



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



TERMS OF REFERENCE (TOR)

Selection of a consultant to support RAAF in the implementation of an ISO 9001 quality management system for the call for proposals process

Reference: **ARAA/BUDGET/2026/SCI/022**

Publication date: **August 18, 2026**

Deadline for response: **08 September 2026**

1. Background

As part of the implementation of ECOWAP adopted in 2005, the RAAF, created by Regulation C/REG.1/08/11, was defined as one of the technical instruments for the implementation of the regional agricultural policy. The Agency's mandate is: "to ensure the technical execution of regional investment programmes and plans contributing to the operationalization of ECOWAS' agricultural policy, relying on regional institutions, organizations and actors with proven skills".

To achieve this, the Agency has adopted, in addition to the traditional methods, the approach of calls for project proposals, a procedure for competitive bidding between private/public operators on the basis of the guidelines with a view to experimenting with pilot operations, and capitalising on good practices and lessons learned with the aim of implementation at regional and national level.

This approach has been appreciated by both donors and those involved in the implementation of agricultural policy. Indeed, it makes it possible to identify endogenous models that can improve the implementation of agricultural policy. However, expectations, particularly from the first capitalizations of the call for proposals process, remain to be met. To achieve this, the Agency needs to improve its call for proposals system, which is its cornerstone in its contribution to the implementation of ECOWAP.

In order to improve and consolidate the attractiveness of donors in the financing of projects and programs under the management of RAAF, the steering committee (Copil) held in April 2026 once again recalled this recommendation made to the Agency to move towards an internationally recognized certification on the management of external funds.

It is a question of developing and having its know-how recognized in the management, management and technical execution of agricultural projects by obtaining ISO 9001 certification, a type of certification adapted to service companies.

Thus, the RAAF has oriented its certification area on the processes of calls for project proposals, an area in which it wants to play a leading role and impose itself. Various works were initiated/carried out by a consultant recruited as part of this process. However, the work of this consultant has come to a halt due to force majeure. It is in this context that RAAF is requesting the technical assistance of a consultant specialized in conducting the ISO 9001 certification process for calls for proposals.

2. Objectives of the Consultation Engagement

The overall objective of the consultant's mission is to support the implementation of a quality management system for RAAF's calls for proposals.

Specifically, the consultant's mission will be carried out in two (2) stages/phases:

First (step 1):

- take stock of the work already carried out by the first consultant and interrupted due to force majeure in March 2026,
- propose possible solutions, including a timetable for the continuation of the remaining work.

Second (step 2):

On the basis of his diagnosis, the consultant will be led to:

- to resume an analysis of the entire organisation and the current processes of the calls for proposals (mapping),
- evaluate the effectiveness of the current management system in satisfying the main partners;
- compare the current system with the requirements of ISO 9001 (version 2015),
- Carry out a risk analysis of the call for proposals system,
- strengthen the capacities of the process steering committee and internal auditors within the RAAF,
- finalize the QMS,
- to support the RAAF until ISO 9001 certification (2015 version).

3. Expected results

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

4. Deliverables

Four (4) deliverables are expected:

- updating the concept note on understanding the study and approach that will be presented to the RAAF for discussion and validation,
- updating the reports from the various interviews organised with the actors contacted, summarizing
 - i) the main analyses of the entire organisation and the current processes of the calls for proposals (mapping),
 - ii) the effectiveness of the current management system in satisfying the main partners,
 - iii) comparison of the current system with the requirements of ISO 9001 (2015 version) and
 - iv) risk analysis;Preparing for process certification
- a quality policy document within the RAAF;
- a clearly defined agenda on the ISO certification of RAAF.

5. Approach

The consultant will stay at the RAAF to conduct interviews with the team on site. It will also be able to use the new information and communication technologies to organise videoconferences with the main actors (DAERE, Ecowap Donors' group, Finance, Auditor General, POs, civil society).

His document will be amended by the RAAF and validated by the extended team with the hierarchy in Abuja.

6. Qualifications, skills and experience

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

- Minimum Master's degree in scientific, technical, economic or managerial fields;
- Specific diplomas and certificates attesting to ISO standardisation capability;
- At least 7 years or more of commitment to ISO standardization;
- Strong expertise in the development of ISO standards, in particular under reference 9001;

- Having achieved success in ISO 9001 certification, in particular 2015, and on other standards considered an asset;
- Experience in the certification of agricultural research and development organizations will be particularly appreciated;
- Credibility in ISO standardization training and ability to issue certificates in this regard;
- 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.

7. Language

Be fluent in one of the three working languages of ECOWAS (English, French, Portuguese). Working knowledge of a second language would be an added advantage.

8. Location and duration of the mission

The consultant will be based in Lomé and will work closely with the steering committee of the process within the RAAF in Lomé.

The duration of the consultation is 22 working days spread over a maximum of six (6) months.

9. 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 it has the required qualifications and relevant experience to carry out the mission.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Infringements 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.

10. Selection Method

The consultant will be selected according to the qualification-based selection method as defined in the ECOWAS Public Procurement Code. An interview to assess knowledge, skills and abilities can be arranged with the best candidates. Only shortlisted candidates will be contacted for further processing. The RAAF reserves the right not to act on this opinion.

11. Application form

Candidates are asked to express their interest by sending:

- A letter of expression of interest, including the period of availability;
- A curriculum vitae detailing professional experience and similar assignments;
- Three professional references (first and last names, current position, position at the time of collaboration with the consultant, e-mail and telephone contacts);
- A copy of the highest diploma;

- A copy of the certificates of work/services rendered listed in the curriculum vitae;
- A detailed methodology for the completion of the engagement and a work plan clearly highlighting the two steps/phases with the assumptions presented above.

NB: Any incomplete application will be rejected.

12. Submission of files

Deadline for receipt of applications: **08 September 2026 at 23:59 GMT.**

Submission links: Applications will be submitted by uploading to Drive: <https://11nq.com/9ifxzyI>

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.

13. Request for further information

Interested consultants can obtain further information by writing to the following email addresses:

procurement@araa.org cc: ctienon@araa.org ; bkpessiglo@araa.org with the subject line « **SCI022-ARAA-**

Certification ISO »

