



Regional Agency for Agriculture and Food
Agence Régionale pour l'Agriculture et l'Alimentation
Agência Regional da Agricultura e Alimentação



NOTICE OF EXPRESSIONS OF INTEREST

Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection based on the Consultant's qualifications (SQC)
Selection reference :	ARAA/FRSP/2025/AMI/07
Subject:	Selection of an audiovisual production agency for the communication campaign on the impacts of the FSRP
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

- 1- The ECOWAS Commission has received a grant from the International Development Association (World Bank) to finance the costs of the West African Food System Resilience Program (FSRP) and intends to use part of this funding to pay for the services of a consultant (consultancy/firm).
- 2- The services of the consultant (consultancy/firm) consist in **"contributing to the reinforcement of the visibility of the FSRP's showing the successes and the impact of its actions through the realization of communication elements"**.
- 3- The ECOWAS Commission, represented by ARAA, hereby invites eligible consultants (Communication Agencies) to express their interest in providing these services. The present notice calls for firms with experience in drawing up manuals of procedures for administrative, financial, accounting and procurement management. These firms must have the following minimum experience and qualifications:
 - be a legally constituted agency specializing in the production of audio-visual communication products, photos and computer graphics.
 - have at least 10 years' proven experience in audiovisual production, documentaries, and compelling stories about successful development projects aimed at the general public and specific audiences.
 - ability to work in multicultural environments and to meet strict deadlines; experience of audio-visual productions with projects financed by the World Bank or other development partners would be an asset.
 - at least 05 years' experience in producing content on agricultural, climate resilience or rural development issues would be an asset.
- 4- To carry out the assignment , 'agency must have a staff of six (6) specialists with the following skills and qualifications:

➤ **For video production**

K1: a director

- have at least a 5-year degree and at least 5 years' general experience in the field of communications;
- a sound knowledge of journalism, development communication and the design of communication tools.

K2: a cameraman

have a 3-year degree with at least five (5) years' proven experience in an audiovisual production company.

K3 : an audiovisual editor

have at least a 3-year degree with at least five (5) years' proven experience in an audiovisual media or production company.

K4: a professional photographer

have at least a 2-year degree with at least five (5) years' experience in taking quality field photos.

K5: a computer graphics designer

have at least a 3-year degree with experience in page layout and the production of illustrated computer graphics for development projects.

➤ **For captivating stories of FSRP success stories**

K5: a journalist

- have at least a 5-year degree;
- experience of working with the World Bank;
- have expertise in development journalism ;
- mastering narration and storytelling ;
- the ability to transform raw data and testimonies into lively, engaging stories;
- the ability to humanize information by highlighting beneficiaries and their career paths;
- in-depth knowledge of development issues (food security, resilience, nutrition, agriculture, etc.);
- the ability to explain complex and technical subjects in layman's terms to a wide audience;
- experience in highlighting the concrete impacts of projects financed by international institutions (World Bank, FAO, ECOWAS, etc.).
- information-gathering and investigative skills (conducting effective interviews with beneficiaries, experts and all stakeholders).

5- The duration of the assignment is one year (12) months from the date of signature. Through a framework contract to be signed with the selected agency, it will be called upon as required for one-off assignments with clearly defined objectives.

6- As part of this assignment, the firm will provide the deliverables described in point 5 of the terms of reference.

- 7- **Further information is contained in the terms of reference, which can be accessed via the OneDrive link** : <https://bit.ly/4dQGC3a> or downloaded from the [ARA A www.araa.org](http://www.araa.org) website [in the Opportunities section](#).
- 8- Interested consultants/firms are invited to draw their attention to Section III, paragraphs, 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", ("Procurement Regulations"), which sets out the World Bank's policy on conflicts of interest.
- 9- Design offices/firms may join forces with other firms to reinforce their respective skills in the form of a consortium. In the case of a consortium, all members will be jointly and severally liable for the entire contract, if selected.
- 10- Following evaluation of the expressions of interest, a Communications Agency will be selected according to the "**Selection Based on Consultant Qualifications (SQC)**" method as described in the World Bank's Procurement Regulations for IPF Borrowers.
- 11- Expressions of interest must include the following information:
- A technical offer in the form of a single PDF file**, including :
- a. A brief presentation of the firm and its experience related exclusively to the service,
 - b. An understanding of the mission's objectives and expected results, as well as the methodology the agency intends to implement,
 - c. A portfolio of previous work in similar fields, including videos, compelling stories, documentaries and campaign reports;
 - d. Mission schedule (field work and production of various deliverables),
 - e. A summary of the curriculum vitae of each proposed staff member, clearly highlighting:
(i) their academic and professional backgrounds, (ii) their technical skills, (iii) the list of similar services performed, as well as the contact details of the reference persons for each of the services indicated.
- **A financial offer in the form of a single PDF file**, clearly indicating fees and justifiable expenses (perdiem, local transport and communication, etc...), covering all costs associated with producing the videos and writing the captivating stories.
- 12- Expressions of interest must be submitted no later than **July 13, 2025 - at 23H 59 GMT via download** from <https://bit.ly/45wIVGk>.
- The ARAA reserves the right not to consider applications that do not comply with the above submission conditions.**
- 13- Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc : ctienon@araa.org, Lbarnabo@araa.org , with the subject "**AMI07-Agence de communication FSRP**".

Acting Executive Director pi,



Regional Agency for Agriculture and Food
Agence Régionale pour l'Agriculture et l'Alimentation
Agência Regional da Agricultura e Alimentação



CALL FOR APPLICATIONS

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Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection of Individual Consultants (SCI)
Selection reference :	ARAA/FRSP/2025/SCI/20
Subject:	Recruitment of an actuary for the financing component within the West African Food System Resilience Program (FSRP).
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

1. Context

ECOWAS has a population of over 360 million, of which around 55% live in rural areas. Over 30% of the population remains in extreme poverty (below the international poverty line of USD 1.90 PPP per day), and around 60% of the poor derive their livelihoods partly or entirely from agriculture. The situation is further complicated by the impact of climate change on food production, exerting pressure on average yields and increasing production volatility. Its effects are set to intensify considerably over the coming decades. The current decline in food security is mainly due to the complex interactions of climate change, population growth, erosion of natural resources, the impact of conflicts on the functioning of markets and even harvests in some countries.

