



Department for Agriculture, Environment and Water Resources
Directorate for Agriculture and Rural Development
Regional Agency for Agriculture and Food

REQUEST FOR EXPRESSIONS OF INTEREST

Selection of individual consultants for the position of An Administrative and Financial Expert (AFE) for the implementation of the Project « Innovative Regional Fruit Flies Control System in West Africa - SyRIMAO »

Reference: ARAA/SyRIMAO/2019/002
Publication date: November 20, 2019
Deadline for submission: December 4, 2019
Way to submit: Email only
Email for submission: ecowas.dadr.proc@gmail.com
REI is open to: Individual consultants

The Commission of Economic Community Of West African States (“ECOWAS”) has received a financing from Agence Française de Développement (“AFD”), and intends to use part of the funds thereof for payments under the following project “Innovative Regional Fruit Flies Control System in West Africa - SyRIMAO”.

The Services of the consultant shall consist of the administrative and financial management of the project. The Services are described in **Annex 1**.

The ECOWAS hereby invites Applicants to show their interest in delivering the Services described above.

This Request for Expressions of Interest is open to **Individual consultants**.

Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>.

The Applicant shall submit only one application.

Interested Applicants must provide information evidencing that they are qualified and experienced to perform those Services. For that purpose, documented evidence of recent and similar services shall be submitted.

The Client will take into account for the evaluation of the applications the following criteria:

Required skills / criteria	Notation
Financial financier (with deep knowledge in procurement), expert in procurement process (but with deep knowledge in accounting)	10
7 years' experience in accounting, financial management, forecasting and budget monitoring	20
Confirmed experience in project accountability and finance	10
Confirmed experience in budget and accounting consolidation	10
Confirmed experience in procurement and contract monitoring	8
Confirmed experience monitoring delegated grants and/or project proponents	8
Confirmed experience in a regional or multi-countries project	8
Confirmed experience within the private sector and knowledge of its functioning	8
Knowledge / experiences with ECOWAS, EU and AFD procedures	8
Bilingual French / English	8
Ability in Portuguese	2
Total	100

Among the submitted applications, ECOWAS will shortlist a maximum of five (5) Applicants, to whom the Request for Proposals to carry out the Services shall be sent.

The interested bidders must send their expression of interest **at the latest on December 4, 2019**, via email to ecowas.dadr.proc@gmail.com, and under the reference “AMI SyRIMAO EAF”.

Interested Applicants may obtain further information at the same address mentioned above.

The expression of interest file must:

- A. **Compulsory** contain the following documents:
 - a. Letter of expression of interest (according to the model given in Annex 2)
 - b. Form of Consultant’s skills and experiences to be provided to the project (according to the model given in Annex 3)
 - c. Statement of Integrity, Eligibility and Environmental and Social Responsibility (Annex 4)
 - d. Registration certificate from Trade Registry
- B. Shall not exceed 9 pages; and
- C. Will be constituted of a single PDF document of less than 5 MBs

Any incomplete file, and / or including more documents than those requested, and / or not respecting one or both the points B or C, and / or arriving after the fixed date will be automatically rejected

Annex 1 – Detailed presentation of the mission and profile

1 - Context

Fruit flies are a major issue for the horticultural sector in West Africa. They destroy 50 to 80% of the fruit production. In 2016, mangoes interceptions at European Union (EU) borders caused a loss of EUR 9 million for regional exporters - more than a third of the total export value of the year.

Fruit flies pressure on horticultural production (yield loss) has a negative impact on producers' food safety and sanitary and social security; on environment (pesticides use); and on economic security (incomes, exportations, competitiveness). These pests affect the whole horticultural sector in the ECOWAS countries and threaten them to regress.

In order to solve this issue, the Economic Community Of West African States Commission (ECOWAS) has launched, in November 2014, the Support project to the regional plan for Fruit Flies monitoring and Control in West Africa (FFCP) with the financial support of UE and Agence Française de Développement (AFD). The FFCP operational phase has really started on February 2015. During the FFCP implementation, a monitoring and control system has been put in place in 11 ECOWAS member states: Benin, Burkina Faso, Ivory Coast, Gambia, Guinea, Bissau-Guinea, Ghana, Mali, Nigeria, Senegal and Togo. It should be noted that if eight member states have joined the FFCP during 2016, Togo has joined in December 2017, and Nigeria and Bissau-Guinea in February 2018. The FFCP has been implemented under ECOWAS Regional Agency for Agriculture and Food (RAAF) supervision.

