

**COMISSÃO DA CEDEAO**

**ECOWAS COMMISSION**

Regional Agency for Agriculture and Food

ARAA



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RAAF

**Notice of Expressions of Interest**

**Selection of a Consultant for project management training for RAAA staff.**

**Reference :** ARAA/BUDGET/2024/SCI/06

**Publication date** 04 April 2024

**Deadline for responses** 18 April 2024 at 17:00 GMT

## **I. Context**

Following the adoption of the ECOWAS regional agricultural policy - ECOWAP - in Accra in January 2005, the aim of which is to "contribute in a sustainable manner to meeting the food needs of the population, to economic and social development and to the reduction of poverty in Member States, as well as inequalities between territories, An institutional framework for the operationalisation of this policy has been put in place, following participatory and inclusive discussions with all the regional and national players concerned, and the development of mobilising programmes and the Regional Agricultural Investment Plan (PRIA), which has been broken down into National Agricultural Investment Plans (PNIA).

In August 2011, the Regional Agriculture and Food Agency (RAFA) was established by Regulation C/REG.1/08/11. Its mandate is "to ensure the technical implementation of regional programmes and investment plans contributing to the operationalisation of ECOWAS agricultural policy, drawing on regional institutions, bodies and actors with proven expertise".

To match the act of creation with action, the Agency was officially launched in Lomé on 27 September 2013.

In ten (10) years, the RAAA has rapidly grown from a portfolio of three (3) projects in 2013-2014 to around thirty projects and programmes in 2023, at a total cost of over 300 million US dollars in external resources.

In order to improve the performance of projects and programmes, ongoing capacity building of staff in project management tools is a fundamental requirement for day-to-day work.

To achieve this, training modules will be developed to support teams in the project management cycle, based on existing manuals (monitoring and evaluation manual, closure manual, project management manuals, capitalisation and communication guide, etc.).

These modules and the training will provide project teams with the knowledge they need to manage projects as well as quality reporting based on results-based management.

A consultant will therefore be recruited to carry out the assignment, and these terms of reference describe the context, the various objectives and expected results, the methodology for carrying out the assignment and the timetable.

## **II. Aims of the study**

The aim of the assignment is to improve the skills of RAAA staff involved in the project cycle from planning to project management.

Specifically, this will involve :

- Develop a training guide and training modules using existing documentation.
- To build the capacity of managers in the project cycle (planning, implementation, monitoring-evaluation, capitalisation-dissemination, closure) in order to improve the performance of the RAAA's projects as well as the quality of reporting.

## **III. Expected results**

The expected results are :

- A training guide containing training modules is available;
- the capacities of project managers in the project cycle (planning, implementation, monitoring-evaluation, capitalisation-dissemination, closure) are being strengthened in order to improve the performance of the RAAA's projects but also to improve the quality of reporting.

#### IV. Methodology

The consultant will develop a manual with training modules tailored to the RAAA. These training modules should include a power point presentation and training tools that will be used to retrain agents but also to be used at the time of immersion of new staff.

Presentations will be given in the classroom, but group work will also be organised to ensure total interaction, which will help to make the training more effective.

The main themes to be developed in the training manual are :

- The project cycle and the gender perspective in each phase ;
- The theory of change ;
- Results-based management ;
- Logical Programming Framework ;
- Operational planning ;
- Setting up a monitoring and evaluation system ;
- Setting up a monitoring and evaluation system ;
- Results-based reporting.

Assessments and quizzes will be organised after the introduction of each module, also to contribute to the effectiveness of the training. On this basis, certificates of success and/or participation will be awarded to staff.

#### V. Training calendar

<b>Actions</b>	<b>Number of days</b>
1. Development of the guide and training modules	15
2. Revisions Modules and training guide by the ARAA team	PM
3. Training modules and guide adapted following feedback from the ARAA	5
4. Team training in Lomé	7
5. Training report	3
<b>Total number H/D</b>	<b>30</b>

#### VI. Consultant profile

The profile should highlight the following elements:

- Minimum BAC + 5 in Project Management, monitoring-evaluation, planning or any other degree deemed equivalent;
- Proven experience of a minimum of 5 similar assignments with international organisations or project management agencies;
- 10 years' experience as a trainer;
- At least two (02) years' experience of similar assignments in West Africa;
- Solid knowledge of the gender approach and environmental and social safeguards in project cycles ;
- Fluency in French and English (spoken and written)

The consultant must also have the following qualities:

- Excellent communication skills;
- Flexibility;
- Analytical and diagnostic skills ;
- Working in a multicultural team ;
- Andragogy, patience ;
- Hosted by ;
- Dynamism ;
- Ability to adapt to complex contexts;

## **VII. Location and duration**

The total execution time is 30 man-days.

The consultant will work a large part of the time from home with some travel to Lomé in the Togolese Republic to ARAA's headquarters in Lomé.

## **VIII. Selection procedures**

### **Eligibility and qualifications**

The ECOWAS Commission, through the Regional Agriculture and Food Agency (RAAA), hereby invites individuals to express their interest in providing the required services by providing information demonstrating that they possess the necessary qualifications and relevant experience to carry out the assignment.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Offences committed by candidates, tenderers and successful tenderers"), which provides information on corrupt or fraudulent practices in the competition or execution of a contract. 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.

### **Application file**

The application file consists of :

- A letter of expression of interest ;
- A recent curriculum vitae detailing professional experience and similar assignments;
- A technical proposal containing the proposed methodological approach and timetable for implementation;
- Three professional references (first and last names, current position, position at the time of collaboration with the Consultant, email and telephone contacts);
- Copy of highest diploma ;
- Copies of work or service certificates listed in the curriculum vitae.

### **Receipt of applications**

- Deadline for receipt of applications: **18 April 2024 at 17:00 GMT.**
- Submission links: applications must be submitted by download to the Dropbox address: <https://www.dropbox.com/request/oPPzi1ttQ6imMsG1i0ri>
- **Application format: the application must be in the form of a single PDF file.**
- The RAAA reserves the right not to consider applications that are incomplete and/or do not comply with the above conditions for submission.

### **Selection method**

A consultant will be selected according to the individual consultant selection method described in the ECOWAS "Procurement Regulations". An interview to assess knowledge, skills and abilities may be organised with the best candidates. Only short-listed candidates will be contacted. The RAAA reserves the right not to proceed with this notice.

### **Request for further information**

Interested consultants can obtain further information by writing to the following e-mail addresses: [procurement@araa.org](mailto:procurement@araa.org) cc : [ctienon@araa.org](mailto:ctienon@araa.org) , [mnakorba@araa.org](mailto:mnakorba@araa.org) , [bkpessiglo@araa.org](mailto:bkpessiglo@araa.org) with "SCI006-ARAA- **Formation Personnel**" in the subject line.