (1) year of professional experience in the management and maintenance of computer systems, including the management of websites and online applications; relevant professional internships will be considered in the evaluation of candidates' experience;
- Having good experience in maintaining journals and accounting books in an accounting department;
- Have good experience in managing messaging systems and collaboration tools;
- Have good experience in the maintenance and development of web applications;
- Having good experience in managing IT and office equipment
- Having good experience in IT security management.

2.3. Skills

- Master the use of the computer, particularly the software: Word, Excel, PowerPoint,
- Technical skills in web development (HTML, CSS, JavaScript, PHP, etc.) and database management;
- Knowledge in server management, cybersecurity (antivirus, firewall, backups);
- Experience in using and managing content management systems (CMS) like WordPress, Joomla, etc.
- Proficiency in oral and written expression in one of the official languages of the ECOWAS Community (English, French, and Portuguese). Knowledge of another language would be an additional asset.

2.4. Abilities and qualities

- Be able to work under pressure and having a good team spirit
- Be able to maintain good inter-professional relationships;
- Have the ability to work in a multicultural environment like that of ECOWAS.

3. General conditions of services

3.1. Key skills concerning ECOWAS

- Being able to draw inspiration from the Code of Ethics to manage oneself, others, information, and resources ;
- Understand the various cultural perspectives, particularly those of West African nationals, and take into account the differences between the groups ;

- Being able to fight against prejudice and practice tolerance and empathy ;
- Master the rules and procedures of ECOWAS regarding assigned responsibilities and be able to explain them clearly to other stakeholders ;
- Have the ability to convey information clearly and concisely, succinctly and organized, both in writing and verbally ;

3.2. Location, Duration and start of the mission

- The service provider will be based in Dakar, Senegal, at the ECOWAS Gender Development Center.
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the provider's performance following a satisfactory evaluation;
- The positions are full time;
- The service provider is required to refrain from any situation that could put them in a conflict of interest within the scope of the mission assigned to them.

4. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (**1 page**);
- A recent curriculum vitae detailing professional experience and similar assignments (**maximum 3 pages, in the attached format**);
- Three professional references (Names and surnames, current positions, positions at the time of collaboration with the Consultant, email, and phone contact)
- Certified copy of the highest degree;
- Copy of work or service certificates listed in the curriculum vitae

5. Selection Criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation Criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Mastery of the official languages of ECOWAS	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

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https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/EuGX_C4zPhpEn55h1Ysn_d64Blb77JyQB3ahuNZce971abQ
- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI05] IT Assistant”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email: _____ telephone: _____]</i>

Education: *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references: Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

CCDG

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ECOWAS GENDER

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Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Center (EGDC)
Method of selection :	Selection of Individual Consultant
Selection reference :	EGDC/BUDGET/2025/SCI/06
Subject:	Selection of an Anglophone Program Assistant for the EGDC
Compensation :	12 000 USD per year.
Date of publication :	February 04, 2025
Deadline of Submission:	February 24, 2025

February, 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on May 28, 1975. It is composed of the following fifteen (15) member states: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

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Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and secure community where men and women have equal opportunities to participate, decide, control, and benefit from all development initiatives. It is mandated to "work with member states to ensure the effective implementation of ECOWAS gender policy."

As part of the implementation of these activities and the strengthening of its human resources, the EGDC seeks to select a service provider for the position of **Anglophone Program Assistant**.

Description of the Mission

1.1. Objective of the mission

Assist the Programs Department in activities related to the planning and implementation of EGDC programs and projects in ECOWAS member states.

1.2. Description of tasks

The Service Provider will perform the following tasks :

- Draft terms of reference, invitation letters, and reports for internal meetings;
- Assist the program unit in drafting technical documents in English for the programs and projects implemented by the EGDC;
- Assist the program unit in preparing administrative correspondence;
- Prepare the logistical needs for the organization of all activities;
- Perform the administrative and technical tasks assigned to them by the EGDC Programs unit;
- Prepare documents in English for internal and external meetings of the program division;
- Ensure liaison and follow-up of correspondence with English-speaking member states for program activities ;
- Assist with administrative needs during activities, meetings, and workshops ;
- Maintain a database of participants in program meetings;
- Ensure the implementation of a comprehensive archiving system for the programs division;
- Assist in the preparation of speeches, letters, and other relevant documents required by the program division ;

- Establish a database of partners and stakeholders involved in the activities of the programs division ;
- Update the list of English-speaking focal points in the Member States;
- Monitoring the transmission of correspondence between the focal points of English-speaking member states and the EGDC;
- Perform any other tasks assigned to him by his superiors;

2. Profile and experience

The candidate sought must meet the following criteria:

2.1. General Qualifications :

- Have at least a Bachelor's degree in public health (MPH), social sciences, or any other degree in related fields.

