

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation
ARAA

COMISSÃO DA CEDEAO



ECOWAS COMMISSION

Regional Agency for Agriculture and Food
RAAF

Terms of reference

Recruitment of an Administrative Assistant for the project DeSIRA+ West Africa

Reference	ARAA/DESIRA/2024/SCI/48
Publication date	December 9th, 2024
Submission deadline	January 15th, 2025 - 23 :59 GMT

1 Presentation of the project

1.1 Project background

Faced with the socio-economic and environmental challenges of persistent food and nutritional insecurity, increased pressure on natural resources, low agricultural productivity, the adverse effects of climate change (droughts, aridity, floods, etc.), physical and chemical degradation of agricultural land, soil salinization, falling incomes, etc., Following the adoption at the High Level Forum held in Bamako (Mali) from 15 to 18 June 2015, ECOWAS launched the Intervention Framework for the Development of Climate Smart Agriculture and a West African Alliance. To support the implementation of this intervention framework in line with the implementation of the regional agricultural policy, ECOWAP, the Agroecology Programme in West Africa (PAE) has been implemented since January 2018. Indeed, agroecology, based on ecological processes, is an approach to agriculture that considers the interactions between the biological, social, economic and environmental elements of an agri-food system to ensure the sustainability of agrosystems while increasing agricultural productivity, protecting the environment, preserving natural resources and improving the resilience of local communities to food insecurity.

The implementation of the agroecology program has made it possible to identify good innovative practices in agroecological intensification and ecologically intensive agriculture, and to provide the necessary support in terms of capacity building for stakeholders to promote agroecology and sustainable agriculture technologies, support for training centers and partnerships for participatory research involving research centers and professional farming organizations, and even training centers and extension structures. These achievements deserve to be reinforced by larger-scale actions and capitalized on, to facilitate their scaling-up in the countries, in order to produce a positive transformational dynamic capable of reversing the negative trend in the West African food system resulting from the challenges mentioned above.

A new phase of the European Union's **Development Smart Innovation through Research in Agriculture** (DeSIRA+) initiative, based on a research-innovation approach, is being implemented by the ECOWAS Commission through its Regional Agency for Agriculture and Food (RAAF). It will strengthen and extend the scope of the achievements and results reached under the EAP. It aims to support innovation through multi-stakeholder partnerships involving research to accelerate agroecological transitions in food systems in West Africa. In particular, this will involve strengthening systematic approaches based on the mobilization of agroecological processes, with a focus on the development and adoption of new practices and technologies, to increase yields and production, within a sustainable vision of production and agri-food systems, open to markets to create jobs and generate decent incomes for farmers, stakeholders in agroecological farming systems and other food system stakeholders.

Through this new DeSIRA+AO initiative, the ECOWAS Commission, with financial support from the EU and AFD, now wants to support innovation activities that address the issues of agroecological transitions on a larger scale, so as to make a significant contribution to change. The new DeSIRA+AO project will therefore call on consortia of stakeholders (POs, private sector and research) that involve key players with the leadership to address changes of scale, particularly by tackling issues of innovative and adapted technologies, co-constructed support methods, but also market development at different scales and regulation. In addition, the project aims to establish stronger links with public policies to ensure that actions meet the priorities of these policies, and that the results are used to conduct a dialogue with Member States (MS) to help achieve ECOWAP objectives.

1.2 General objective of the project

The overall objective of this project is to help increase the income and resilience of producers in the agro-sylvo-pastoral and fisheries sectors to climate change by mobilizing agroecological processes to intensify production.

More specifically, this will involve:

SO.1. Increase the productivity and production of the agro-sylvo-pastoral and fisheries sector (ASPH), while respecting the preservation and restoration of the state of cultivated and natural ecosystems through the promotion and intensification of innovations in agroecological transitions by means of multi-stakeholder partnerships;

SO.2. Promote the adoption of agroecological innovations by producers and SMEs through capitalization, video training/extension or digital training, dissemination, advocacy, public policies and institutional and regulatory frameworks favorable to agroecology.

1.3 Expected results of the project

RE.1. Innovations in agroecological transitions (products, technologies, models and/or services) are developed through multi-stakeholder partnerships involving farmers' organizations, local communities, NGOs, the private and public sectors and research bodies, whose innovation capacities are strengthened.

RE.2. The innovations developed are capitalized on, disseminated and widely adopted by producers, rural communities and SMEs.

RE.3. The institutional, political and regulatory framework at regional and national level is made more favorable to the agroecological transition and the capacities of the ECOWAS Commission are strengthened to support the processes of agroecological transformation of West African food systems.