The World Bank's Food System Resilience Program (FSRP) is a large-scale regional investment project (Investment Project Financing Operation) designed as a multi-phase programmatic approach (MPA) to increase preparedness against food insecurity and improve the resilience of food systems in participating countries. As part of the FSRP project components, risk financing activities are part of sub-component C3.1 and aim to strengthen the capacity of the Regional Food Security Reserve (RFSR) to respond to food crises through an innovative financing mechanism that will support the reserve. The risk financing instrument will be the first of its kind, as the RFSR responds to food insecurity induced by broader sources of food crisis: climatic events, conflicts, health crises (Ebola, Covid-19), sudden price shocks (e.g. the 2008 food crisis). In addition, several ex-ante and ex-post initiatives for agricultural risk management, food security and risk financing exist in West Africa at national and regional levels. It is therefore necessary to reinforce coordination and collaboration in order to proactively manage risks and strengthen the financial resilience of agri-food systems to shocks.

2. Brief presentation of the program

Initiated as part of the implementation of the region's commitments, the development objective of the West African Food System Resilience Program (WASRP) is to increase food insecurity preparedness and improve the resilience of food system actors, priority landscapes and value chains in the areas covered by

the program.

The first phase of the Program covers four (4) countries (Burkina Faso, Mali, Niger, Togo) and regional actions led by ECOWAS, CILSS and CORAF. The Program is financed by the World Bank at a cost of around 570 million dollars over a period of five (5) years. It is structured around the following five (5) components:

Component 1 (managed by CILSS): Digital advisory services for the prevention and management of agricultural and food crises, with the main objectives of (i) improving decision support systems with demand-driven information services to increase the effectiveness of agricultural and food crisis prevention and management, by integrating data and leveraging science, innovation and advanced technologies; and (ii) strengthening regional capacities and institutional sustainability, as well as capacity to adapt to climate change.

Component 2 (managed by CORAF): Sustainability and adaptive capacity of the productive base of the food system, whose main objectives are to: (i) strengthen national and regional agricultural research systems; (ii) strengthen the policy environment for landscape governance (inclusive multi-sectoral policies and regulations to avoid, reduce and reverse land degradation); and (iii) create/strengthen landscape units under integrated management capable of sustainably achieving multiple objectives (food production, provision of ecosystem services, protection of biodiversity, and enhancement of local livelihoods).

Component 3 (managed by ECOWAS): Regional food market integration and trade, whose main objectives are to: (i) support the preparation and implementation of sound regional regulations and policies to facilitate the trade of agricultural goods and inputs within and across national borders in West Africa via key corridors; (ii) consolidate the food reserve system; and (iii) support the development of strategic regional value chains, with the potential for tangible positive impacts on regional food security and nutrition.

More specifically, the activities to be carried out by the ECOWAS Department of Agriculture, Environment and Water Resources are as follows

1. Facilitate trade between the main corridors and consolidate the food reserve system:
 - a. Oversee the development and implementation of the ECOWAS Agricultural Trade and Markets Scorecard (EATM-Scorecard);
 - b. Strengthen and operationalize the ECOWAS West Africa Rice Observatory by improving its capacity for coordination, data collection and regular communication on rice value chain development;
 - c. Stimulate harmonization of regional agricultural trade policies on key issues of food system resilience;
 - d. Support ECOWAS multi-stakeholder dialogue and consultation. The FSRP will support ECOWAS's facilitation capacity to organize inclusive mechanisms for multi-stakeholder dialogue and consultation, negotiations related to the continental free trade area and the World Trade Organization (WTO);
 - e. Improve the performance of regional food security reserves at all three levels (local, national and regional food security reserves).
2. Support for the development of strategic and regional value chains :
 - a. Improve the organization and financing of strategic regional value chains ;
 - b. Promote agricultural competitiveness and market infrastructure by supporting regional agricultural trade platforms;
 - c. Strengthen coordination between the various stakeholders and promote a favorable environment for the private sector.

Component 4 is the **Emergency Response Component (CERC)**, which is a funding mechanism for eligible

expenses in the event of an emergency precipitated by a natural disaster. Activation of this component enables the rapid disbursement of funds to reduce infrastructure damage, ensure business continuity and recover more quickly from disasters. Following a major disaster, the affected participating country may request the World Bank to channel resources from other PRGF components to the CERC. As a condition of disbursement, an Emergency Response Manual (ERM) will be drawn up for each country, stipulating fiduciary, safeguard, monitoring and reporting requirements linked to the use of CERC, as well as any other essential coordination and implementation provisions.

Component 5 (managed by ECOWAS): This component concerns the **management of the program**, which will delegate the technical work of components 1 and 2 to the relevant mandated organizations (mainly CILSS for component 1 and CORAF for component 2). Component 5 will ensure effective program management and careful monitoring of performance and impact.

In order to improve the performance of the Regional Food Security Reserve, the ECOWAS Commission is seeking an actuary to join the Project Implementation Unit for the risk financing component of the RSFF. The actuary will work closely with the project's residential advisor to oversee the technical aspects of the risk solution, and will play an instrumental role in the operationalization of the selected instrument in coordination with other regional partners and the World Bank team.

The present terms of reference describe the conditions of recruitment of this consultant within the framework of the FSRP.

3. Job description

The actuary will report to the Regional Coordinator of the PRSP and to the Head of Technical Operations of the Regional Agency for Agriculture and Food (RAAF /ECOWAS), and will work closely with the World Bank team and the Regional Food Reserve Division.

3.1 - Scope of application

The actuary will be responsible for the following activities:

- Assist and review the feasibility study on risk reduction of the regional food reserve and help communicate the results within ECOWAS.
- Support the design of a risk transfer solution for the Regional Food Security Reserve (RFSR), based on the findings of the feasibility study, actuarial principles, best practices and international experience. Ensure the technical and financial soundness and sustainability of the product. This includes specific advice on :
 - Index design, including review of underlying data sets, risk modeling methodology, triggers, hedging periods, sensitivity analysis, etc.
 - Product design, including choice of risk transfer parameters such as AP, EP, TSI, overall limit, etc.
 - Policy design, including payment structure, disbursement mechanisms, policy wording, etc.
 - Premium pricing, including assessment of premium structure, adequacy of margins, including incorporation of distribution costs.
 - Reinsurance structure, including reasonableness of retention levels
- Evaluate and demonstrate to what extent the selected risk transfer solution offers good value for money for ECOWAS and donors compared to other solutions.
- Engage with market players / survey the market (e.g. insurers, reinsurers, investors, etc.) to provide advice to ECOWAS on whether the proposed product meets industry standards and gather

feedback on potential market appetite.