2.2. Experiences

- Have at least one (1) year of professional experience in assisting with programs and projects; relevant professional internships will be considered in the evaluation of candidates' experience;
- Having good experience in developing technical program documents;

2.3. Skills

- Master the use of the computer, particularly the software: Word, Excel, PowerPoint,
- Ability to prepare reports, minutes, and memos;
- Proficiency in oral and written expression in one of the official languages of the ECOWAS Community (English, French, and Portuguese). Knowledge of another language would be an additional asset.

2.4. Abilities and qualities

- Being able to work under pressure and having a good team spirit
- Being able to maintain good inter-professional relationships;
- Have the ability to work in a multicultural environment like that of ECOWAS.

3. General conditions of services

3.1. Key skills concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information, and resources ;
- Understand the various cultural perspectives, particularly those of West African nationals, and take into account the differences between the groups ;
- Be able to fight against prejudice and practice tolerance and empathy ;

- Master the rules and procedures of ECOWAS regarding assigned responsibilities and be able to explain them clearly to other stakeholders ;
- Have the ability to convey information clearly and concisely, succinctly and organized, both in writing and verbally ;

3.2. Location, Duration and start of the mission

- The service provider will be based in Dakar, Senegal, at the ECOWAS Gender Development Center.
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the provider's performance following a satisfactory evaluation;
- The positions are full time;
- The service provider is required to refrain from any situation that could put them in a conflict of interest within the scope of the mission assigned to them.

4. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (**1 page**);
- A recent curriculum vitae detailing professional experience and similar assignments (**maximum 3 pages, in the attached format**);
- Three professional references (Names and surnames, current positions, positions at the time of collaboration with the Consultant, email, and phone contact)
- Certified copy of the highest degree;
- Copy of work or service certificates listed in the curriculum vitae.

5. Selection Criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation Criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

6. Submission of applications

- Deadline for receipt of applications: **February 24, 2025 at 5:00 p.m. GMT.**
- Submission links: applications will be submitted by downloading to the address:

https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/Eu0trzzYhAdElvdn6mCwe4YByUfJn3jNnyKobFP2yCfBMA

- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI06] Program Assistant Anglophone”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant: : [email:_____ telephone:_____]</i>

Education: *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
<i>April 2015 at</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references: Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

CCDG

CENTRE DE LA CEDEAO

POUR LE DEVELOPPEMENT DU GENRE



EGDC

ECOWAS GENDER

DEVELOPMENT CENTRE

Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Selection of individual Consultant
Selection Reference :	EGDC/BUDGET/2025/SCI/07
Subject :	Selection of a Francophone programme assistant
Remuneration :	12 000 USD per year.
Date of publication :	04 February 2025
Deadline of Submission:	24 February 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a Specialized Agency of the ECOWAS Commission, responsible for initiating and facilitating capacity building through evidence-based research, training and skills transfer, program development and management for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and safe community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS gender policy".

As part of the implementation of these activities and the strengthening of its human resources, the EGDC seeks to select a service provider for the position of **Francophone Programme Assistant**.

1. Description of the Mission

1.1. Objective of the mission

Participation in the management of procurement operations of ECOWAS entities supported by the ECOWAS Administration and Finance Pool in Dakar.