1.4 Methods of implementation

1.4.1 Beneficiaries

Within the framework of the Project, the establishment of partnerships between different stakeholders will involve several types of players, including:

- The final beneficiaries: the populations of the ECOWAS region, in particular poor households vulnerable to food and nutritional insecurity and to the adverse effects of climate change, as well as the operators (research centers, training centers, extension and advisory services, NGOs, farmers' organizations, etc.) who support these communities and family farms in the field.
- The project's target groups are listed below.
 - Field Project leaders;
 - Producer groups that have been working for many years in the agro-sylvo-pastoral and fisheries sectors at regional, national and local levels;
 - National agricultural advisory networks, whose activities will be strengthened by specific support from the project to the West and Central Africa Network of Agricultural and Rural Advisory Services (RESCAR-AOC);
 - Local/territorial authorities; and
 - Political decision-makers.

1.4.2 Key stakeholders

The Agence Française de Développement (AFD): this is the delegating body to which the project funds will be delegated. Its comparative advantage lies in fund management mechanisms, institutional communication, its network of agencies in the West African region, its recognized experience of cooperation with the EU and ECOWAS, and its current status as delegatee of European funds under the EAP.

ECOWAS Commission: this is the main regional organization for coordinating the actions of West African countries. Its main aim is to promote regional cooperation and integration. It will operate through its Department of Economic Affairs and Agriculture (DEA&A), which has relevant experience of implementing projects financed by the EU and AFD. Within the DEA&A, the Directorate for Agriculture and Rural Development (DADR) and the Regional Agency for Agriculture and Food (RAAF) will be mobilized for greater efficiency in the implementation of the Project. The Chairman of the Commission will sign the financing agreements with the technical and financial partners. He will organize the delegations of signature within his institution, so that this project management can be carried out effectively.

Field Project leaders: these will be consortia made up of farmers' organizations, research/training/advisory bodies and/or NGOs and/or SMEs. They will be responsible, via their field project, for implementing components 1 and 2 of the Project.

Alliance 3AO will be responsible for organizing, with the support of the RAAF, consultations or sharing workshops at regional level between various stakeholders (see Activity 2.2 above) to carry out advocacy activities in favor of the agroecological transition. These consultations should advance the inclusion of agroecology in policies and the development of a regional agroecological transition strategy.

The RESCAR-AOC network will receive support to enable it to extend its activities to other countries, particularly English- and Portuguese-speaking ones, and to continue working on how to take greater account of the agroecological transition in farm advisory services.

A Consortium of Universities in the region: already formalized through the signing of a partnership agreement between regional universities as part of the EAP, this consortium is responsible for running the Agroecology MOOC sessions.

Access-Agriculture will be the project's partner of choice for disseminating the best practices and innovations that will be developed as part of the field projects. It will facilitate international and local access to quality training videos in local languages.

1.4.3 Organizational structure and responsibilities

The ECOWAS Commission, via its Department of Economic Affairs and Agriculture (DAE&A), will act as **project manager**.

To implement the Project, a **Regional Coordination Unit (RCU)** will be recruited and based in Lomé within the RAAF, to which it will report. The RCU will be responsible for the direct implementation of regional activities, programming, monitoring-evaluation, reporting and overall coordination of the Project.

The **Regional Steering Committee (RSC)** will be the program's steering and monitoring body. It will be chaired by the ECOWAS Commission (DAE&A), with the WAEMU Commission acting as vice-chair, and the RAAF will provide the technical secretariat. The PRC will be made up of: Technical and Financial Partners (notably the European Union, AFD, BOAD, EBID and FAO), CILSS, CORAF, representatives of the 15 countries involved, ROPPA, 3AO and other stakeholders from similar initiatives deemed relevant. It will meet once a year.

The **Specialized Technical Committee (STC)**, chaired by the DADR, will be responsible for providing the main technical guidelines for implementing the project. It will bring together all the partners involved in the project implementation with at least the representatives of ECOWAS (DADR, RAAF), the TFPs directly concerned, and the coordination team. Other partners who are members of the CRP may also be invited, depending on the needs and objectives of the CTS. It will meet at least once a year.

1.5 Brief description of the project

In order to achieve the above objectives, the activities will aim to strengthen systematic approaches based on the mobilization of agroecological processes, with a focus on the development and adoption of new practices and technologies, to increase yields and production, within a sustainable vision of production and agri-food systems, open to markets to create jobs and generate decent incomes for farmers and other stakeholders in the sector. The project will be divided into two operational components and a component dedicated to overall coordination.