- Support the selection and management of contractors responsible for the market placement of the risk transfer product (brokers, underwriters and other stakeholders supporting the core analytical work).
- Apply advanced actuarial techniques to support decisions regarding the development, pricing and market placement of risk transfer products that meet the needs and objectives of the project;
- Contribute to and maintain the risk transfer instrument implementation manual in accordance with the project's actuarial procedures and procedures manual.
- Contribute to the development and updating of the RFRS strategy. Support the program execution unit with analytical and consultative advice to help define the program, manage stakeholder relations.
- Assess technical gaps and define training needs for key RFSR staff involved in the risk transfer transaction, in close collaboration with the World Bank's technical assistance team.
- Provide capacity building activities/seminars/workshops to ECOWAS and relevant stakeholders on disaster risk financing and risk transfer as well as ongoing capacity development in critical areas based on needs.
- Develop internal data and analytical capacity to operationalize risk financing projects in ECOWAS by 1) identifying gaps in database/analytical infrastructure 2) building usable spreadsheets with clear step-by-step instructions for data recording and analysis 3) making recommendations on future investments.

3.2- Qualifications

- Advanced degree (master's or doctorate) in mathematics, actuarial science, insurance, engineering or other relevant technical field.
- At least five years' experience in structuring and executing parametric risk transfer products.
- Expertise in data quality and modelling of the financial instruments concerned
- Experience working with public entities on risk transfer is an asset;
- Excellent understanding of disaster risk financing and food security issues
- Knowledge of financial markets, financial risk management instruments, preference for public and private climate-related financial instruments (e.g. contingent financing, traditional reinsurance, parametric reinsurance, catastrophe bonds, insurance-linked securities) and catastrophe risk pools in emerging markets and developing economies.
- Strong computer skills enabling the development of user-friendly, impactful analyses and presentations (Word, Excel and PowerPoint), as well as excellent presentation skills demonstrating the ability to present the results of complex analyses to a variety of audiences with different levels of technical knowledge and experience.
- Fluent in English and French ;
- Willingness to travel and work from the ECOWAS office in-country as needed.

4. General conditions for the position

4.1 Eligibility and qualifications

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF/ARAA) invites individuals to express their interest by providing information demonstrating that they have the required qualifications and relevant experience to carry out the assignment.

The attention of interested candidates is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for FPI Borrowers" ("Procurement Regulations"), which sets out the

World Bank's policy on conflicts of interest.

4.2 Location, duration and start of assignment

- The expert will be based in Lomé, Togo, at the Regional Agency for Agriculture and Food (RAAF/ARAA);
- A consultant contract will be signed for a period of 12 months, renewable for the duration of the project, subject to the availability of funds, satisfactory performance and the needs of the project;
- The mission is scheduled to begin in the third quarter of 2025.
- The position is full-time;
- The consultant is required to refrain from any situation likely to place him in a conflict of interest with regard to the assignment.

4.3 Application form

The application file must include :

- A signed letter of interest, indicating the period of availability;
- A recent, signed curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last name, current and previous positions, e-mail address and telephone number);
- Certified copy of the highest diploma in the field concerned ;
- Copies of work or service certificates mentioned in the CV.

4.4 Receiving requests

The application, presented **in a single PDF format**, must be submitted no later than **July 13, 2025 - 23:59 GMT - by downloading it** from <https://bit.ly/3Hj9ox6>.

ARAA reserves the right not to consider applications that do not meet the above requirements.

4.5 Selection process

A consultant will be selected in accordance with the selection method for individual consultants described in the World Bank's "Procurement Regulations". An interview to assess knowledge, skills and abilities may be arranged with the best candidates.

Only shortlisted candidates will be contacted. ARAA reserves the right to cancel this recruitment process if necessary.

4.6 Request for further information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org ; Lbarnabo@araa.org with the subject **"SCI 20-Recruitment Actuary -FSRP"**.

**P. Executive Director pi,
and PO,**

Malick LOMPO



Regional Agency for Agriculture and Food
Agence Régionale pour l'Agriculture et l'Alimentation
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CALL FOR APPLICATIONS

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Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection of Individual Consultants (SCI)
Selection reference :	ARAA/FRSP/2025/SCI/23
Subject:	Recruitment of a Value Chain Development Expert within the West African Food System Resilience Program (FSRP)
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

1. Background and rationale

West Africa will have over 435 million inhabitants in 2023, 55% of whom live in rural areas and depend on natural resources for their socio-economic development. The region's economy remains dominated by the primary sector, notably agriculture, which accounts for 22.2% of GDP (CEA-UN¹, 2023) and provides between 22% and 73% of employment in 2021, depending on the country (FAO², 2023).

Yet the food and nutrition situation in West Africa is increasingly worrying, with a steady rise in the number of people experiencing acute food and nutrition insecurity since 2014. Between 2020 and 2024, the number of people classified as food insecure rose significantly, from 22.1 million (6% of the analyzed population) in 2020 to 35.3 million in March 2024, or 9% of the analyzed population. Rates of infant and maternal malnutrition remain critical, often exceeding the WHO emergency threshold (15%), particularly in certain areas of Nigeria, Mali, Niger and Chad. In 2023, some 12.6 million children under the age of 5 were suffering from acute malnutrition, including 3.2 million with severe malnutrition. In addition, 1.5 million pregnant and breast-feeding women were acutely malnourished in several countries in the region.

The current decline in food and nutrition security is due to a combination of structural and conjunctural factors and the complex interactions between climate shocks, population growth, erosion of the natural resource base and livelihoods, persistent conflict, market imperfections (variation and volatility of commodity prices) and the impacts of pandemics/epidemics.

Faced with these urgent food and nutritional needs, ECOWAS and its partners are

¹ United Nations Economic Commission for Africa (UNECA), 2023. Socio-economic profile of West Africa. ECA/SRO-WA/ICSOE/26/2; October 2023 ;

² FAO. 2023. World Food and Agriculture - Statistical Yearbook 2023. Rome. [Online] [Accessed June 17, 2024]
<https://www.fao.org/documents/card/en/?details=cc8166en> ;

supporting countries' efforts by implementing mitigation and response measures. However, beyond the immediate assistance required, the region has made strong commitments to transform agriculture and strengthen the resilience of the food system. Thus, three mutually reinforcing areas of intervention have emerged as priorities for strengthening food system resilience in West Africa:

- (i) support the productive base of the food system by investing in climate-smart agriculture at farm and landscape level;
- (ii) to promote a favorable environment for value chain development and intra-regional trade ;
- (iii) to strengthen regional capacity to manage agricultural risks.

To address these priorities, the region benefits from World Bank funding for the implementation of the West African Food System Resilience Program (FSRP).