This system is an instrument (i) for monitoring the quantity of mangoes produced in each of the production basins, (ii) for assessing infestation rates, (iii) for issuing alerts to the various categories of sector stakeholders, and (iv) for planning and evaluating the production campaigns. It has to be extended to cover all cross-border crops pests that have a strong and negative economic impact on the development of agricultural sectors (particularly the ones with a high economic potential). For the producers, the availability of these technologies help to prevent infestations and to take early actions, via a trapping system, with targeted, efficient, inexpensive, sustainable and environmentally friendly management (reduction in the use of chemical inputs).

The FFCP also helped the national laboratories in supporting some research protocols, and particularly the National Specialization Center in Fruits and Vegetables in Bobo-Dioulasso (that is expecting to become the Regional Specialization Center for Fruits and Vegetables in West Africa). Due to lack of time, the developed techniques could not be fully finalized and disseminated on a large scale. Some of them, such as the use of droughts, the use of endogenous parasitoids, the multiplication of weaver ants, the use of cashew balm, the formulation of a natural pesticide made from peppers, etc. seem promising and would lead to an effective, inexpensive and low environmental impact control of fruit flies. In addition, new research protocols could be supported such as tests to find one or more repellent cover plants or host plants to arrange around the orchards to protect them.

In a context increasingly marked by the impacts of climate change that affect crops pests reproduction cycles (including fruit flies infestations), the challenges still are: (i) the consolidation and wide dissemination of research results; (ii) the extension of activities to the 15 ECOWAS countries (by deploying the system in Cape Verde, Liberia, Niger, and Sierra Leone); and (iii) the assumption of the

operational system both at the regional and national levels through a mechanism to sustain this monitoring and control system in the 15 ECOWAS Member States.

Thus, ECOWAS is currently negotiating funding from the European Union and the French Development Agency to finance an "Innovative Regional Fruit Flies Control System in West Africa - SyRIMAO".

The project will be articulated around three operational components ((i) Research, Action, Development - RAD, (ii) Support to National Public-Private Coordination Structures - ASN, and (iii) Surveillance, Monitoring, Early Alerts - SVA) and one Coordination and Monitoring and Evaluation component.

As part of the implementation of SyRIMAO, it is expected that a part of the grant will be used to contract an individual consultant to ensure the overall administrative and financial management of the project.

2 - Mission and consultant profile

2.1 - PRESENTATION OF THE MISSION

The project Coordination will be done from Lomé, Togo. The Project Unit (PU) will be composed of four consultants. The Regional Coordinator and the Expert "Administration and Finances" will stand in Lomé within the Regional Agency for Agriculture and Food (RAAF) that is the ECOWAS projects implementing agency. The technical experts (SVA and RAD) will be based in Abuja (Nigeria) within the ECOWAS Directorate for Agriculture and Rural Development.

Under the responsibility and supervision of the project coordinator, the AFE will be in charge of the administrative and financial management of the project. He/she will work closely with National Committee Accountants to ensure an overall budget view of the project. He/she will also support the RAAF's support services (accounting, procurement, etc.) in carrying out their missions.

The AFE will be responsible for managing all administrative aspects of the project's procurement process (from launching to closure of the contracts). He/she will be responsible for the respect of the procedures and for the writing of administrative and financial reports.

The AFE will be in charge of:

- Ensure the administrative and financial management of the project:
 - o participate in the design / improvement of management tools, including the project manual and the accounting tool for National Committees;
 - o autonomously manage the project bank account and the project petty-cash,
 - o prepare the payments: enter the expenses in the financial follow-up, follow the payments and archive the documents,
 - o consolidate the financial report (consolidation of at least 17 different accounting files), monitor the budget consumption and ensure the compliance of commitments,
 - o ensure internal and external financial and accounting reporting,
 - o participate in the definition of financial forecasts,
 - o make the annual financial and accounting closings of the project,