1.2. Description of tasks

The Service Provider will perform the following tasks:

- Assist in the administrative management of the Programmes Unit;
- Support the implementation of the Fistula Programme;
- Assist in the implementation of the project for the construction of the sanitary napkin manufacturing unit for young girls, fistula victims and the elderly;
- Draft terms of reference, invitation letters and reports of internal meetings;
- Prepare working documents for internal and external meetings of the Programmes Division;
- Assist in the liaison and monitoring of internal and external correspondence for programme activities;
- Assist in managing and organizing administrative activities for programme meetings;
- Maintain a database of participants in programme meetings;
- Ensure a comprehensive filing system for Programmes Division files;
- Assist in the preparation of periodic reports of the Programmes Division, drafting of minutes of meetings, speeches, letters and other relevant documents as required by the Division;
- Assist in updating the lists of focal points in the Member States;
- Ensure monitoring of the transmission of correspondence between the Focal Points in the Member States and the CCDG;
- Establish a database of partners and other stakeholders involved in the activities of the programs;
- Carry out any other tasks assigned to him by his hierarchy.

1.3. Profile et experience

The candidate sought must meet the following criteria:

1.4. General qualifications :

- Have at least a Bachelor's degree in social sciences, administration, project management, Audit or any other diploma in related fields.

1.5. Experiences

- Have at least one (1) year of professional experience in Program Assistance, relevant professional internships will be taken into account in the evaluation of candidates' experience;

1.6. Skills

- Proficiency in the use of computers, including software: Word, Excel, Power Point;
- Knowledge of gender concepts and analyses and regional gender instruments;
- Knowledge in the preparation of reports, minutes, memoranda;
- Fluency in oral and written expression in one of the official languages of the ECOWAS Community (English, French and Portuguese). Knowledge of another language would be an added advantage..

1.7. Abilities et qualities

- Ability to work under pressure and have a good team spirit;
- Ability to maintain good interprofessional relations;
- Ability to work in a multicultural environment such as that of ECOWAS.

2. General Conditions of services

2.1. Key skills concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural points of view, particularly those of West African nationals, and take into account differences between groups;
- Be able to combat prejudices and practice tolerance and empathy;
- Master ECOWAS rules and procedures in terms of assigned responsibilities and be able to explain them clearly to other actors;
- Have the ability to transmit information in a clear and concise, succinct and organized manner, both in writing and verbally;

2.2. Location, duration and start of the mission

- The service provider will be based in Dakar, Senegal at the ECOWAS Gender Development Centre;
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the performance of the service provider following a satisfactory evaluation;
- The positions are full-time;
- The service provider is required to refrain from any situation that could put him/her in conflict of interest within the framework of the mission assigned to him/her.

3. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (1 page);
- A recent curriculum vitae detailing professional experience and similar missions (**maximum 3 pages, in the format attached in the appendix**);
- Three professional references (First and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contact)
- Certified copy of the highest diploma;

4. Selection Criteria

Applications will be evaluated based on the following criteria:

N°	Evaluation criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

5. Submission of applications

- Deadline for receipt of applications: **February 24, 2025 at 5:00 p.m. GMT.**
- Submission links: applications will be submitted by downloading to the address:
- https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/Eu6da3kkvMZMlzXfsCnH7ZABXfIAFuoDWtnN73Iij4BAYg
- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI07] Francophone programme assistant”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

CCDG

CENTRE DE LA CEDEAO

POUR LE DEVELOPPEMENT DU GENRE



EGDC

ECOWAS GENDER

DEVELOPMENT CENTRE

Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Selection of individual Consultant
Selection Reference :	EGDC/BUDGET/2025/SCI/08
Subject :	Selection of a Monitoring and Evaluation Assistant
Remuneration :	12 000 USD per year.
Date of publication :	04 February 2025
Deadline of Submission:	24 February 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a Specialized Agency of the ECOWAS Commission, responsible for initiating and facilitating capacity building through evidence-based research, training and skills transfer, program development and management for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and safe community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS gender policy".

As part of the implementation of these activities and the strengthening of its human resources, the EGDC seeks to select a service provider for the position of **Monitoring and Evaluation Assistant**.

1. Description of the Mission

1.1. Objective of the mission

Assist the Planning, Research, Monitoring and Evaluation Department in the implementation of activities and ensure appropriate collection and analysis of monitoring and evaluation data to assess the impact of the Centre's initiatives.