2. Brief presentation of the program

The West Africa Food System Resilience Program (FSRP) is a US\$1 billion regional flagship program aimed at strengthening food system resilience in West Africa. Using a multi-phase programmatic approach (APM), the FSRP ensures progressive implementation and regional alignment, while adapting to the unique needs of phase 1 countries (Burkina Faso, Mali, Niger, Togo), phase 2 countries (Ghana, Sierra Leone, Chad), phase 3 (Senegal) and regional institutions including the Economic Community of West African States (ECOWAS), the Permanent Inter-State Committee for Drought Control in the Sahel (CILSS), and the West and Central African Council for Agricultural Research and Development (CORAF).

The overall aim of the program is to increase responsiveness to food insecurity and strengthen the resilience of the food system.

The program thus comprises three main technical components, ranging from a focus on the immediate response to the current food insecurity crisis to increased medium- and longer-term investments aimed at strengthening the resilience of the food system and its production base. The three components each comprise 2 sub-components:

- Component 1. Digital advisory services for the prevention and management of agricultural and food crises
 - SC1.1 Improve food crisis prevention and monitoring systems
 - SC1.2 Strengthen digital hydrometric services and agricultural advice for farmers.
- Component 2. Sustainability and adaptability of the food system's production base
 - SC2.1 Consolidate the regional agricultural innovation system
 - SC2.2 Strengthen regional food security through integrated landscape management.
- Component 3: Regional integration of food markets and trade
 - SC3.1 Facilitate trade across the main corridors and consolidate the food reserve system
 - SC3.2 Support the development of strategic and regional value chains.

Components 4 and 5 correspond respectively to the WB's emergency response mechanism (CERC) and project management.

Each component is coordinated by a mandated regional institution, CILSS, CORAF and ECOWAS respectively.

Specifically at ECOWAS level, the activities carried out by the Regional Agency for Agriculture and Food are as follows:

1. Facilitate trade through the main corridors and consolidate the food reserve system:
 - a. Oversee the development and implementation of the ECOWAS Agricultural Trade and Markets Scorecard (EATM-Scorecard);
 - b. Strengthen and operationalize the ECOWAS West Africa Rice Observatory by improving its capacity for coordination, data collection and regular communication on rice value chain development;
 - c. Stimulate harmonization of regional agricultural trade policies on critical food system resilience issues ;
 - d. Support ECOWAS multi-stakeholder political dialogue and consultation. The FSRP will support ECOWAS's facilitation capacity to organize inclusive mechanisms for multi-stakeholder dialogue and consultation, negotiations related to the continental free trade area and the World Trade Organization (WTO);
 - e. Improve the performance of regional food security reserves at all three levels (local, national and Regional Food Security Reserve - RRSA).
2. Support the development of strategic and regional value chains:
 - a. Improve the organization and financing of strategic regional value chains ;
 - b. Promote agricultural competitiveness and market infrastructures by supporting regional agricultural trade platforms;
 - c. Strengthen multi-stakeholder coordination and promote a favorable environment for the private sector.

In order to effectively coordinate the activities of the program section aimed at supporting the development of strategic regional value chains, the RAAA plans to mobilize a consultant, **Expert in agri-food value chain development**, to strengthen the FSRP coordination team.

3. Job description

1. Roles/Responsibilities

Reporting to the Regional Coordinator of the FSRP and co-supervised by the Head of the Technical Operations Division of the RAAA, the expert's main mission will be to support countries in strengthening and optimizing agricultural value chains, with a view to increasing the productivity, profitability and sustainability of targeted value chains at national and regional levels. The expert will collaborate with experts at the ARAA and the ECOWAS Directorate of Agriculture and Rural Development (DADR) on agricultural value chains, to contribute in general to the implementation of the ECOWAS Regional Agricultural Policy (ECOWAP).

In this role, the expert will be responsible for the following tasks:

- Analyze constraints and opportunities related to agri-food value chains, focusing on support services, trade policies, market institutions and organizations, risk management systems and private sector involvement;
- Define a clear approach that supports and facilitates the development of value chains at national and regional level;
- Contribute to the design and implementation of an activity plan to ensure continuous monitoring of the performance of the identified value chains, and to propose adaptations or adjustments where necessary;
- Support the development of best practice guides for value chains to strengthen regional trade;
- Support capacity-building for companies in the areas of sanitary and phytosanitary (SPS) measures, standards and quality management;
- Facilitate public-private dialogues on policies and regulations and their implementation at the regional level ;
- Propose solutions to improve access to financing and markets;
- Strengthen the capacities of regional players through training and workshops;
- Contribute, in collaboration with the FSRP M&E expert at the RAAA level, to the monitoring and reporting of the implementation of activities within its remit;
- Provide technical support to the RAAA in its area of expertise, as required.
- Other related tasks

2. Profile and required qualifications

The applicant must :

- Have a university degree (BAC + 5 years at least) in agronomy, agricultural economics, agro-economics, or any other relevant discipline .
- Proven experience (minimum 5 years) in the development of agricultural value chains;
- Have a good knowledge of issues related to agricultural sectors, markets and financing mechanisms;
- At least two (2) studies on agri-food value chains;
- Experience in data management and analysis, including the design of data collection, database and quality control tools;
- Knowledge of matching grants to producers;
- Experience of working with a regional project financed by the World Bank or other international partners is a major asset;
- Experience of working with a regional institution or organization in West Africa (ECOWAS, UEMOA, CILSS, CORAF) is an asset;
- Excellent analytical and writing skills;
- Fluency in French and English;
- Familiarity with a multicultural working environment.

4. General conditions for the position

4.1 Location, duration and start of assignment

- The Expert will be based in Lomé, Togo, at the Regional Agency for Agriculture and Food (ARAA);
- The duration of the assignment is for the entire life of the Project after a six-month probationary period. However, a consultant's contract will be signed for renewable periods of 12 months over the duration of the project, subject to the availability of funds, satisfactory performance and the needs of the Project.
- The mission is scheduled to begin in the second half of 2025;
- The position is full-time;
- The Consultant is expected to refrain from any situation that might place him/her in a conflict of interest with respect to the assignment.
- The consultant must work in accordance with the principles and guidelines established by the ARAA.

4.2 Application form

Applications must include :

The application must include :

- A signed letter of interest, indicating the period of availability;
- A recent, signed curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last name, current and previous positions, e-mail address and telephone number);
- Certified copy of the highest diploma in the field concerned ;
- Copies of work or service certificates mentioned in the CV.

4.3 Submission of applications

The application, presented **in a single PDF format**, must be submitted no later than **July 13, 2025 - at 23:59 GMT - by downloading it** from <https://bit.ly/3Z7ChT6>.

ARAA reserves the right not to consider applications that do not meet the above requirements.