Component 1 below will be made operational through the implementation of field projects led by consortia made up of farmers' organizations, research/training/advisory bodies and/or NGOs and/or private sector players (SMEs, etc.). The selection and contractualization method, via the launch of a call for project proposals, is detailed in paragraph 7.3 below.

The call for project proposals will cover various themes, some of which have been pre-identified:

- Access by family farms to organic agricultural inputs (biopesticides, biofertilizers, bio stimulants) for integrated management of soil fertility and pests (promotion of production units, product certification and development of supply channels, etc.);
- Agroecology and hard work / employability of young people: mechanization and new information technologies to improve labor productivity in agroecological systems;
- Seed systems to promote agrobiodiversity (farmers' seeds, neglected crops, etc.);
- Agroecology and nutrition: legumes and diversification of production systems with forgotten/neglected crops, to promote nitrogen uptake and soil health, and improve nutrition;
- Training, research-action and advisory support systems to disseminate knowledge about agroecological practices: digitization and advice to encourage horizontal exchanges of knowledge and experience;
- Agroecology and access to markets: development of short circuits (farmers' markets in urban areas, etc.) and institutional markets (school canteens, etc.);
- Livestock farming and agroecology (manure contracts with pastoralists; combining agriculture and livestock farming; developing agro-pastoralism, etc.);
- Etc.

The list of themes is indicative and may be refined in the light of changes in the Project context and the results and recommendations of the exercise to capitalize on field experience currently being carried out as part of the Agroecology Programme in West Africa, the FAIR Sahel project or other DeSIRA projects currently being implemented in West Africa.

The project will therefore seek to create synergies between different actions and initiatives in order to strengthen relations between stakeholders, research, training, investment and policy, and to enable a change of scale in the agroecological transition. All initiatives aimed at strengthening agroecological transitions in West Africa will collaborate under the aegis of the RAAF/DADR to promote the pooling of efforts and economies of scale in order to increase the positive impact of the Project and bring about a

global transformational change for agriculture and the climate in the region. These synergies could be strengthened through support for the 3AO platform.

1.5.1 Component 1 - Promoting and strengthening innovation in agroecology and scaling up good practice

This component will be implemented through technical and financial support for projects resulting from the above-mentioned calls for proposals. It will involve developing and/or supporting innovations in agroecological transitions (products, technologies, models and/or services) through multi-stakeholder partnerships involving a wide range of stakeholders: farmers' organizations, local communities, NGOs, the private and public sectors and research bodies, with the aim of strengthening the innovation capacities of these stakeholders.

It will also enable the innovations developed to be capitalized on and help them to be disseminated to a critical mass of farmers and SMEs in order to increase their uptake. It will make available relevant elements and approaches to encourage the scaling-up of innovations that have been co-designed, tested and proven. Dissemination to producers and SMEs could take place via training centers, NGOs, national and private advisory systems, digital platforms or any other relevant partner.

The activities planned under this component are:

- A1.1** Implementation of field projects
- A1.2** Sharing and exchanging experience between projects

1.5.2 Component 2 - Executive training, exchanges and contribution to the development of public policies for agroecology and sustainable agri-food systems

This component is fundamental to the mobilization of all stakeholders and policy-makers towards a transformational orientation of sustainable food systems in the West African region. Through this component, the regional, national and local institutional, political and regulatory framework is made more favorable to the agroecological transition and the capacities of the ECOWAS Commission are strengthened to support the processes of agroecological transformation of West African food systems.

The activities planned for this component are

- A2.1** Exchanges, training and sharing of knowledge on agroecology
- A2.2** Consultations and advocacy for the inclusion of agroecology in public policies
- A2.3** Cross-functional capitalization

1.5.3 Component 3 - Project coordination, support for field projects and capacity building for the RAAF

The component will be responsible for coordinating activities at regional level, supporting project leaders, ensuring the overall monitoring and evaluation of the Project and ensuring sound financial management. It will also be responsible for facilitating exchanges between the Project's various partners, in particular with the financial partners, and for cross-cutting activities such as monitoring and evaluation of the Project, audits and communication/visibility activities. It will ensure the proper physical and digital archiving of all documentation relating to the Action in order to facilitate audits and the sharing of all deliverables resulting from the Project. It will ensure synergies with other initiatives.

The following activities will be implemented under this component.