1.2. Description of tasks

The Service Provider will perform the following tasks:

- Prepare supporting documents for accounting regulations and other expenses;
- Participate in the preparation of the quarterly and annual work plans of the CCDG;
- Contribute to the regular updating of the quarterly and annual work plans;
- Assist in the production of quarterly monitoring reports and annual performance of the Center;
- Contribute to the development of the implementation program of the CCDG Strategic Plan 2023-2027;
- Assist in the implementation of the ECOWAS Gender Observatory Tool (ECOGO);
- Assist in data collection, analysis and reporting on the implementation of programs and activities, based on performance indicators established using the CCDG data collection tools;
- Assist in drafting the technical documents of the Analytical Study on the Identification of Discriminatory Provisions in Gender Matters and Gender Equality Gaps in the National Laws of ECOWAS Member States;
- Contribute to the monitoring missions of CCDG programs, projects and activities in Member States;
- Coordinate meetings and events related to planning and research initiatives;
- Carry out any other tasks assigned by the Planning, Research, Monitoring and Evaluation Officer;
- Carry out any other tasks assigned to him by his hierarchy.

2. Profile and experience

The candidate sought must meet the following criteria:

2.1. General qualifications :

- Have at least a Bachelor's degree in economics, business administration, project management, social sciences or any other diploma in related fields.

2.2. Experiences

- Have at least one (1) year of professional experience in planning, monitoring and evaluation, research and project management, relevant professional internships will be taken into account in the evaluation of candidates' experience;
- Have experience in data analysis (qualitative and quantitative) and in writing evaluation reports;

2.3. Skills

- Proficiency in the use of computers including software: Word, Excel, Power Point,
- Good understanding of monitoring and evaluation concepts including the project life cycle, outputs/outcomes/impacts/interventions of the results chain and the ability to understand and interpret the monitoring and evaluation results framework.
- Good basic understanding of sampling techniques and survey methodology commonly used for qualitative and quantitative methods
- Knowledge of different strategies to improve data quality during the data collection and entry phase.
- • Understanding of basic statistics – central tendency and measures of spread, programming and data analysis using programs such as SAS, SPSS, EpiSInfo, STATA or others.
- • Fluency in oral and written expression in one of the official languages of the ECOWAS Community (English, French and Portuguese). Knowledge of another language would be an added advantage.

2.4. Abilities and qualities

- Ability to work under pressure and have a good team spirit;
- Ability to maintain good interprofessional relations;
- Ability to work in a multicultural environment such as that of ECOWAS.

3. General Conditions of services

3.1. Keys skills concerning ECOWAS

- Be able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understand diverse cultural points of view, particularly those of West African nationals, and take into account differences between groups;
- Be able to combat prejudices and practice tolerance and empathy;
- Master ECOWAS rules and procedures in terms of assigned responsibilities and be able to explain them clearly to other actors;
- Have the ability to transmit information in a clear and concise, succinct and organized manner, both in writing and verbally;

3.2. Location, duration and start of the mission

- The service provider will be based in Dakar, Senegal at the ECOWAS Gender Development Centre;
- The duration of the mission is one year with the possibility of renewal depending on the availability of funds and the performance of the service provider following a satisfactory evaluation;
- The positions are full-time;
- The service provider is required to refrain from any situation that could put him/her in conflict of interest within the framework of the mission assigned to him/her.

1. Composition of the file

The application file must include;

- A letter of expression of interest, including the availability period (1 page);
- A recent curriculum vitae detailing professional experience and similar missions (**maximum 3 pages, in the format attached in the appendix**);
- Three professional references (First and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contact)
- Certified copy of the highest diploma;
- Copy of certificates of work or service rendered, listed in the curriculum vitae

2. Selection Criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation criteria	Rating scale
I	Qualification (training and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification mark is 70 points out of 100, a shortlist of the 03 best candidates will be established and the pre-selected candidates will be invited for interviews.

