

## **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

### **TERMS OF REFERENCE :**

Selection of a consultant for the implementation of a quality management system for the A RAA call for proposals process

## I. Context

Under the implementation of ECOWAP adopted in 2005, the ARAA, created by Regulation C / REG.1 / 08/11, has been defined as one of the technical instruments commissioning work of politics regional agriculture. The Agency's mandate is: "to ensure the technical execution of regional investment programs and plans contributing to the operationalization of the ECOWAS agricultural policy, by relying on regional institutions, organizations and actors with proven skills".

To achieve this, the Agency has adopted more conventional methods, the approach of calls for project proposal, a procedure of competition of private operators / public based guidelines for experience of drivers, the capitalization of good practices and lessons learned with the goal of scaling at regional and national level.

This approach has been appreciated both by donors and those involved in the implementation of agricultural policy. In fact, it can identify endogenous models that could improve the implementation of an agricultural policy. However, expectations, particularly those resulting from the initial capitalization of the call for proposals process, remain to be met. Moreover, the Agency must improve its proposal to call system which is its keystone in its contribution to the implementation of ECOWAP.

In order to improve and strengthen the attractiveness of donors in funding projects and programs under the management of ARAA, the steering committee (Copil) of March 2019 has reminded once again a recommendations made to the Agency in its creation, which is that of certification internationally recognized management systems.

This is to develop and to recognize its expertise in management, management and technical implementation of agricultural projects by being certified ISO 9001 standard certification adaptation to companies of service.

Thus the ARAA focused its domain certification on **calls for proposals process** projects, area in which it is to play a leadership role and win.

In conducting this process, the Agency is seeking an assisted technology for the development of its system of quality calls for proposal management.

## II. Objectives of the consultation mission

The overall objective of the mission is the establishment of a quality management system for the calls for proposals of the Agency.

The specific objectives of the consultation are as follows:

- Making an analysis of all of the organization and of its process Current calls for proposals (mapping);
- Evaluate the effectiveness of the management system existing in the satisfaction of principal partners;
- Compare the current system with the requirements of ISO 9001/2015;
- Analyze the risks of the call for proposals system;
- Strengthen the capacity of PROCess steering committee's internal auditors and staff within the ARAA;
- Finalize the QMS.

### **III. Expected results**

The mission is expected to set up a quality management system for the Agency's calls for proposals.

### **IV. Deliverables**

Three deliverables are expected :

- An e concept note on the compréhe nsion of the study and the approach to be presented to ARAA for discussion and validation
- A report from the various interviews held with stakeholders contacted, summarizing : i) the main analysis s the whole organized ation and are current calls for proposals process (mapping) , ii) the effectiveness of the system current management in the satisfaction of the main partners , iii) comparison of the current system with the requirements of ISO 9001/201 5 and iv) risk analysis ;
- A quality policy document within the RAAF ;
- A clearly defined agenda on the ISO certification of the RAAF.

### **V. Steps**

The consultant will stay at ARAA to conduct interviews with the team on site. It will also use NICTs to organize videoconferences with the main actors (DAERE, Ecowap Donors'group, Finances, Auditor General, PO, Civil Society).

His document will be subject to amendment by the ARAA and validation by an extended team with the hierarchy in Abuja.

### **VI. Qualifications, skills and experiences**

The consultant should have the following qualifications, skills and experience :

- Minimum master's degree in science, technology, economics or management ;
- Specific diplomas and certificates attesting to the capacity for ISO standardization ;
- At least 7 years and more of commitment to ISO standardization;
- Solid expertise in the development of I SO standards , in particular under the 9001 reference ;
- Having achieved success in ISO 9001 certification, in particular 2015, and other standards considered as an asset;
- Experience in the certification of preferred agricultural research and development organizations will be particularly appreciated ;
- Credibility in training in ISO standardization and ability to issue certificates in this direction;
- Have knowledge of West Africa and its sub-regional institutions and organizations ;
- Ability to build positive and flexible relationships with partners ;
- Ability to focus on expected results.

## **VII. Language**

Have a command of one of the three working languages of ECOWAS (English, French , Portuguese). A good linguistic knowledge (written, oral) of a second language of the commission would be an asset.

## **VIII. Place and duration of the assignment**

The consultant will be based in Lomé and will work in close collaboration with the process steering committee within the ARAA in Lomé.

The duration of the consultation is 20 working days spread over a maximum of three months.

## **IX. Selection method**

The consultant will be selected according to the selection method based on qualification as defined in the Public Procurement Code of the C EDEAO. ARAA will draw up a list of up to 6 candidates, pre-selected on the basis of the applications received, for the rest of the process.

## **X. Application file**

Each candidate has the required qualifications is asked to manifest Intér ETS in bewitching aving :

- A letter of expression of interest , including the time limit for availability ;
- A curriculum vitae detailing professional experience and similar assignments ;
- Three professional references (surnames and first names , current functions, functions at the time of the collaboration with the consultant, email and telephone contacts) ;
- A certified copy of the highest diploma ;
- A copy of the work certificates / services rendered listed in the curriculum vitae ;
- A methodology and a detailed work plan for carrying out the assignment.