- A3.1** Regional coordination of the Project: operation of the Regional Coordination Unit, reinforcement of synergies, development of cross-cutting actions, communication/visibility, etc.
- A3.2** Management of calls for projects

A3.3 Monitoring-evaluation and support for field project leaders

A3.4 Capacity building for the RAAF

The RAAF, through the direct recruitment of a **Regional Coordination Unit (RCU)**, will be responsible for the operational planning and technical implementation of the programmed activities, as set out in the Project's contractual documents. The team will comprise the following staff

- Project coordinator Head of the Regional Project Coordination Unit;
- Expert in charge of monitoring and evaluation;
- Expert in charge of knowledge management and capitalization;
- Accountant;
- Administrative assistant.

The Project Coordination Team (RCU) will be responsible for organizing meetings of the Steering Committee and regional workshops, supporting the monitoring of studies to be carried out, defining the programming of activities and annual budgets, monitoring implementation and reporting within the framework of the Project. The RCU will also be responsible for supporting the RAAF in the management of project funds (support with procurement, accounting, overall financial monitoring of the project (funds managed directly by the RAAF and funds made available to other beneficiaries, launching and monitoring audits, etc.). Synergies will be developed and/or strengthened with other actions carried out by governments or by international cooperation in order to pool efforts. Thanks to these synergies, the RCU will optimize actions and ensure better communication and visibility of the Project. It will carry out all other cross-cutting actions to ensure optimum implementation of the Project.

The RCU will be supported in the coordination and implementation of the Project by **external technical assistance** provided by an operator who will be responsible, in support of the project owner, for providing support and advisory services to achieve the objectives set and the appropriate management of the funds granted to the Project. The operator's mission will have the following objectives:

- To assist the RAAF's Technical Operations Division (TOD) in the preparation and implementation of the call for projects on the themes validated by ECOWAS and AFD. A Call for Projects Officer based in Lomé will be mobilized from the start of the Project. This mobilization for a period of at least 24 months will enable the RAAF's Technical Operations Division (TOD) to carry out these activities without waiting for the RCU to be fully trained. Once the RCU has been fully trained, this expert will participate in the induction of the RCU until it reaches full capacity.
- Efficiently deliver technical support to the operational components, monitoring and evaluation to achieve the expected results of the Project (backstopping, ad hoc support on specialized themes, etc.), ensure that it is properly monitored and coordinated, and report on it in accordance with the procedures in place. A pool of short-term experts will be mobilized at the request of the project owner to provide technical support to the URC, the RAAF and the project leaders throughout the duration of the project.

1.6 Location

The Action covers all 15 ECOWAS Member States, namely Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

The geolocation of the intervention zones will be made available on the ECOWAS MESECOPS monitoring and evaluation platform.

1.7 Indicative implementation schedule

The project is scheduled to last 66 months, including:

- 60 months for the operational phase; and
- 6 months for closing activities (including evaluations, capitalization, audits, etc.).

2 Objectives and expected results of the assignment

As part of the implementation of this project, the Regional Agency for Agriculture and Food (RAAF) is inviting applications for the following positions:

- Project coordinator Head of the Regional Project Coordination Unit;
- Expert in charge of monitoring and evaluation;
- Expert in charge of knowledge management and capitalization;
- Accountant;
- Administrative assistant.

These terms of reference describe the recruitment procedures for an **administrative assistant, responsible for secretarial duties and assisting the project coordinator with administrative management**, in particular the objectives of the assignment, the expected results, the assignment letter for achieving the results, the duration and location of the assignment, the working hours, public holidays and leave, the installation conditions and equipment that will be available, travel, the profile sought, the application files and documents and the selection method.

2.1 Mission objectives

Under the direct supervision of the Project Coordinator, and in liaison with the RAAF's Administration and Finance Division (DAF), the Administrative Assistant will support the Coordinator in the management of the Project, manage relations with partners and generally ensure that the objectives of administrative communication between ECOWAS, the EU, AFD and other partners are met.

2.2 Expected results of the assignment

The expected results of the Administrative Assistant's mission are as follows:

- The coordinator and other members of the project team receive effective support to achieve the planned results.
- A system for recording incoming and outgoing mail is created.
- The physical and electronic archiving and filing of documents is well ensured.
- Incoming and outgoing administrative documents/letter files are well managed and filed.
- Documents submitted for signature or approval are properly tracked.
- The line manager's schedule is well managed.
- Meetings, meeting room reservations, airline tickets and office supplies are all well taken care of.
- The administrative files submitted for approval are well formatted, thanks to a good command of IT tools.