3. Submission of applications

- Deadline for receipt of applications: **February 24, 2025 at 5:00 p.m. GMT.**
- Submission links: applications will be submitted by downloading to the address:
- https://giabagroupe-my.sharepoint.com/:f/g/personal/ict_giaba_org/EiS7DgVm0c1KsuW0sN8ZFhkBjdm2azMpcfek6tO3zjPjA
- **Application format: the application must be in the form of a single PDF file**
- **Specify in the Subject: “[SCI08] Monitoring and Evaluation Assistant”**
- **The EGDC reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained

Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

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CENTRE DE LA CEDEAO
POUR LE DEVELOPPEMENT DU GENRE



EGDC
ECOWAS GENDER
DEVELOPMENT CENTRE

Selection of service provider

NOTICE OF EXPRESSION OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Selection of individual Consultant
Selection Reference :	EGDC/BUDGET/2025/SCI/009
Subject :	Selection of Front Desk Assistant
Remuneration :	12 000 USD per year
Date of Publication :	February 04 2025
Deadline of Submission :	February 24 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on 28 May 1975. It is composed of the following fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a Specialized Agency of the ECOWAS Commission, responsible for initiating and facilitating capacity building through evidence-based research, training and skills transfer, program development and management for women and men in the public and private sectors to address gender equality and women's empowerment issues in ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, the mission of the EGDC is to transform West Africa into a just and safe community in which men and women have equal opportunities to participate, decide, control and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS gender policy".

As part of its activities and to strengthen its human resources, EGDC seeks to recruit a service provider for the position of **Front Desk Assistant**.

1. Mission Description

1.1 Mission Objective

Assist the Administration Department in activities involving interactions with suppliers and partners, either in person or by phone. Additionally, the assistant will help organize the Centre's working documents.

1.2 Duties and Responsibilities

- Welcome visitors
- Organize and manage appointments
- Track the schedules of hierarchical superiors
- Handle telephone calls
- Assist in managing the Director's schedule and agenda
- Manage mail (reception, sorting, and distribution)
- Assist in setting up the EGDC meeting room
- Ensure office supply procurement
- Create a document filing system
- Manage incoming and outgoing documents, including archiving letters
- Supervise the cleanliness and organization of the reception area
- Maintain an internal directory
- Perform administrative and/or logistical errands when necessary
- Undertake any other necessary tasks
- Perform any other duties assigned by the hierarchy

2. Profile and Experience

2.1 General Qualifications:

- Hold at least a Technical Diploma in Secretarial Studies, Business Administration, Hospitality, Commerce, Marketing, or any related field.

2.2 Experiences:

- Minimum of one (1) year of professional experience as a receptionist within an organization; relevant professional internships will be considered in the evaluation.
- Experience in receptionist duties
- Experience in public relations management

2.3 Skills:

- Proficiency in computer use, particularly Word, Excel, and PowerPoint
- Experience in drafting reports, minutes, and memorandum
- Proficiency in written and oral communication in one of the official ECOWAS languages (English, French, or Portuguese). Knowledge of another language is an additional asset.
- Strong organizational skills, interpersonal skills, and professional courtesy
- Welcoming and friendly demeanor
- Self-motivated, able to work autonomously, and capable of managing priorities
- Ability to work under pressure in a multicultural environment with high discretion

2.4 Abilities and Qualities:

- Ability to work under pressure and in a team environment
- Maintain good interprofessional relationships
- Ability to work in a multicultural environment like ECOWAS
-

3. General Service Conditions

3.1 Core ECOWAS Competencies:

- Adherence to the ECOWAS Code of Ethics for self-management, managing others, information, and resources
- Understanding various cultural perspectives, especially those of West African nationals, while considering group differences
- Ability to combat biases, practice tolerance, and demonstrate empathy
- Knowledge of ECOWAS rules and procedures related to assigned responsibilities and the ability to explain them clearly to others
- Ability to communicate information clearly, concisely, succinctly, and in an organized manner, both in writing and verbally

3.2 Location, Duration, and Start Date of the Mission

- The selected consultant will be based in Dakar, Senegal, at the ECOWAS Gender Development Centre
- The contract duration is one year, renewable based on available funding and the consultant's performance, evaluated satisfactorily
- The position is full-time
- The consultant must avoid any conflicts of interest that could arise during the assigned mission

4. Application Submission

Required Documents:

- A letter of expression of interest, including availability (one page)
- A recent, detailed curriculum vitae highlighting professional experience and similar assignments (maximum three pages, in the attached format)
- Three professional references (names, current positions, positions held during collaboration with the consultant, email, and phone contact)
- A certified copy of the highest diploma
- Copies of work or service certificates listed in the CV

5. Selection Criteria

Applications will be evaluated based on the following criteria:

N°	Evaluation criteria	Rating scale
I	Qualification (education and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification score is 70 out of 100. A shortlist of the top three candidates will be established, and preselected candidates will be invited for interviews.