- establish and maintain the list of project assets,
 - ensure / supervise the archiving of the accounting and administrative documents of the project,
 - organize the functioning of the project office: inventory management and provision of project office equipment and supplies, etc.
 - organize and assist the project audit missions,
 - ensure the verification and the conformity of the expenses of the subsidies granted to the National Committees,
 - ensure the contractual monitoring of grants to the 15 National Committees,
 - assist the 15 National Committees in their payment requests,
 - ensure the budgetary follow-up of the 15 National Committees.
- Participate in the procurement and monitor the follow-up of contracts:
- draft and monitor the procurement plan,
 - draft the administrative part of the bidding documents (the technical part will be elaborated by the coordinator and / or the technical experts),
 - follow the bid publications in accordance with the procedure,
 - be involved in the selection process of service providers and in the contracts award ,
 - draft the minutes of the various tender evaluation and contract award committees (role and list of members) and organize them in a timely manner,
 - establish contracts between the project and the selected providers or experts,
 - monitor the contractual performance of signed contracts.
- Participate in the logistical organization of missions and regional workshops and trainings:
- participate in the identification of logistical needs related to events organized within the project (housing, transportation, room, snack, etc.),
 - ensure the purchasing process according to the procedures,
 - monitor the preparation of events in collaboration with RAAF and PU staff,
 - organize the logistics of field missions (memo, mission orders, perdiem, flight tickets, etc.).

In terms of planning and reporting, the AFE will be required to contribute in the drafting of at least the following action plans and reports:

- the quarterly monitoring and evaluation report of RAAF;
- semi-annual report for ECOWAS and financial partners;
- annual report for ECOWAS and financial partners;
- project annual action plans and their possible amendments.

Other plans, annual work programs and budgets, and / or reports may however be requested by ECOWAS and / or financial partners. The Administrative and Financial Expert will then be required to contribute in their drafting.

2.2 - CONSULTANT PROFILE

The consultant should have a project accounting and financial expertise, and also expertise in procurement process and grants monitoring. He/she must have at least 7 years of professional experience in relevant areas to the Project (financial management, accounting, budget monitoring, procurement, etc.).

He/she will have at least one confirmed experience in budget and accounting consolidation of multiple data from multiple structures.

He/she will have at least one confirmed experience in procurement and contract monitoring.

He/she will have abilities to work fluently in French and English (bilingual confirmed, knowledge of Portuguese is appreciated), and confirmed skills in writing, synthesis and communication.

He/she will have at least one work experience in a regional or multi-countries project.

He/she will have at least one confirmed experience in the private sector. He/she could have some knowledge of the private sector and will be able to support / advise the coordinator in the definition of the public-private partnerships to be put in place within the framework of the project.

He/she will have good knowledge / experiences of ECOWAS, EU and AFD procedures.

He/she will be available for many trips in the sub region.

Annex 2 - Template for the Letter of expression of interest

[Place, date]

ECOWAS Commission
To Mr. Alain SY TRAORE
Director Agriculture and Rural Development
Annex River Plazza, off Constitution Avenue
Abuja, NIGERIA

Sir,

I, undersigned [____], am pleased to express my interest to provide the “Administrative and Financial Expert” services for the implementation of the Project « Innovative Regional Fruit Flies Control System in West Africa - SyRIMAO”, as an individual consultant, in accordance with the Call Nr.[____] published on [date].

I understand you are not bound to accept any Proposal you receive.

I understand that, if ever one or both of the Financial Agreement between ECOWAS and one or both of its Financial Partner are not signed, none of the Proposal received may be accepted

Regards.

Consultant’s name:

Consultant’s signature:

Address:

Annex 3 - Form of Consultant's skills and experiences to be provided to the project (max 3 pages)

PERSONAL INFORMATIONS	
NAME, Surname	
Address	
Mobile	
Email address	
Nationality	
Birth date	

REQUIRED SKILLS	CONSULTANT'S SKILLS AND EXPERIENCES TO BE PROVIDED TO THE PROJECT
Financial financier (with deep knowledge in procurement), expert in procurement process (but with deep knowledge in accounting)	
7 years' experience in accounting, financial management, forecasting and budget monitoring	
Confirmed experience in project accountability and finance	
Confirmed experience in budget and accounting consolidation	
Confirmed experience in procurement and contract monitoring	
Confirmed experience monitoring delegated grants and/or project proponents	
Confirmed experience in a regional or multi-countries project	
Confirmed experience within the private sector and knowledge of its functioning	
Knowledge / experiences with ECOWAS, EU and AFD procedures	
Bilingual French / English	
Ability in Portuguese	

Annex 4 - Statement of Integrity, Eligibility and Environmental and Social Responsibility

(To be submitted with the application, signed and unaltered)

Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference of the bid or proposal _____ (the "**Contract**")

To: _____ (the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2 Having been:
 - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

- 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
 - 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
 - 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
- 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
 - 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
 - 3.5 In the case of procurement of goods, works or plants:

- a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
 - b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
 - 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
 - 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
 - 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;
 - 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
 - 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
 - 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any

equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

- 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of: _____

Signature: _____

Dated: _____