3 Role and responsibilities

Generally speaking, the Administrative Assistant plays an essential role in the smooth running of the regional coordination and its exchanges with the project's partners. He/she will ensure, with the coordinator and under the supervision of the DAF, that all correspondence and other administrative communications necessary for the proper coordination of the project are carried out.

3.1 Activities

Specifically, he/she is responsible for:

- Managing the coordinator's diary and calendar: organizing and managing appointments, receiving and greeting visitors, making telephone calls and checking incoming calls to ensure they are important and can be answered or transferred to the line manager.
- Organizing meetings and workshops, receiving, drafting and following up administrative letters, drafting memorandums for submission to the coordinator, reserving meeting rooms and plane tickets, ensuring that office supplies are in place;
- To set up a system for recording incoming and outgoing mail and for electronically archiving and filing documents;
- Monitoring documents submitted for signature or approval;
- To assist the project's regional coordination colleagues with their administrative tasks;
- Be able to provide accurate and complete information to line managers, colleagues and partners;
- Produce clear, concise, logical and grammatically correct written documents in at least two of the three official ECOWAS languages and have equivalent oral language skills;
- Organizing routine tasks, finding solutions to resolve conflicting priorities or uncertainty when carrying out new or changing tasks;
- Carry out with the utmost attention any other task assigned by the line manager in connection with the RAAF.

3.2 Reports and deliverables

In terms of planning and reporting, the Administrative Assistante will be required to contribute to the production of the following action plans and reports:

- Quarterly monitoring and evaluation report to the RAAF;
- Semi-annual report to ECOWAS and financial partners;
- Annual report for ECOWAS and financial partners;
- The Project's annual action plans and procurement plans and any amendments thereto for the attention of ECOWAS and the financial partners;
- Other plans, AWPB, and/or reports that may be requested by ECOWAS and/or financial partners.

4 Desired profile and CV evaluation criteria

The **profile sought** must meet the following criteria:

4.1 Qualifications

- Hold a postgraduate diploma or equivalent in secretarial or business administration in a related field (at least Bachelor's level) from a recognized university or higher education institution;
- A degree in human resources management would be an asset;
- Bilingual in French and English. Fluency in Portuguese is an asset;
- Use IT tools to communicate, draft documents and format them appropriately.

4.2 Skills

4.2.1 Project management:

- A good understanding of administration rules, procedures and processes, and the ability to recommend and use appropriate office administration software and systems;
- Ability to edit, spell and grammar check, track changes and review documents prepared by others, and reorganize data or information as instructed using the latest ICT tools available;
- Technical mastery and knowledge of computer software (including Word, Excel, PowerPoint, Publisher, Box, Google calendar, Dropbox, etc.), relevant filing systems, and correspondence procedures, guidelines and processes for the preparation, use and archiving of administrative documents and templates.

4.2.2 Interpersonal relations and communication:

- Ability to work in a multicultural environment and to work in a team with partners at all levels (ministries, donors, private sector, NGOs and community-based organizations);
- Good written and verbal communication skills to interact with members of the project team, the RAAF, TFPs, etc., and the ability to present information clearly and concisely, in the form of clean, well-presented documents that comply with the ECOWAS graphic charter.

4.2.3 Specific expertise:

- Ability to translate short texts into at least two of the three ECOWAS working languages;
- Knowledge of ECOWAS institutions and their mandates, and of the administrative rules and procedures of the main stakeholders in the implementation of the Project (RAAF, EU and AFD);
- Knowledge of ECOWAS standards applicable to the transmission of mail and other routine tasks, and to keep records and information concerning assigned work in accordance with rules and regulations.

4.3 Experiences

4.3.1 Relevant professional experience:

- Have six (6) years' experience at an increasingly responsible level in the field of secretarial administrative services, including tasks such as keeping personal and financial records, planning and/or implementing international technical cooperation activities.

4.3.2 Experience in project coordination/management support:

- At least three (3) years' experience in administrative assistance in support of multi-donor and multi-stakeholder projects and programs;
- Good experience of organizing logistics and holding regional workshops and meetings.

4.3.3 Regional and ECOWAS experience:

- At least two (2) years of experience in administrative assistance in the implementation of projects under the aegis of the ECOWAS Commission.

4.3.4 Experience with technical and financial partners:

- At least one year's experience of working on an AFD or EU-funded project is a plus.