6. Application Deadline and Submission

- **Deadline of the submission: February 24, 2025, at 5:00 PM GMT**
- **Submission Link: Applications must be uploaded at:**

https://giabagroupe-my.sharepoint.com/:f/g/personal/ict_giaba_org/EsyLsqBlLZZDqEm20zGR CjsBXlCDZuPWa6zAZp-l5zCsw

- **Format: Applications must be submitted as a single PDF file**
- **Subject Line: "SCI09- Front Desk Assistant"**

EGDC reserves the right to reject applications that do not meet submission requirements.

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained

Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

CCDG
CENTRE DE LA CEDEAO
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EGDC
ECOWAS GENDER
DEVELOPMENT CENTRE

Selection of service provider

NOTICE FOR EXPRESSIONS OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Individual Consultant Selection
Selection Reference:	EGDC/BUDGET/2025/SCI/010
Subject :	Selection of a Human Resources Assistant
Remuneration :	12 000 USD per year
Date of Publication:	February 04, 2025
Deadline of submission:	February 24, 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on May 28, 1975. It comprises fifteen (15) member states: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a specialized agency of the ECOWAS Commission. It is responsible for initiating and facilitating capacity-building through evidence-based research, training, skills transfer, and the development and management of programs for women and men in both the public and private sectors. This aims to address gender equality issues and women's empowerment within ECOWAS integration programs.

Based in Dakar and under the supervision of the Department of Human Development and Social Affairs of the ECOWAS Commission, EGDC's mission is to transform West Africa into a just and safe community where men and women have equal opportunities to participate, decide, control, and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of ECOWAS gender policy."

To support the implementation of its activities and strengthen its human resources, EGDC is seeking to select a service provider for the position of **Human Resources Assistant**.

1. Mission Description

1.1 Mission Objective

Assist the Human Resources Department in the daily management of HR affairs, including recruitment, personnel file management, contract administration, training and development, and supporting the implementation of HR policies.

1.2 Duties and Responsibilities

- Create, update, and archive personnel files
- Prepare employment contracts and amendments
- Monitor staff absences, leave, and attendance records
- Schedule interviews and follow up with candidates
- Facilitate onboarding and integration of new employees
- Respond to employee inquiries regarding HR matters
- Organize internal training and events
- Manage and track medical reimbursement requests with the Centre's health insurance provider
- Oversee employee benefits (insurance, bonuses, etc.)
- Maintain the integrity and confidentiality of HR files and records
- Ensure compliance with HR procedures and regulatory provisions
- Enter employee data into HR systems and update records for retirement purposes
- Disseminate HR-related information to employees
- Draft responses to internship and job inquiries
- Digitally organize employment and accreditation applications
- Perform any other duties assigned by the hierarchy

2. Profile and Experience

2.1 General Qualifications:

- Hold at least a Bachelor's degree in Human Resource Management or a related field.

2.2 Experiences:

- Minimum of one (1) year of professional experience in Human Resource Management; relevant professional internships will be considered in the evaluation.

2.3 Skills:

- Proficiency in using computer software, particularly Word, Excel, and PowerPoint
- Good knowledge of HR management software
- Proficiency in written and oral communication in one of the official ECOWAS languages (English, French, or Portuguese). Knowledge of another language is an additional asset.

