REQUEST FOR EXPRESSION OF INTEREST
(INDIVIDUAL CONSULTANT)

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

INDIVIDUAL CONSULTANT: COORDINATOR

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 an Expert with International Experience to serve as Coordinator of the
Project Implementation Unit (PIU) to be based in Abidjan and under the authority of the Commissioner for
Infrastructure of the ECOWAS Commission.

2. The services under this contract mainly consist of planning, coordinating and monitoring of the Study
activities, as well as organizing and ensuring the proper operation of the Unit. The activities include, but are
not limited to: (i) overall coordination of all tasks to be performed by the PIU staff members; (ii) organization,
management and operation of the Unit; (iii) planning, supervision and assessment of all the Study activities;
and (iv) provide support for Participating Member Countries (Cote d'Ivoire, Ghana, Togo, Benin and Nigeria)
and the ECOWAS Commission during the study. 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. The Coordinator should therefore be fluent in either English or French and has working
knowledge in the other.

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 expertise with respect to
the assignment (CV, references of similar services demonstrating that they are qualified, description of their
experiences and tasks in similar assignments, availability, etc.).

4. The eligibility criteria, preparation of the shortlist, and the selection procedure shall comply with the African

5. Interested Consultants can obtain further information from the email addresses mentioned below during
office hours: 9:00 a.m. to 12:00 noon (GMT+1) 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 International
Expert, Coordinator of 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
with copies to aweeks@ecowas.int
cappiah@ecowas.int
sbangoura@ecowas.int
procurement@ecowas.int

TERMS OF REFERENCE FOR THE RECRUITMENT OF AN INTERNATIONAL EXPERT FOR THE POSITION OF PROJECT COORDINATOR

I- Context and Rationale

The ECOWAS Regional Integration Vision involves the enhancement of 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 five ECOWAS Member States namely Nigeria, Benin, Togo, Ghana and Côte d’Ivoire.

This 1,028km “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. 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 Project Coordinator

2.1 Assignment of the Project Coordinator

In addition to the project programming and management, the Coordinator will be responsible for the overall coordination of tasks assigned to the entire PIU staff. In this regard, he/she must make appropriate arrangements for optimal operation of the Unit, as well as proper and timely implementation of the project within the limits of approved operating budgets, in accordance with African Development Bank procedures.
He/she will perform his/her duties under the supervision of the ECOWAS Commissioner for Infrastructure. The Coordinator shall perform the following duties: (i) project management, implementation and supervision; (ii) development and planning of project activities; (iii) organization and management of resources allocated to the PIU; (iv) dialogue and information management and communication with the stakeholders.

2.2 Tasks of the Project Coordinator (PC)

The following tasks shall be undertaken by the PC:

- Develop and supervise project planning and ensure effective implementation of all activities on schedule;
- Ensure technical coordination of project activities with other partners and involved structures;
- Supervise and ensure proper conduct of procurements, as well as successful performance of contracts with the various service providers;
- Coordinate the preparation of terms of reference, expressions of interest, pre-qualification, request for quotations, evaluation of suppliers’ bids, selection of firms, and negotiation and award of contracts;
- Coordinate quality control of project documents and outputs;
- Prepare the Unit’s Annual Work Plan, as well as the monthly, quarterly and annual disbursement plans;
- Prepare periodic project progress reports and ensure their timely submission;
- Coordinate, monitor and evaluate project implementation, as well as business plans and disbursements on a quarterly basis;
- Chair and conduct coordination meetings of the Unit, as well as technical reports review sessions;
- Provide frequent updates for the Commissioner on project implementation;
- Identify and manage risks so as to maximize benefits for the project, partners and stakeholders;
- Approve invoices submitted by implementing entities, consultants and suppliers in accordance with the procedures manual for the management of the project;
- Ensure strict compliance with the project’s administrative and financial management procedures;
- Ensure programming, monitoring and control of the performance of tasks assigned to the Unit staff;
- Evaluate the staff under his/her authority every six months;
- Perform other tasks to be defined specifically by the Commissioner for Infrastructure;
- Support institutions involved in the project implementation;
- Ensure constant and transparent communication and dialogue on the project with the various stakeholders and partners.

2.3 Expected Performance

The Project Coordinator is expected to organize and conduct activities within the prescribed time frame in accordance with the work plan approved by the ECOWAS Commission. The Coordinator’s satisfactory performance will have a direct impact on project outcomes, and thereby enhance the visibility and reputation of ECOWAS Commission as an efficient executing agency for support services to infrastructure projects, as well as consolidate its competitive position as a partner of choice for the implementation of regional projects.

2.4 Required Profile

The Coordinator is a high-level international expert with managerial skills and capacity to manage a structure for infrastructure projects implementation. He/she should have the following profile.

- Qualification: Master’s Degree in Civil Engineering or Transportation Economics or any other Civil Engineering related discipline (Geotechnical, Materials, etc.)
- Have 15 years’ civil engineering practice including 5 years international experience and two similar projects in a developing country, preferably in Africa, in the transport infrastructure sector (roads and highways studies/supervision/works);
- Have at least 5 years' practical and proven experience in the management of similar transport infrastructure projects (in terms of management, programming, implementation and monitoring, etc.);
- Has worked at least once as Team Leader or at a managerial level for major road study projects OR Coordinator (road engineer or transport economist) in the implementation unit of a transport infrastructure project financed by multilateral donors;
- Have proven practical experience in procurement during implementation of infrastructure projects, and especially in the preparation of Terms of Reference;
- Have experience in negotiation, administration and management of service contracts of consulting firms and suppliers;
- Have proven ability to effectively monitor and coordinate multi-disciplinary and multi-cultural technical teams;
- Experience in financial management will be an added advantage;
- Is proficient in computer tools (including Word, Excel, MS Project, etc.);
- Must be fluent in either English or French and has working knowledge in the other.
- Is physically fit and can travel frequently to the field.

2.5 Reporting

The Coordinator will produce a consolidated quarterly progress report on the project’s management, including the physical and financial implementation status of the project components/activities.

III- Selection Criteria

1. General qualifications and aptitude for the task to be performed 25%
2. Experience in the task described in the Terms of reference 40%
3. Experience as Coordinator of donor financed projects 20%
4. Language skills 10%
5. Knowledge of the West African Region (3 similar projects/experiences) 5%

IV- Contract Period

The contract period shall be one (1) year, renewable during the project life cycle based on the results of the performance contract signed with the Project.

V- Place of Work

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