4.4 Selection process

One consultant will be selected in accordance with the selection method for individual consultants described in the World Bank's "Procurement Regulations". An interview session will be organized with a short list of the best short-listed candidates. The best candidate at the end of the interview will be selected for contract negotiations.

Only short-listed candidates will be contacted. ARAA reserves the right to cancel this recruitment process if necessary.

4.5 Request for further information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org ; Lbarnabo@araa.org with the subject " **SCI 23-Expert Value Chain Development-FSRP**".

**P. Executive Director pi,
and Po,**

Malick LOMPO



CALL FOR APPLICATIONS

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Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection of Individual Consultants (SCI)
Selection reference :	ARAA/FRSP/2025/SCI/22
Subject:	Recruitment of an Expert in Monitoring, Evaluation, Capitalization and Knowledge Management within the West African Food System Resilience Program (FSRP).
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

1. Background and rationale

West Africa will have over 435 million inhabitants in 2023, 55% of whom live in rural areas and depend on natural resources for their socio-economic development. The region's economy remains dominated by the primary sector, notably agriculture, which accounts for 22.2% of GDP (CEA-UN1¹, 2023) and provides between 22% and 73% of employment in 2021, depending on the country (FAO², 2023).

Yet the food and nutrition situation in West Africa is increasingly worrying, with a steady rise in the number of people experiencing acute food and nutrition insecurity since 2014. Between 2020 and 2024, the number of people classified as food insecure rose significantly, from 22.1 million (6% of the analyzed population) in 2020 to 35.3 million in March 2024, or 9% of the analyzed population. Rates of infant and maternal malnutrition remain critical, often exceeding the WHO emergency threshold (15%), particularly in certain areas of Nigeria, Mali, Niger and Chad. In 2023, some 12.6 million children under the age of 5 were suffering from acute malnutrition, including 3.2 million with severe malnutrition. In addition, 1.5 million pregnant and breast-feeding women were acutely malnourished in several countries in the region.

The current decline in food and nutrition security is due to a combination of structural and conjunctural factors, and to the complex interactions between climatic shocks, population growth, erosion of the natural resource base and livelihoods, persistent conflict, market imperfections (variation and volatility of commodity prices) and the impacts of pandemics/epidemics.

Faced with these urgent food and nutritional needs, ECOWAS and its partners are supporting countries' efforts by implementing mitigation and response measures. However, beyond the immediate assistance required, the region has made strong commitments to transform agriculture and strengthen the resilience of the food system. Thus, three mutually reinforcing areas of intervention have emerged as priorities for strengthening food system resilience in West Africa:

- (i) support the productive base of the food system by investing in climate-smart agriculture at farm

¹ United Nations Economic Commission for Africa (UNECA), 2023. Socio-economic profile of West Africa. ECA/SRO-WA/ICSOE/26/2; October 2023 ;

² FAO. 2023. World Food and Agriculture - Statistical Yearbook 2023. Rome. [Online] [Accessed June 17, 2024] <https://www.fao.org/documents/card/en/?details=cc8166en> ;

and landscape level;

- (ii) to promote a favorable environment for value chain development and intra-regional trade ;
- (iii) to strengthen regional capacity to manage agricultural risks.

To address these priorities, the region benefits from World Bank funding for the implementation of the West African Food System Resilience Program (FSRP).

2. Brief presentation of the program

The West Africa Food System Resilience Program (FSRP) is a US\$1 billion regional flagship program aimed at strengthening food system resilience in West Africa. Using a multi-phase programmatic approach (APM), the FSRP ensures progressive implementation and regional alignment, while adapting to the unique needs of phase 1 countries (Burkina Faso, Mali, Niger, Togo), phase 2 countries (Ghana, Sierra Leone, Chad), phase 3 (Senegal) and regional institutions including the Economic Community of West African States (ECOWAS), the Permanent Inter-State Committee for Drought Control in the Sahel (CILSS), and the West and Central African Council for Agricultural Research and Development (CORAF).

The overall aim of the program is to increase responsiveness to food insecurity and strengthen the resilience of the food system.

The program thus comprises three main technical components, ranging from a focus on the immediate response to the current food insecurity crisis to increased medium- and longer-term investments aimed at strengthening the resilience of the food system and its production base. The three components each comprise 2 sub-components:

- Component 1 (coordinated by CILSS). Digital advisory services for the prevention and management of agricultural and food crises
 - SC1.1 Improve food crisis prevention and monitoring systems
 - SC1.2 Strengthen digital hydrometric services and agricultural advice for farmers.
- Component 2 (coordinated by CORAF). Sustainability and adaptability of the productive base of the food system
 - SC2.1 Consolidate the regional agricultural innovation system
 - SC2.2 Strengthen regional food security through integrated landscape management.
- Component 3 (coordinated by ECOWAS). Regional integration of food markets and trade
 - SC3.1 Facilitate trade across the main corridors and consolidate the food reserve system
 - SC3.2 Support the development of strategic and regional value chains.

Specifically at ECOWAS level, the activities carried out by the Regional Agency for Agriculture and Food are as follows:

- Facilitate trade through the main corridors and consolidate the food reserve system:
 - a. Oversee the development and implementation of the ECOWAS Agricultural Trade and Markets Scorecard (EATM-Scorecard);
 - b. Strengthen and operationalize the ECOWAS West Africa Rice Observatory by improving its capacity for coordination, data collection and regular communication on rice value chain development;
 - c. Stimulate harmonization of regional agricultural trade policies on critical food system resilience issues ;
 - d. Support ECOWAS multi-stakeholder political dialogue and consultation. The FSRP will support ECOWAS's facilitation capacity to organize inclusive mechanisms for multi-stakeholder dialogue and consultation, negotiations related to the continental free trade area and the World Trade Organization (WTO);
 - e. Improve the performance of regional food security reserves at all three levels (local, national and Regional Food Security Reserve - RRSA).
- Support the development of strategic and regional value chains:
 - a. Improve the organization and financing of strategic regional value chains ;
 - b. Promote agricultural competitiveness and market infrastructures by supporting regional agricultural trade platforms;
 - c. Strengthen multi-stakeholder coordination and promote a favorable environment for the private sector.

Component 4 corresponds to the WB's emergency response mechanism (CERC). It is only active in countries.

Component 5 (managed by ECOWAS) concerns program management. Its mission is to ensure effective management of the program *and* careful monitoring of performance and impact!

To ensure the operational implementation of the program and its coordination at regional level, the ARAA has set up a regional coordination unit. It is within this framework that the ARAA plans to mobilize a consultant, **Specialist in monitoring-evaluation** to reinforce the FSRP coordination team.

The present terms of reference describe the conditions of recruitment of this consultant within the framework of the FSRP Program.