2.4 Abilities and Qualities:

- Ability to work under pressure and in a team environment
- Maintain good interprofessional relationships
- Ability to work in a multicultural environment like ECOWAS

3. General Service Conditions

3.1 Core ECOWAS Competencies:

- Adherence to the ECOWAS Code of Ethics for self-management, managing others, information, and resources
- Understanding various cultural perspectives, especially those of West African nationals, while considering group differences
- Ability to combat biases, practice tolerance, and demonstrate empathy
- Knowledge of ECOWAS rules and procedures related to assigned responsibilities and the ability to explain them clearly to others
- Ability to communicate information clearly, concisely, succinctly, and in an organized manner, both in writing and verbally

3.2 Location, Duration, and Start Date of the Mission

- The selected consultant will be based in Dakar, Senegal, at the ECOWAS Gender Development Centre
- The contract duration is one year, renewable based on available funding and the consultant's performance, evaluated satisfactorily
- The position is full-time
- The consultant must avoid any conflicts of interest that could arise during the assigned mission

4. Application Submission

Required Documents:

1. Constitution du dossier

- A letter of expression of interest, including availability (one page)
- A recent, detailed curriculum vitae highlighting professional experience and similar assignments (maximum three pages, in the attached format)
- Three professional references (names, current positions, positions held during collaboration with the consultant, email, and phone contact)
- A certified copy of the highest diploma
- Copies of work or service certificates listed in the CV

5. Selection Criteria

Applications will be evaluated based on the following criteria:

N°	Evaluation criteria	Rating scale
I	Qualification (education and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification score is 70 out of 100. A shortlist of the top three candidates will be established, and preselected candidates will be invited for interviews.

6. Application Deadline and Submission

- **Deadline of the submission:** February 24, 2025, at 17:00 GMT
- **Submission Link:** Applications must be uploaded at:

https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/Erwl9SmoSP5Lh3yC82HAyYkBGGhtQhpxWky0B_DC-fbB0w

- **Format:** Applications must be in a **single PDF file**
- **Subject Line:** "SCI010- Human Resources Assistant"

EGDC reserves the right not to consider applications that do not meet the submission requirements.

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email: _____ telephone: _____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained
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Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date

CCDG

CENTRE DE LA CEDEAO

POUR LE DEVELOPPEMENT DU GENRE



EGDC

ECOWAS GENDER

DEVELOPMENT CENTRE

Selection of service provider

NOTICE FOR EXPRESSIONS OF INTEREST

Agency	ECOWAS Gender Development Centre (EGDC)
Selection Method :	Individual Consultant Selection
Selection Reference :	CCDG/BUDGET/2025/SCI/011
Subject :	Selection of an Administrative Assistant
Remuneration:	12 000 USD per year
Date of Publication :	February 04 2025
Deadline of Submission :	February 24 2025

February 2025

Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was established on May 28, 1975. It comprises fifteen (15) Member States: Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

The ECOWAS Gender Development Centre (EGDC) was established in 2003 as a specialized agency of the ECOWAS Commission. It is responsible for initiating and facilitating capacity building through data-driven research, training, skills transfer, and the development and management of programs for both women and men in the public and private sectors. The aim is to address gender equality and women's empowerment within ECOWAS integration programs.

Located in Dakar and operating under the Department of Human Development and Social Affairs of the ECOWAS Commission, EGDC's mission is to transform West Africa into a fair and safe community where men and women have equal opportunities to participate, make decisions, control, and benefit from all development initiatives. Its mandate is to "work with Member States to ensure the effective implementation of the ECOWAS Gender Policy."

As part of its activities and to strengthen its human resources, EGDC seeks to recruit a service provider for the position of **Administrative Assistant**.

1. Mission Description

1.1 Objective of the Mission

To provide administrative and logistical support, as well as assist with activities organized by EGDC.

1.2 Duties and Responsibilities

The service provider will be responsible for the following tasks:

- Handling correspondence: drafting, follow-up, and filing management
- Managing official email messages
- Handling incoming and outgoing official mail
- Managing and directing phone calls
- Drafting necessary correspondence for the Centre
- Translating correspondence and documents from English to French or vice versa
- Disseminating information regarding special events involving the team and office organization
- Assisting in the preparation of relevant documentation for meetings, workshops, and briefings
- Managing office supply inventories and ensuring monthly validation of stock tracking sheets by the Administrative and Financial Manager
- Summarizing documents as directed
- Preparing meeting reports and distributing agendas and memos per instructions
- Assisting in coordinating the logistical aspects of Centre meetings
- Managing vehicle movement, including scheduling, maintenance, logbooks, and fuel vouchers
- Performing any other tasks assigned by the hierarchy.

2. Profile and Experiences

2.1 General Qualifications:

- At least a Bachelor's degree in secretarial studies, administration, or related fields.

