

COMISSÃO DA CEDEAO

ECOWAS COMMISSION

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RAAF

Notice of Expression of Interest

Selection of a consultant for the online animation of the thematic seminars of the International Conference of the Regional Storage System and the construction of a Multilateral Partnership

Reference	ARAA/RRSA/2021/SCI/07 ✂✚
Date of publication	17 MARS 2021
Deadline for submission	06 AVR 2021
Number of years of experience	N/D

I. Context

The West African region, despite encouraging economic results and a significant increase in crop, livestock and fisheries production, and the reduction of food insecurity and all forms of malnutrition and poverty, is plagued by many vulnerability factors. This vulnerability regularly leads to widespread or localised acute food crises that affect several million people each year. These crises constitute major constraints to the achievement of certain sustainable development and ECOWAP goals: notably poverty reduction, elimination of hunger, and food and nutrition security by 2030.

The present notice aims at recruiting a consultant for the online animation of the thematic seminars of the International Conference of the Regional Storage System and the construction of a multilateral partnership.

II. Objective of the service

Under the supervision of the Executive Director of the RAAF and in close collaboration with the Assistant Conference Manager and the RAAF IT expert, the Consultant will be responsible for supporting the Conference Organising Committee in:

- Getting to grips with and managing the Zoom videoconferencing platform;
- The script of the thematic seminars of the Conference (in annexes);
- Technical and logistical management of the various technical (experts' meeting/workshop) and political (meeting between the ECOWAS Commission and the group of technical and financial partners and the Ministers' meeting) sequences of the Conference;
- The production of the digital conference archive

III. Consultant Profile

The team of Consultants shall consist of a Lead Consultant and two Associate Consultants.

III.1 The Lead Consultant

It must justify:

- A 5-year degree in the fields of communication for development (Information Sciences, Communication, Digital Marketing, Sociology...) or in relevant fields related to new information technologies and the promotion of digital platforms;
- Very good experience in promoting high-level videoconference meetings at international level.

III.2 The Associated Consultants

They must:

- Have a higher degree (Bac+ 3) in Computer Science, Information Technology, Information Science, Communication, Digital Marketing, Sociology...) or in relevant fields related to new information technologies and the promotion of digital platforms;
- At least 3 years experience working in the region on emerging digital technologies, digital transformation of organisations, e-learning or social media communication;
- Demonstrate good diction and/or technical documentation skills.

IV. Language

Fluency in 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.

V. Period and duration of the service

The duration of the service is 20 days spread over 3 months: March, April and May 2021.

VI. Application file

The application file consists of:

- A letter of interest, including the time frame for availability;
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (full name, current position, position at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of highest diploma;
- Copies of the certificates of work or service rendered, listed in the curriculum vitae.
- A detailed methodology and work plan for the execution of the assignment (candidates can download the terms of reference for the assignment).

NB: Any incomplete application will be rejected.

VII. Submission of applications

Applications must be received no later than ^{06 AVR 2021} 17:00 GMT, by hand delivery or by e-mail at the following addresses Agence Régionale pour l'Agriculture et l'Alimentation (ARAA), 83, rue des Pâtures (Super Taco), 01 BP 4817 Lomé, Togo - Tel. +228 22 21 40 03 (in a sealed envelope marked "Selection of a consultant for the online facilitation of the thematic seminars of the International Conference of the Regional Storage System and the construction of a multilateral partnership")

Email: procurement.consultants@araa.org Subject: "Selection of a consultant for the online animation of the thematic seminars of the International Conference of the Regional Storage System and the construction of a multilateral partnership".

NB: Applications which do not bear the words "Selection of a consultant for the online animation of the thematic seminars of the International Conference of the Regional Storage System and the construction of a multilateral partnership" will not be considered.

VIII. Selection method

The consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Procurement Code. To this end, the RAAF will draw up a list of a maximum of six candidates for the continuation of the selection process.

Only shortlisted applications will be contacted. The RAAF reserves the right not to proceed with this expression of interest.

The Executive Director



SALIFOU Ousseini



PJ: Terms of reference of the mission.