3. Roles/Responsibilities

Placed under the supervision of the Regional Coordinator and the co-supervision of the Head of the Technical Operations Division of the RAAA, the Expert in Monitoring-Evaluation, Capitalization and Knowledge Management is responsible for planning, monitoring-evaluation and capitalization of the Program's achievements. In this capacity, he/she will work in close collaboration with the ECOWAP MONITORING-EVALUATION department at DADR and ARAA, and with the various FSRP Coordination units at CILSS, CORAF and in the participating countries (Burkina Faso, Ghana, Mali, Niger, Senegal, Sierra Leone, Chad and Togo).

Its duties and responsibilities fall under five (5) main headings:

a) Planning and monitoring program activities

- Supports the preparation of the annual, half-yearly and quarterly work plan and budget;
- Regularly monitor these plans, identify implementation difficulties and propose recommendations for improvement;
- Prepares and organizes program activity review meetings and provides results matrices;
- Supports the implementation teams and strengthens their capacity to monitor their activities;
- Coordinates field monitoring missions and follows up on recommendations;
- Ensures application of the provisions contained in the program implementation manuals and procedures in force;
- Provides support for the administrative execution of the Program;
- Undertakes, in agreement with the Coordinator, any other initiative relating to monitoring and evaluation, likely to promote the efficiency and proper execution of the Program;
- Program documentation and archiving;
- Carry out any other tasks assigned by DADR and ARAA.

b) Monitoring performance indicators and coordinating reporting

- Defines a program performance measurement framework, consistent with ECOWAP indicators;
- Coordinates data collection activities with regional coordination units and national implementation units: Development and updating of Kobo tools and data collection methodologies at regional level and in support of countries;
- Organizes and coordinates data quality assessments through country support missions in collaboration with monitoring-evaluation experts
- Set up a dashboard of results indicators (using PowerBI),
- Compiles and analyzes performance indicators;
- Develops methodological and capacity-building tools for monitoring, evaluation, capitalization and knowledge management;
- Coordinates the preparation of the various mandated reports: quarterly/semi-annual/annual/final program reports;
- Uses the monitoring and evaluation software (MESECOPS, ECOWAP M&E platform, KoBoToolbox, etc.) used by the ECOWAS Department of Agriculture, Environment and Water Resources (DAERE) or required by the Bank;
- Contribute to the ECOWAP SE system in general.

c) Coordination of monitoring missions (supervision, field visits, etc.) and evaluations (baseline, mid-term, final).

- Prepare independent evaluation missions and support planned commissioned evaluations (ToR, documentation, field visits);
- Manages the evaluation process, ensures report quality and shares information;
- Ensures that recommendations are implemented ;
- Facilitates annual technical audits of the program.

d) Conducting impact studies on the beneficiaries of program actions

- Prepare impact assessment missions (ToR, recruitment of consultants, methodology, field study, etc.) at national and regional level;
- Organizes and facilitates impact assessment studies on beneficiaries and on the sustainability of the Program at the ECOWAS level;
- Coordinates the implementation of final program impact assessments at national and regional level.

e) Knowledge management and capitalization

- Develops and implements, in conjunction with the Communication and Visibility Expert, an effective knowledge management strategy, ensuring the capitalization and dissemination of achievements, successes and failures (selection of information to be capitalized, learning, vent, exchange networks, dissemination of best practices through various media and communication channels, etc.);
- Leads the program's M&E working group in collaboration with other M&E experts at regional and national level.

4. Qualifications, experience, skills

4.1- Qualifications

- University degree (BAC+5 years) in monitoring-evaluation, project management, agricultural economics, rural development, economics, agronomy, agro-economics, statistics or any related discipline.

4.2- Experiments

- At least eight (8) years' experience in planning, monitoring and evaluation of agricultural development or resilience projects;
- Experience in monitoring and evaluation of food security and resilience projects;
- Experience in setting up and implementing monitoring and evaluation systems for regional or multi-country projects;
- Experience in a project financed by the World Bank is an asset;
- Experience in impact assessments.

4.3- Skills

- Knowledge of the agricultural sector in the West African region;
- Experience in managing monitoring-evaluation databases for complex programs;
- Prior knowledge of statistical analysis, quantitative and qualitative data collection, processing and analysis;
- Strong familiarity with results-based management and logical frameworks;
- Good organizational skills and ability to summarize and write;
- Excellent technical writing skills, particularly regular reporting in accordance with World Bank requirements;
- Very good command of office automation tools (Word, Excel, PowerPoint, Publisher), document management (SharePoint, OneDrive, etc.), statistical software (SPSS, STATA, etc.) and data collection software (KoboToolbox or other mobile data collection application);
- Knowledge of tracking software (MESECOPS, TomPRO, RUSE, etc.) is an asset;
- Proven writing skills;
- Familiarity with a multicultural work environment;
- Fluent in French and English.

5. General conditions for the position

5.1- Location, duration and start of assignment

- The Expert will be based in Lomé, Togo, at the ECOWAS Regional Agency for Agriculture and Food;
- The duration of the assignment is for the entire life of the Project after a six-month probationary period. However, a consultant's contract will be signed for renewable periods of 12 months over the duration of the project, subject to the availability of funds, satisfactory performance and the needs of the Project.
- The mission is scheduled to begin in the second half of 2025;
- The position is full-time;
- The Consultant is expected to refrain from any situation that might place him/her in a conflict of interest with respect to the assignment.

5.2- Application form

The application must include :

- A signed letter of interest, indicating the period of availability;
- A recent, signed curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last name, current and previous positions, e-mail address and telephone number);
- Certified copy of the highest diploma in the field concerned ;
- Copies of work or service certificates mentioned in the CV.

5.3- Submission of applications

- Deadline for receipt of applications: July 13, 2025 ;
- The application, presented **in a single PDF format**, must be submitted no later than **July 13, 2025 - at 23:59 GMT - by downloading it** from <https://bit.ly/4dGLyHD>.

ARAA reserves the right not to consider applications that do not meet the above requirements.

5.4- Selection process

One consultant will be selected in accordance with the selection method for individual consultants described in the World Bank's "Procurement Regulations". An interview session will be organized with a short list of the best short-listed candidates. The best candidate at the end of the interview will be selected for contract negotiations.

Only short-listed candidates will be contacted. ARAA reserves the right to cancel this recruitment process if necessary.

5.5- Request for further information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org ; lbarnabo@araa.org with the subject " **SCI 22-Recrutement Expert suivi-evaluation -FSRP**".