2.2 Experiences:

- At least one (1) year of professional experience in administration and logistics (relevant internships will be considered).
- Experience in documentation management and event organization.

2.3 Skills:

- Proficiency in standard software such as Word, Excel, Access, PowerPoint, and Outlook.
- Familiarity with event or project management software (e.g., Microsoft Project or Trello).
- Fluency in one of the official ECOWAS languages (English, French, or Portuguese); knowledge of an additional language is an asset.
- Strong organizational skills, professionalism, and courteous behavior.

2.4 Abilities and Qualities:

- Ability to work under pressure and within a team
- Capacity to maintain good interprofessional relationships
- Ability to work in a multicultural environment like ECOWAS
- Welcoming demeanor
- Motivation, autonomy, and ability to manage priorities
- High level of discretion

3. General Conditions of Service

3.1 Core ECOWAS Competencies

- Adherence to the Code of Ethics for self-management, management of others, information, and resources
- Understanding of diverse cultural perspectives, particularly those of West African nationals
- Ability to counter biases and practice tolerance and empathy
- Knowledge of ECOWAS rules and procedures relevant to assigned responsibilities
- Capacity to communicate information clearly and concisely, both in writing and verbally

3.2 Location, Duration, and Start of the Mission

- The service provider will be based in Dakar, Senegal, at the ECOWAS Gender Development Centre
- The mission duration is one year, renewable based on available funding and satisfactory performance evaluation
- The position is full-time
- The service provider must avoid any conflict of interest related to the assigned mission

4. Application Submission

Required Documents:

- A letter of interest including availability (1 page)
- A detailed and recent CV highlighting professional experience and similar missions (max. 3 pages, using the attached format)
- Three professional references (Name, Current Position, Position at the time of collaboration, Email, and Phone Contact)
- Certified copy of the highest degree obtained
- Copies of work or service certificates listed in the CV

5. Selection Criteria

The evaluation of the applications will be carried out on the basis of the following evaluation criteria and rating scales:

N°	Evaluation criteria	Rating scale
I	Qualification (education and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in ECOWAS official languages	5
	TOTAL MARKS	100 Points

The minimum qualification score is 70 out of 100. A shortlist of the top three candidates will be established, and preselected candidates will be invited for interviews.

6. Submission of applications

- **Deadline of the submission: February 24, 2025, at 5:00 PM GMT**
- **Submission Link:** Applications must be uploaded at:

https://giabagroupe-my.sharepoint.com/:f:/g/personal/ict_giaba_org/Ev3XJ2gN7gVMnsWecMJ4MXEBRWD C8tX4MNtnzpytJCprzQ

- **Format:** Applications must be submitted as a **single PDF file**
- **Subject Line:** "SCI11- Administrative Assistant"

EGDC reserves the right to reject applications that do not meet submission requirements.

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Notice:	<i>[Insert the reference of the Notice]</i>
Title of the Position :	<i>[Préciser l'intitulé complet]</i>
Name of the service provider:	<i>[Name and surname of the candidate]</i>
Date of birth:	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert the country]</i>
Address/ Contact/ Telephone	<i>Renseignements pour contact Information to contact the consultant:: [email:_____telephone:_____]</i>

Education : *[Summarize university and other specialized education completed, indicating the name of the school or university, years of study and degrees obtained, starting with the most recent degree.]*

Name of School or University	Years of Study	Degrees Obtained

Work Experience Relevant to the Services: *[List employment held since graduation, in reverse chronological order, starting with the current position; for each, provide dates, employer, professional title of employee and place of work; for employment in the last ten years, further specify the type of work performed and provide, where applicable, names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer name, professional title/position held. Contact information for references	Country	Country Summary of activities performed, related to the Services
<i>[e.g. May 2015 – present]</i>	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		
April 2015 at	<i>[E.g. ex. Ministry of _____, Advisor/Consultant for _____. For references : Tel. _____ / Email _____, Mr. Name and Surname, [Position]</i>		

Professional Association Memberships: _____

Languages Spoken (indicate only the languages in which you can work): _____

Certification :

I, the undersigned, certify that this CV accurately describes me, as well as my qualifications and professional experience. Any false declaration or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant Name

Signature

Date