

**COMISSÃO DA CEDEAO**

**COMMISSION DE LA CEDEAO**

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



**ECOWAS COMMISSION**

Regional Agency for Agriculture and Food

RAAF

**Request for Expression of interest**

**Terms of reference**

**Communication Assistant to support the RAAF in the implementation of the school feeding project.**

**Reference:** ARAA/PMAI-AO/2023/SCI/008

**Date of publication** April 5, 2023

**Deadline for response** 28 April 2023 at 17:00 GMT

## 1 Context

On December 6, 2022, ECOWAS signed a memorandum of understanding with the Spanish Agency for International Development Cooperation (AECID) to provide financial support for the implementation of the Project for the Promotion of Integrated School Feeding Models in West Africa (PMAI-AO). This memorandum allows this project to start, with a 4-year implementation period.

The action is part of the continuity of the regional agricultural policy support project (ECOWAP/CAADP) PHASE I, financed by AECID (5 million €) and more particularly constitutes the only action implemented within the framework of the Regional Programme of Support to National Social Safety Nets in West Africa (PRAFNSS). Therefore, the general objective will be "To improve human capital development in West Africa" and the specific objective "To improve sustainable access to a healthy and balanced school food basket for children".

The project will contribute to both strategic references present in the design of school feeding programmes, on the one hand human capital and education for the improvement of socio-economic inclusion of young people and on the other hand food and nutritional security for the reduction of vulnerability and the strengthening of resilience.

For its implementation the RAAF plans to recruit **a communication assistant** to support the Technical Operations Division in communicating the achievements of the project for the Promotion of Integrated School Feeding Models in West Africa (PMAI-AO)

## 2 Duties and Responsibilities

- Contribute to the deployment of the communication and visibility mechanism of the school feeding project and other ECOWAP projects :
  - Contribute to the production of communication materials for the school feeding project and the agency,
  - Participate in the writing of articles and press releases as well as other content to be published online, including on social media, on school feeding and other programs and projects of the RAAF
  - Keep the website updated with news about the RAAF and its partners, and with information related to school feeding
  - Manage the agency's social media,
  - Regularly update, archive and save the website,
  - Consolidate the electronic distribution list of information,
  - Contribute to the various activities of the agency.
  - Produce photo libraries and video capsules on the school feeding project
- Contribute to the visibility of the school feeding project and other projects and programs of the RAAF :
  - Contribute to the development of project and programme communication materials,
  - Ensure the dissemination of information on the achievements of the school feeding project and the RAAF's projects and programs,
  - Ensure the processing and posting of information online,
  - Contribute to the capitalization of the achievements of projects and programs,
  - Contribute to the archiving of information from the West Africa Food Security Storage Support Project,

- Create a photo bank of the activities,
  - Manage media relations and relations with service providers and communication agency.
- Contribute to the communication and visibility of the school feeding project:
    - Contribute to the development of communication tools on field projects,
    - Ensure the visibility and dissemination of the achievements of school canteens,
    - Contribute to the organization of the "E-learning Event" on the project,
    - Contribute to the documentation and capitalization of the project's achievements.

### **3 Qualifications, skills and experience**

- University degree (at least a Bachelor's degree) in communication, sociology or any other relevant related discipline,
- At least 3 years' experience in the field of information management and communication,
- Experience in website management (posting, security, archiving, etc.),
- Etc.
- Experience in developing communication tools to enhance the visibility of a project, a strategy or an organisation,
- Demonstrate skills in participatory communication and information gathering,
- Excellent IT skills: software such as Word, PowerPoint, Publisher, Picture manager, etc.
- Ability to use digital cameras for photos and videos,
- Good knowledge of the use of social media (Facebook, LinkedIn, Twitter),
- Ability to write clear and accurate activity reports highlighting experiences and lessons learnt,
- Very good writing skills (press releases, press articles, other content),
- Knowledge of graphic design is a plus,
- Ability to work in a multicultural environment such as ECOWAS.

### **4 General conditions for the mission**

- The consultant will be based in Lomé, Togo, at the headquarters of the Regional Agency for Agriculture and Food;
- The duration of the contract is one year renewable after its satisfactory evaluation and subject to the availability of resources.
- The start of the mission is scheduled no later than the 2nd quarter of 2023
- The mission is full-time and de facto excluded from any other engagement incompatible with this condition
- The maximum annual remuneration is set at €21,600 per year and will depend on the experience and qualifications of the selected consultant;
- The Consultant is called upon to refrain from any situation that could put him or her in conflict of interest in the context of the mission assigned to him/her.

## 5 Selection procedures

### 5.1 Eligibility and qualifications

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF) hereby invites natural persons to express their interest in providing the required services by providing information demonstrating that they possess the required qualifications and relevant experience to carry out the mission. Qualification and experience criteria better described in the terms of reference.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Offences by Candidates, Bidders and Winners"), which provides information on corrupt or fraudulent practices in competition or contract performance. In addition, please refer to the following specific information on conflicts of interest related to this assignment in accordance with Article 118 of the revised ECOWAS Public Procurement Code.

### 5.2 Application file

The application file consists of:

- A cover letter, including the availability period.
- A recent curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Copy of the highest degree in communication, sociology or any other relevant related discipline;
- Copy of the certificates of work or service rendered, listed in the curriculum vitae.

### 5.3 Receipt of applications

- Deadline for receipt of applications: **28 April 2023 at 17:00 GMT.**
- Submission links: Applications will be submitted by download to Dropbox <https://www.dropbox.com/request/4xSQxIDHpVn0hweIUSld>
- Application format: The application must be in **the form of a single PDF file.**
- RAAF reserves the right not to consider applications that do not meet the above submission requirements.

### 5.4 Selection method

A consultant will be selected according to the individual consultant selection method described in the ECOWAS "Procurement Regulations". An interview to assess knowledge, skills and abilities may be arranged with the best candidates. Only shortlisted candidates will be contacted. For equal skills, female candidates will be privileged. RAAF reserves the right not to act on this advice.

### 5.5 Request for additional information

Interested consultants can obtain further information by writing to the following e-mail addresses: [procurement@araa.org](mailto:procurement@araa.org) cc: [ctienon@araa.org](mailto:ctienon@araa.org), [mnakorba@araa.org](mailto:mnakorba@araa.org) with the subject "**SCI008- PMAI-AO- Communication Assistant**".