Candidates' CVs will be scored using the evaluation criteria and points system detailed in the **rating scale** below:

Nr	CV evaluation criteria	Score
QUAL	4.1 Qualification	20
QUAL.1	Hold a postgraduate diploma or equivalent in secretarial or business administration in a related field (at least Bachelor's level) from a recognized university or higher education institution;	4
QUAL.2	A degree in human resources management would be an asset;	2
QUAL.3	Bilingual in French and English. Fluency in Portuguese is an asset;	8
QUAL.4	Use IT tools to communicate, draft documents and format them appropriately	6
COMP	4.2 Skills	30
COMP.1	4.2.1 Project management:	12
	<i>A good understanding of administration rules, procedures and processes, and the ability to recommend and use appropriate office administration software and systems</i>	5
	<i>Ability to edit, spell and grammar check, track changes and review documents prepared by others, and reorganize data or information as instructed using the latest ICT tools available</i>	4
	<i>Technical mastery and knowledge of computer software (including Word, Excel, PowerPoint, Publisher, Box, Google calendar, Dropbox, etc.), relevant filing systems, and correspondence procedures, guidelines and processes for the preparation, use and archiving of administrative documents and templates</i>	3
COMP.2	4.2.2 Interpersonal relations and communication:	8
	<i>Ability to work in a multicultural environment and to work in a team with partners at all levels (ministries, donors, private sector, NGOs and community-based organizations)</i>	4
	<i>Good written and verbal communication skills to interact with members of the project team, the RAAF, TFPs, etc., and the ability to present information clearly and concisely, in the form of clean, well-presented documents that comply with the ECOWAS graphic charter</i>	4

COMP.3	4.2.3 Specific expertise:	10
	<i>Ability to translate short texts into at least two of the three ECOWAS working languages;</i>	4
	<i>Knowledge of ECOWAS institutions and their mandates, and of the administrative rules and procedures of the main stakeholders in the implementation of the Project (RAAF, EU and AFD);</i>	3
	<i>Knowledge of ECOWAS standards applicable to the transmission of mail and other routine tasks, and to keep records and information concerning assigned work in accordance with rules and regulations</i>	3
EXP	4.3 Experiences	50
EXP.1	4.3.1 Relevant professional experience: <i>Have six (6) years' experience at an increasingly responsible level in the field of secretarial administrative services, including tasks such as keeping personal and financial records, planning and/or implementing international technical cooperation activities</i>	12
EXP.2	4.3.2 Experience in project coordination/management support:	20
	<i>At least three (3) years' experience in administrative assistance in support of multi-donor and multi-stakeholder projects and programs;</i>	10
	<i>Good experience of organizing logistics and holding regional workshops and meetings</i>	10
EXP.3	4.3.3 Regional and ECOWAS experience: <i>At least two (2) years of experience in administrative assistance in the implementation of projects under the aegis of the ECOWAS Commission</i>	10
EXP.4	4.3.4 Experience with technical and financial partners: <i>At least one year's experience of working on an AFD or EU-funded project is a plus</i>	8
	Total Score CV (C)	100

5 General conditions for the position

5.1 Duration, location and start of assignment

The initial duration of the assignment is **twelve (12) months** from the date of commencement of service following signature of the contract, **renewable throughout the duration of the project**, depending on the performance of the consultant, the needs of the RAAF and the availability of resources.

The Consultant will be based in Lomé (Togo) at the Agence Régionale pour l'Agriculture et l'Alimentation (RAAF).

5.2 Working hours, public holidays, leave and conflicts of interest

Working hours are those in force at the RAAF. The Consultant will not be paid overtime.

Public holidays are those officially established in Lomé (Togo) and the official closing periods of ECOWAS which are not deductible from leave. The Consultant shall not work on public holidays or during official ECOWAS closing periods. Nor will he work on weekends.

Annual leave is 2.5 working days per month of actual work. Sick leave is not deductible from annual leave.

The consultant shall refrain from any situation that could place him/her in a conflict of interest in the context of the assignment assigned to him/her.

5.3 Services, facilities and equipment made available to the Consultant

The services, facilities and equipment that will be made available to the Consultant are:

- A furnished office; and
- Computer equipment.

5.4 Travel

Extensive travel is to be expected in the sub-region. Services will not include travel to red-rated security risk zones.

5.5 Application file

The application file is made up as follows:

- (1) A covering letter;
- (2) A detailed curriculum vitae;
- (3) Copies of diplomas;
- (4) Copies of work experience certificates;
- (5) Certificate of registration in the commercial register, if applicable;
- (6) The signed declaration of integrity, eligibility and environmental and social responsibility (in accordance with the model provided in Annex 1);
- (7) The Consultant's signed Letter of Undertaking - Security (in accordance with the model provided in Appendix 2).