**P. Executive Director pi,
and PO**

Malick LOMPO



Regional Agency for Agriculture and Food
Agence Régionale pour l'Agriculture et l'Alimentation
Agência Regional da Agricultura e Alimentação



NOTICE OF EXPRESSIONS OF INTEREST

Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection based on the Consultant's qualifications (SQC)
Selection reference :	ARAA/FRSP/2025/AMI/06
Subject:	Selection of a consultancy/firm to support countries in drawing up rice policy documents and investment plans.
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

- 1- The ECOWAS Commission has received a grant from the International Development Association (World Bank) to finance the costs of the West African Food System Resilience Program (FSRP) and intends to use part of this funding to pay for the services of a consultant (consultancy/firm).
- 2- The services of the consultant (consultancy/firm) consist in **"supporting countries in the elaboration of policy documents and investment plans on rice"**.
- 3- The ECOWAS Commission, represented by ARAA, hereby invites eligible consultants (consultancies/firms) to express their interest in providing these services. The present notice calls for firms with experience in drawing up manuals of procedures for administrative, financial, accounting and procurement management. These firms must have the following minimum experience and qualifications:
 - be legally constituted and have at least 5 years' work experience;
 - At least five (05) successful assignments in the development of policy documents and investment plans **for agricultural value chains**;
 - have completed at least three (03) successful assignments in the development of policy documents and investment plans **for rice**;
 - experience in supporting the organization of round tables;
 - Have carried out assignments in ECOWAS countries.
- 4- For the execution of the mission , e consultancy/firm must have a staff of three (03) experts with the following skills and qualifications:

K1 : a team leader

- at least a Master's degree (PhD preferred) in rural/development economics, agricultural economics, policy development, business management or a related field;
- at least ten (10) years' professional experience in the field of agricultural development, particularly in rice sector analysis, policy dialogue and investment;
- experience of investment planning in West Africa;
- knowledge of the entire West African rice industry ;

- experience and track record in stakeholder engagement;
- proven experience in project management;
- have proven experience in this type of consulting in the past;
- proven experience in supporting the organization of round tables;
- Fluency in English and French is required.

K2: a partner expert

- Master's degree in rural/development economics, agricultural economics;
- 8 years' professional experience in agricultural development and policy;
- at least 5 years' experience in value chain development and facilitation;
- good professional or research experience in Africa, particularly West Africa;
- 2 years' experience in a related project;
- fluency in English and French is required.

K3 : An expert economist

- a master's degree in economics, agricultural economics or a related field;
 - good language skills in English and French;
 - 4 years' professional experience in agriculture and rural development;
 - 3 years' experience in the value chain;
 - 2 years' experience in a similar job.
- 5- The total work effort for the mission is 146 man-days from the date of receipt of the service order for the start of the mission.
 - 6- Within the framework of this mission, the firm will have to carry out the tasks and provide the deliverables as described respectively in points 4 and 5 of the terms of reference.
 - 7- **Further information is contained in the terms of reference, which can be accessed via the OneDrive link: <https://bit.ly/3FJbhT8> or downloaded from the [ARAAs www.araa.org](http://www.araa.org) website in the Opportunities section.**
 - 8- Interested consultants/firms are invited to draw their attention to Section III, paragraphs, 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", ("Procurement Regulations"), which sets out the World Bank's policy on conflicts of interest.
 - 9- Design offices/firms may join forces with other firms to reinforce their respective skills in the form of a consortium. In the case of a consortium, all members will be jointly and severally liable for the entire contract, if selected.
 - 10- Following evaluation of the expressions of interest, one firm will be selected using the **"Selection Based on Consultant Qualifications (SQC)"** method as described in the World Bank's Procurement Regulations for IPF Borrowers.
 - 11- Expressions of interest must include the following information:
A technical offer in the form of a single PDF file, including :
 - a. A brief presentation of the firm and its experience related exclusively to the service,

- b. An understanding of the mission's objectives and expected results, as well as the methodology the agency intends to implement,
 - c. Mission schedule (field work and production of various deliverables),
 - d. A summary of the curriculum vitae of each proposed staff member, clearly highlighting:
 - (i) their academic and professional backgrounds, (ii) their technical skills, (iii) the list of similar services performed, as well as the contact details of the reference persons for each of the services indicated.
- **A financial offer in the form of a single PDF file**, clearly indicating fees and justifiable expenses (perdiem, local transport and communication, etc...).

12- Expressions of interest must be submitted no later than **July 13, 2025 - 23:59 GMT via download** from <https://bit.ly/4mF1BtJ>.

ARAA reserves the right not to consider applications that do not comply with the above submission conditions.

13- Interested consultants may obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org, Lbarnabo@araa.org, with subject line "**AMI06-Politique et plans d'investissement-ERO**".

**P. Executive Director Pi,
and PO,**

Malick LOMPO



CALL FOR APPLICATIONS

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Project :	West Africa Food System Resilience Program
Source of financing :	International Development Association (World Bank)
No. Agreement :	IDA-D923
Selection method :	Selection of Individual Consultants (SCI)
Selection reference :	ARAA/FRSP/2025/SCI/24
Subject:	Recruitment of an accounting assistant for the West African Food System Resilience Program (FSRP)
Publication date	June 10, 2025
Deadline :	July 13, 2025- at 23:59 GMT

1. Background and rationale

West Africa will have over 435 million inhabitants in 2023, 55% of whom live in rural areas and depend on natural resources for their socio-economic development. The region's economy remains dominated by the primary sector, notably agriculture, which accounts for 22.2% of GDP (CEA-UN¹, 2023) and provides between 22% and 73% of employment in 2021, depending on the country (FAO², 2023).

Yet the food and nutrition situation in West Africa is increasingly worrying, with a steady rise in the number of people experiencing acute food and nutrition insecurity since 2014. Between 2020 and 2024, the number of people classified as food insecure rose significantly, from 22.1 million (6% of the analyzed population) in 2020 to 35.3 million in March 2024, or 9% of the analyzed population. Rates of infant and maternal malnutrition remain critical, often exceeding the WHO emergency threshold (15%), particularly in certain areas of Nigeria, Mali, Niger and Chad. In 2023, some 12.6 million children under the age of 5 were suffering from acute malnutrition, including 3.2 million with severe malnutrition. In addition, 1.5 million pregnant and breast-feeding women were acutely malnourished in several countries in the region.

The current decline in food and nutrition security is due to a combination of structural and conjunctural factors, and to the complex interactions between climatic shocks, population growth, erosion of the natural resource base and livelihoods, persistent conflict, market imperfections (variation and volatility of commodity prices) and the impacts of pandemics/epidemics.

