REQUEST FOR EXPRESSION OF INTEREST

MULTINATIONAL: BENIN, COTE D'IVOIRE, GHANA, NIGERIA AND TOGO AND THE ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS)

STUDY ON THE ABIDJAN – LAGOS CORRIDOR HIGHWAY DEVELOPMENT PROJECT

PROJECT IMPLEMENTATION UNIT (PIU)

RECRUITMENT OF A BILINGUAL ADMINISTRATIVE ASSISTANT

1. The ECOWAS Commission has received Grants from the African Development Fund (ADF) and the European Development Fund (through the African Investment Facility –AfIF) to cover the cost of the study on the Abidjan-Lagos Corridor Highway Development Project, and intends to use part of the grant amount to finance the service contract of a Bilingual Administrative Assistant for the Project Implementation Unit.

2. The services under this contract mainly concern all activities relating administrative support and secretariat services during the project implementation. The activities include: (i) receiving calls, mail and visitors; (ii) assisting the project team in drafting mail, formatting reports and all other secretariat activities; (iii) archiving project documents; (iv) forwarding information, mails and cheques; (v) making preparations for meetings, as well as mobilizing/deploying logistics for meetings; and (vi) carrying out all administrative operations in accordance with the relevant rules and principles. The contract period shall be one (1) year, renewable based on the results of the performance contract signed with the Project. The working languages will be English and French.

3. The ECOWAS Commission invites all interested eligible and qualified individual Consultants to submit their candidacy to provide the services described above. The Consultants must produce a letter of expression of interest and their curriculum vitae, providing clear information on their experience and qualification for the assignment (CV, references of similar services demonstrating that they are qualified, description of their experiences and tasks in similar missions, availability, etc.).


5. Interested Consultants can obtain further information at the email address mentioned below during office hours: 8:00 a.m. to 12:00 noon (local time) on working days. The TORs can also be consulted on the ECOWAS (http://www.ecowas.int/doing-business-in-ecowas/ecowas-procurement/) and AfDB (see below) websites.

6. The expressions of interest should be submitted or sent to the address (physical or electronic) below not later than 22nd June, 2017 at 4:00 p.m. (GMT+1), and must be clearly marked: “Study on the Abidjan-Lagos Corridor Highway Development Project/Expression of Interest in the services of a Bilingual Administrative Assistant for the Project Implementation Unit”.

For delivery in person or by Mail:

Office of the Commissioner,
General Administration & Conference,
Fifth (5th) Floor of the ECOWAS Commission Headquarters,
Plot 101, Yakubu Gowon Crescent,
Asokoro District,
Abuja, NIGERIA.

For delivery by e-mail:
Attention Commissioner General Administration & Conference
Email: snartey@ecowas.int
TERMS OF REFERENCE FOR THE RECRUITMENT OF A BILINGUAL ADMINISTRATIVE ASSISTANT
FOR THE PROJECT IMPLEMENTATION UNIT

I- Context and Rationale

The ECOWAS vision of regional integration seeks to enhance infrastructure development recognized as a catalyst for economic growth and integration of peoples. In this regard, the ECOWAS Commission, which prioritizes transport infrastructure in its 2020 Vision Strategy Paper: “Towards an ECOWAS of Peoples”, obtained from the Heads of State during the 42nd Ordinary Summit held in February 2013, formal approval for the construction of a homogenous six-lane (2x3 lanes) highway corridor to link the following five countries: Nigeria, Benin, Togo, Ghana and Côte d’Ivoire.

This 1,028-km “Abidjan-Lagos Highway” links major cities, and crosses a high economic potential zone with about 75% of West Africa’s volume of trade. To the extent possible, the highway will follow a new route different from the existing corridor.

To implement this major project, technical and financial partners (including ADF and the European Union’s AFIF), as well as participating Member States have undertaken to finance several technical preparatory studies on the Abidjan-Lagos Corridor Highway Development Project to the tune of UA 16.28 million or USD 22.32 million.

This project, which seeks to conduct feasibility, final design and complementary studies so as to transform the corridor into a competitive structure in terms trade and transport development, comprises eight (8) components and will be implemented under the authority of the ECOWAS Commission.