5.6 Submission of applications

Applications must be received no later than **January 15, 2025 - 23:59 GMT**,

- - By e-mail to: procurement@araa.org , with the following wording in the subject line without square brackets: "**SCI48-DESIRA-Admin**";

Applications not complying with the delivery requirements below may not be considered.

For all inquiries regarding the Consultant Selection Notice, please contact the RAAF Procurement Department at the following address: procurement@araa.org cc: ctienon@araa.org with the following text without square brackets: "**SCI48-DESIRA-Renseignements**".

5.7 Selection method

The consultant will be selected according to the selection method based on qualifications in application of the Directives for the procurement of consultancy services financed by ECOWAS.

Candidates' CVs will be marked using the evaluation criteria and points system set out in the grid in section 4.

A **shortlist of six (6) candidates** will be drawn up to continue the selection process. In the event of a tie, the candidate with the highest score in terms of **experience** criteria (see grid above) will be selected.

Only shortlisted candidates will be contacted for the rest of the process.

In the second stage, the six (6) candidates selected will have to undergo a one-hour **written test** and an **interview** by videoconference.

The contract will be awarded to the candidate ranked first at the end of this process.

The RAAF reserves the right not to proceed with this selection notice.

Appendix 1. Declaration of integrity, eligibility and environmental and social responsibility

Reference name of the Bid: Recruitment of an Administrative Assistant for the DeSIRA+ Project in West Africa (DéSIRA+AO) _____ (the “**Contract**”)

To: ECOWAS Commission _____ (the “**Contracting Authority**”)

1. We recognize and accept that Agence Française de Développement (“**AFD**”) only finances the projects of the Contracting Authority subject to its own conditions, as set out in the Financing Agreement that directly or indirectly binds it to the Contracting Authority. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the Contract. Consequently, no legal exists between AFD and our company, our joint venture, and our subcontractors. The Contracting Authority may also mean the Client, Employer or Purchaser, as the case may be, for the procurement of works, goods, plants, equipment, consulting services, or non-consulting services.
2. We hereby certify that neither we, nor any person acting on our behalf,¹ nor any of the members of our joint venture, nor any of our subcontractors, are in any of the following situations:
 - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, or being in any analogous situation arising from any similar procedure;
 - 2.2 Having been, within the past five years, subject to a final administrative sanction, a final conviction issued by a competent authority, or any other non-court resolution² having notably an extinctive effect on public action, either (i) in the country where we are constituted, (ii) in the country of performance of the Contract, (iii) in the context of the procurement or performance of an AFD-financed Contract, (iv) pronounced by a European Union institution, or (v) pronounced by a competent authority in France, for:
 - a) Prohibited Practices, as defined in Article 6.1 below, or for any other offence committed in the context of the procurement or performance of a Contract (in the event of such sanction, conviction or non-court resolution, we may attach additional information to this Statement of Integrity, such as a compliance program, showing that we (or the person acting on our behalf, the member of our joint venture, or our subcontractor) consider that this sanction, judgement or non-court resolution is not relevant in the context of the Contract, where applicable);
 - b) Participation in a criminal organization, terrorist offences or offences related to terrorist activities, child labor, or other offences related to human trafficking;
 - c) Having created an entity in a different jurisdiction (i) with the the intention of avoiding tax or social obligations, or any other legal obligation applicable in the jurisdiction of its registered office, central administration or principal place of business, or (ii) for being an entity created with the intention of avoiding such obligations;
 - 2.3 Having been subject within the past five years to a Contract termination fully settled against us for significant or persistent breach of our contractual obligations during the performance of the

¹ Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees, or agents (be them declared or not).

² Including the Judicial Public Interest Agreement (CJIP), a decision following an Appearance on Prior Recognition of Guilt (CPRC), a negotiated resolution agreement, or any other similar form of transaction terminating criminal proceedings.