¹ United Nations Economic Commission for Africa (UNECA), 2023. Socio-economic profile of West Africa. ECA/SRO-WA/ICSOE/26/2; October 2023 ;

² FAO. 2023. World Food and Agriculture - Statistical Yearbook 2023. Rome. [Online] [Accessed June 17, 2024]
<https://www.fao.org/documents/card/en/?details=cc8166en> ;

Faced with these urgent food and nutritional needs, ECOWAS and its partners are supporting countries' efforts by implementing mitigation and response measures. However, beyond the immediate assistance required, the region has made strong commitments to transform agriculture and strengthen the resilience of the food system. Thus, three mutually reinforcing areas of intervention have emerged as priorities for strengthening food system resilience in West Africa:

- (i) support the productive base of the food system by investing in climate-smart agriculture at farm and landscape level;
- (ii) to promote a favorable environment for value chain development and intra-regional trade ;
- (iii) to strengthen regional capacity to manage agricultural risks.

To address these priorities, the region benefits from World Bank funding for the implementation of the West African Food System Resilience Program (FSRP).

2. Program components

The FSRP is organized around five components: (i) the strengthening of digital advisory services for the prevention and management of regional agricultural and food crises; (ii) the sustainability and adaptability of the food system's productive base; (iii) the integration of regional food markets and trade; (iv) an emergency response component (CERC); and (v) program management.

ECOWAS, through the Regional Agency for Agriculture and Food (ARAA), technically and financially manages Component 5 "Program Management" and Component 3 "Integration of Regional Food Markets and Trade". Funding for these two components comes from three funds: the World Bank (IDA), the Kingdom of the Netherlands and the Global Risk Financing Facility (GRIF).

In addition, there may be specific requirements arising from financial agreements with partners. These agreements may impose additional criteria to be met in order to ensure efficient and transparent management of the funds allocated.

The workload within the administration and finance division of the regional FSRP necessitates the use of a service accountant to support the administration and finance assistant in daily and year-end work for the general audit.

In order to strengthen its internal control system, which must meet the requirements of ECOWAS and the directives of technical and financial partners, with priority given to World Bank projects, ARAA is considering recruiting a qualified and certified accounting assistant.

3. Mission objective and scope

Placed under the hierarchical authority of the Head of Administration and Finance of the ARAA and the supervision of the Assistant Administration and Finance of the FSRP project, the Accounting Assistant will be responsible for collecting, coordinating and verifying financial and accounting data in accordance with the project's administrative, accounting and financial procedures manual.

The accountant's services will specifically consist of :

- Assist the Administration and Finance Assistant in setting up and running the Project's computerized financial and accounting monitoring system, and in managing the inventory operation;

- Assist the Administration and Finance Assistant in the preparation of the consolidated annual budget based on the agreed annual work program of the three project accounts;
- Assist the Finance and Administration Assistant in the preparation of financial reports;
- Review supporting documentation for completeness, accuracy and validity, in accordance with applicable policies, procedures, rules and regulations;
- Enter all accounting documents on a daily basis;
- Ensure the filing and archiving of supporting documents for Project operations and all financial and accounting documents in accordance with predefined principles;
- Regularly update accounting documents (journals and accounting books) according to the defined system and keep computerized accounts using SAP software, giving details for each category of expenditure, component, sub-component, beneficiary and source of funding (exhaustive entry of financial and accounting transactions in the respective journals);
- Ensure that the accounts are regularly replenished to ensure prompt payment of project expenses;
- Prepare cheques and transfer orders for payment of suppliers to be submitted to the Accountant for control before validation by the RAF;
- Produce monthly bank reconciliation statements for project accounts;
- Retrieve and make available supporting documents and relevant information for internal and external audits on the instructions of the Administration and Finance Assistant;
- Participate in physical inventories of assets acquired with Project funds;
- Carry out all other tasks related to the position.

4. Consultant profile

a) Qualifications and technical skills required

The candidate must meet the following criteria:

- Degree (BAC + 2) in Accounting, Management, Finance, Economics;
- At least three (03) years' proven professional experience in keeping accounting journals and books in an accounting department;
- Experience in a project financed by major international donors would be an asset;
- Worked on or assisted with at least one (1) development project;
- Specific experience in a regional project in West Africa will be an asset;
- Knowledge of standard accounting and financial management software used in business or the public sector;
- A good command of the SAP accounting software used by ECOWAS will be an asset;
- Good computer knowledge of current software (Word, Excel, Powerpoint, e-mail, MS Project and other communication tools, etc.);
- Knowledge of IPSAS will be an additional asset;
- Knowledge of ECOWAS institutions and their mandates, and of the management rules and procedures of the main stakeholders in the implementation of the Project (ARAA, World Bank);
- Good interpersonal skills and ability to work as part of a team under pressure;
- With equal skills, female candidates will be preferred.

b) Ethics and Leadership

- Be methodical, organized and rigorous;
- Dynamic with a good sense of initiative;
- Good adaptability and team spirit;
- Able to carry out work of a confidential nature, to handle a large volume of work under pressure;

- Integrity and good character;
- Good written and oral communication skills in French. Fluency in English would be an asset.

5. Job specifications

- Mission/position location: Lomé - Togo with missions outside Togo as required;
- Nature of contract and duration of assignment: individual consultancy contract renewed annually on the basis of the results of the performance evaluation and the availability of funding;
- Trial period of six (06) months, at the end of which a performance evaluation will be carried out;
- Remuneration: local staff according to ARAA salary scale;
- Administrative arrangements: the Accountant will be based within the ARAA and will report to the Head of Administration and Finance. He/she will work in close collaboration with other ARAA divisions.

6. Selection process

One consultant will be selected in accordance with the selection method for individual consultants described in the World Bank's "Procurement Regulations". An interview session will be organized with a short list of the best short-listed candidates. The best candidate at the end of the interview will be selected for contract negotiations.

7. Preparing and submitting applications

The application must include :

- A signed letter of interest, indicating the period of availability;
- A recent, signed curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last name, current and previous positions, e-mail address and telephone number);
- Certified copy of the highest diploma in the field concerned ;
- Copies of work or service certificates mentioned in the CV.

8. Submission of applications

The application, presented **in a single PDF format**, must be submitted no later than **July 13, 2025 - at 23:59 GMT - by downloading it** from <https://bit.ly/43BiWuQ>.

ARAA reserves the right not to consider applications that do not meet the above requirements.

9. Request for further information

Interested consultants can obtain further information by writing to the following e-mail addresses: procurement@araa.org cc: ctienon@araa.org ; Lbarnabo@araa.org with the subject " **SCI 24-Assistant accountant -FSRP**".

**P. Executive Director pi,
and Po,**

Malick LOMPO