The implementation arrangements provide for a Steering Committee as the oversight body, a Study Delivery Team (SDT) for supervising project activities, and a Project Implementation Unit (PIU). The unit will: (i) ensure the day-to-day administration and efficient management of the project; (ii) conduct procurement Activities under the project; (iii) review the various study reports and decide on their quality and adequacy; (iv) make logistical and financial arrangements for various stakeholder meetings, as well as the donor and potential private investors’ roundtable; and lastly (v) ensure the administrative and financial management of project activities.

The Unit, which will be based in the Office of the ECOWAS Permanent Representative to Cote d’Ivoire in Abidjan, will comprise: (i) independent experts namely: a project coordinator, two (2) road engineers with procurement skills (a Francophone and an Anglophone), support staff (accounting officer, administrative assistant, driver), and (ii) five (5) experienced representatives (civil engineers or any other disciplines related to the conduct of the study) from sector Ministries of each country who will be deployed periodically as may be required. The Project Implementation Unit will work in close collaboration with ECOWAS and benefit from the expertise of a mobilized Technical Assistance Team.

II- Assignment and Tasks of the Administrative Assistant

Under the control and supervision of the Project Coordinator, s/he will be responsible for the secretariat of the Project Implementation Unit in line with good governance rules. In particular, s/he will:
- assist the project team as regards drafting mails, formatting reports, and performing all other secretariat duties;
- archive project documents;
- receive calls, mails and visitors;
- make preparations for meetings, as well as mobilize and deploy logistics for meetings;
- forward information, mails and cheques;
- carry out other accounting activities.
In the performance of these duties, the Administrative Assistant of the Project will also:

1- Manage the PIU Secretariat

- Acknowledge receipt of mails and calls, and channel them to the intended recipients;
- Plan and organize the schedules (appointments) of PIU Staff Members;
- Support and contribute to the drafting of correspondence;
- Assist and guide Experts in the drafting and formatting of reports;
- Format the Unit's Quarterly Report, as well as make copies and send them to the beneficiaries;
- Ensure the physical and electronic archiving of documents and correspondence;
- Assist the Coordinator in taking notes and drafting the minutes of PIU meetings;
- Manage office and other supplies, and all items for which s/he has received delegation.

2- Contribute to the proper implementation of project activities

- Join experts to prepare meetings held with project partners;
- Mobilize service providers and logistics;
- Support the Coordinator in the leave schedule for the Unit staff members.

3- Others Duties

- Participate in verifying equipment and supplies at the time of delivery if s/he is a member of the PIU acceptance Team;
- Contribute jointly with the Administrative and Financial Service in periodically updating the inventory of property procured under the Project;
- Carry out any Secretarial tasks assigned by supervisors.

III. Expected Performance of the Administrative Assistant

The Administrative Assistant is expected to ensure that the secretariat activities are well organized and efficiently carried out. The Administrative Assistant’s performance will be evaluated in terms of the above points and the quality of her services.

IV. Profile of the Administrative Assistant

The Administrative Assistant of the Unit must have the following qualifications:

Qualifications:
- Hold a University Degree or Diploma from a recognized training institute in Private and Administrative Secretarial Services;

Required Knowledge and Experience
- Have five (5) years’ work experience as a personal assistant and in administrative secretariat services;
- Have two (2) years’ work experience as Administrative Assistant in donor-financed projects;
- Be highly proficient in computer tools (especially Word, Excel, PowerPoint, and other office automation software, etc.);
- Speak and write French and English very well.

Reporting

The Administrative Assistant will produce a table of outgoing/incoming mail, as well as a list of documents or reports received for the preparation of the quarterly progress report.

V. Selection Criteria

1. General qualifications and aptitude for the task to be accomplished 30%
2. Experience in the task described in the Terms of Reference 50%
3. Language skills 10%
4. Knowledge of the West African Region
VI- **Duration of Contract**

One (1) year, renewable during the project life cycle based on the results of the performance contract signed with the project.

VII- **Place of Work**

The Position will be based in Abidjan, Côte d'Ivoire.