



## **SELECTION OF AN INDIVIDUAL CONSULTANT**

### **REQUEST FOR EXPRESSION OF INTEREST**

SELECTION OF AN INDIVIDUAL CONSULTANT FOR THE DESIGN, DEVELOPMENT, DEPLOYMENT AND OPERATIONALIZATION OF THE DIGITAL ECOSYSTEM OF THE ECOWAS GENDER DEVELOPMENT CENTER.

Reference: EGDC/BUDGET/2025/SCI/012  
Publication date: 03 February 2025  
Deadline for submission: 24 February 2025 à 17h00 GMT

#### **I. Context**

The Economic Community of West African States (ECOWAS), represented by The ECOWAS Gender Development Centre (EGDC), plans to finance from its 2025 budget a mission relating to the revamping of the EGDC website. In order to conduct this study, the ECOWAS Gender Development Centre (EGDC), intends the recruitment of an Individual Consultant who will be responsible for the design, development, deployment and operationalization of the digital ecosystem of the ECOWAS gender development center.

#### **II. Goals**

As part of its vision for greater gender equality, the EGDC is undertaking the development of a comprehensive digital ecosystem. The main objectives of this initiative are to enhance public and stakeholder access to reliable and up-to-date information on gender issues, enable transparent collaboration among Member States, and facilitate knowledge exchange with partners across the region. Central to this effort is the integration of key gender data and indicators from the ECOWAS Gender Observatory (ECOGO) to inform policymaking and promote data-driven decision-making. By creating a robust and user-friendly online platform, the EGDC aims not only to improve transparency and communication, but also to strengthen its institutional visibility and credibility at the regional and international levels.



### III. Duties and responsibilities of the Consultant

At the end of the assignment, the Individual Consultant will deliver a fully functional and secure digital ecosystem. The main results are as follows:

- Website: A multilingual, user-friendly and accessible site, with intuitive navigation, responsive design and integrated multimedia resources.
- Security and WAF: A web application firewall configured to mitigate threats, combined with real-time monitoring and logging tools.
- Cloud Collaborative Workspace: A fully operational platform enabling co-editing, project management, secure file sharing, and integrated communication tools.
- ECOGO Integration: Seamless retrieval of data from the ECOWAS Gender Observatory, with automated updates, caching and fallback modes.
- AI System: An operational AI engine capable of analyzing, summarizing, and providing data-driven insights to support decision-making and workflow optimization.
- Documentation and Training Materials: Comprehensive manuals, guides, FAQs and recorded sessions that enable EGDC staff to operate, maintain and adapt the system independently.
- Test Reports and Production Ready Environment: Proof of successful functional, performance and security testing, as well as a stable production environment ready for public access.

### IV. Required profile of the consultant

Due to the nature of the mission/tasks, the consultant must have the following profile:

- Hold a Master degree or equivalent in the field of communication, journalism, human development, gender issues, sociology or development science, information and communication technologies (ICT), the web and/or any other field related to ICT and web databases; etc.
- At least ten (10) years' experience in communication, journalism, regional development and gender, including at least three (3) years at regional level, particularly in West Africa or internationally.
- At least five (5) years' experience in designing communication strategies and plans.
- At least five (5) years' experience in writing reports, articles and developing web content and social media.
- At least seven (7) years' professional experience in IT development, website development and computer graphics design.
- Have produced several dynamic websites.
- At least three (3) references (institutional website development) within the last five (5) years in the region (provide copies of completion certificates or contracts). Development assignments with the Drupal CMS are an asset.
- Sound knowledge of application/website security, search engine optimization, and legal compliance, particularly in terms of personal data protection.
- Perfect written and spoken command of one of the ECOWAS languages (French, English or Portuguese) and knowledge of the 2 other languages.
- Excellent computer skills (MS Office: Word, Excel, Power Point) ;
- Good knowledge of ECOWAS, its member states and partners.



## V. Selection criteria

The evaluation of applications will be carried out based on the following criteria set and marks for each criterion in table below

No.	Evaluation criteria	Marks
I	Educational background (qualification & general experience)	30 points
II	Specific experiences	65 points
III	Language skills	5
TOTAL		100 Points

The minimum score required is 70 points out of 100

NB: the prerequisite and terms to be fulfilled are evidence of the certificates of the job completion for the execution of similar contracts relating to activities, studies and/or mission assigned. Any similar assignment carried out without evidence (cover page readable & signed contract, certificates of the job completion) will not be taken into consideration during the evaluation process.

## VI. Selection method :

The eligibility criteria, setting up of the shortlist/ restrictive list, as well as the selection procedure, will be in accordance with the ECOWAS Rules and Procedures for the use of consultants" (ECOWAS Procurement Code, revised version 2023), available on website: <http://www.ecowas.int>. The selection method is consultant qualifications.

## VII. Duration

The total duration of the consultant's mission is: three (03) months from the date indicated in the notification of the service order for the kickoff of the mission.

## VIII. Terms and documents of application required

Candidates must provide the following documents included:

- A letter of interest, including a deadline for availability.
- A recent CV detailing professional experience and similar assignments.
- Three professional references (full names, functions, e-mail and telephone contacts);
- Certified copy of highest diploma.
- Copies of work or service certificates listed in the curriculum vitae.
- A detailed methodology and work plan for carrying out the assignment.

Applications must be received no later than February 24, 2025, at 5:00 p.m. GMT, by submitting physical copies or by e-mail to the following addresses:

Inter-Governmental Action Group against Money Laundering in West Africa (GIABA)  
Procurement Department SICAP Complex, Point E, 1st Floor, Building A Av. Cheikh Anta Diop x  
Canal IV, Dakar, Senegal Tel: +221 33 859 18 18. (In a sealed envelope marked "[SCI012]

Selection of an individual consultant, design, development, deployment and operationalization of the digital ecosystem of the ECOWAS Gender Development Center").  
Email: [procurement.ccdg@giaba.org](mailto:procurement.ccdg@giaba.org) Subject: "[SCI012] Selection of an individual consultant, EGDC's Digital Ecosystem".

Interested consultants can obtain additional information at the address mentioned below during office hours, Monday to Friday, 9:00 a.m. to 5:00 p.m.