Contract, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

- 2.4 Having been declared ineligible by one of the multilateral development banks signatories to the Mutual Recognition Agreement of 9 April 2010³ (in the event of such ineligibility, we may attach additional information to this Statement of Integrity showing that we consider that such ineligibility is not relevant in the context of the Contract, where applicable);
 - 2.5 Not having fulfilled our fiscal obligations relating to the payments of our taxes or social contributions in accordance with the legal provisions of our country of incorporation or of the country of the Contracting Authority;
 - 2.6 Having created falsified documents or committed misrepresentation when providing the information requested by the Contracting Authority in the context of the procurement and award process for this Contract.
3. We hereby certify that neither we, nor any party acting on our behalf⁴, nor any members of our joint venture, , , nor any of our subcontractors, nor any of our direct or indirect shareholders, nor any of our subsidiaries acting with our knowledge or consent:
- a. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **individual sanctions measures** adopted by the United Nations, the European Union and/or France;
 - b. Are directly or indirectly subject to, controlled by a person or an entity subject to, or acting in the name or on behalf of a person or entity subject to **sectoral sanctions measures** adopted by the United Nations, the European Union and/or France;
 - c. Are ineligible for the implementation of the Project owing to any other international sanctions measures pronounced by the United Nations, the European Union or France.
4. We hereby certify that neither we, nor any party acting on our behalf,² nor any of the members of our joint venture, nor any of our subcontractors, are [nor have been (*in the case of refinancing for a Contract already awarded*)] in any of the following situations of conflict of interest:
- 4.1 Being a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction.
 - 4.2 Having business or family relations with a member of the Contracting Authority's services involved in the procurement process or the supervision of the resulting Contract, unless the resulting conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 4.3 Controlling or being controlled by another applicant, bidder or consultant, or being under common with another applicant, bidder or consultant, receiving subsidies from another applicant, bidder or consultant, or granting subsidies to another applicant, bidder or consultant, directly or indirectly, having the same legal representative as another applicant, bidder or consultant, maintaining direct or indirect contacts with another applicant, bidder or consultant allowing us to (i) have given and/or give access to information contained in our respective applications, bids or proposals likely to distort competition (ii) influence them, or (iii) influence the decisions of the Contracting Authority;

³ World Bank, Inter-American Development Bank, African Development Bank, Asian Development Bank, and European Bank for Reconstruction and Development.

⁴ Directors, (including any person who is a member of the administrative management or supervisory body, or with powers of representation, decision or control), employees or agents (be them declared or not).

- 4.4 Being engaged for a consulting services mission which, by its nature, is or may be in conflict with the mission envisaged for the Contracting Authority;
 - 4.5 Having prepared ourselves, being or having been associated with a natural or legal person who has prepared, specifications, terms of reference or other documents that have been used for the procurement process in question, and that contain provisions likely to favor an application, bid or proposal;
 - 4.6 Having or having had access to, having prepared ourselves, being or having been associated with a natural or legal person who has or has had access to or prepared, specifications, plans, calculations, studies, or other documents that have not been communicated to all the applicants, bidders or consultants in the context of the present procurement procedure, and which thereby confer us an unfair competitive advantage;
 - 4.7 In the case of a procurement procedure for works, plants, equipment or goods, having been selected ourselves or proposed to be selected (or any of our subsidiary companies having been or being proposed to be selected) to carry out supervision or inspection of the services in the context of this Contract.
5. If we are a state-owned entity or a public enterprise, to participate in a competitive procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
 6. In the context of the procurement and performance of the Contract:
 - 6.1 Neither we, nor any party acting on our behalf,² nor any members of our joint venture, nor any of our subcontractors, have committed or shall commit a Prohibited Practice as defined in the document entitled “AFD Group’s Policy to Prevent and Combat Prohibited Practices” available on AFD’s Website.⁵
 - 6.2 Neither we, nor or any party acting on our behalf,² nor any members of our joint venture, nor any of our subcontractors, shall acquire or provide [have acquired or provided (*in the case of refinancing for a Contract already awarded*)] in sectors subject to an embargo by the United Nations, the European Union or France.
 7. We hereby undertake to, and we undertake to ensure that any party acting on our behalf,² any members of our joint venture, and any of our subcontractors undertake to:
 - 7.1 Comply with the environmental standards recognized by the international community, including the international conventions for the protection of the environment and, in particular, take all reasonable steps to avoid or limit negative effects on vegetation, biodiversity, soils, groundwater and surface water, and on persons and property resulting from pollution, noise, vibration, traffic and other effects resulting from our activities, in accordance with the laws and regulations applicable in the country of performance of the Contract.
 - 7.2 Implement measures to mitigate environmental and social risks when they are indicated in the environmental and social management plan provided by the Contracting Authority, and ensure that the emissions, surface discharge and effluents produced by our activities respect the limits, specifications or requirements applicable to the Contract.
 - 7.3 Respect the rights of workers related to wages, working hours, rest periods and vacations, overtime, minimum age, regular payments, compensation and benefits, in accordance with the standards recognized by the international community, including the fundamental conventions of the International Labour Organization (ILO), in accordance with the laws and regulations applicable in the country of performance of the Contract; indicate these elements in a

⁵ For informational purposes, this policy can be accessed *via* the following link: <https://www.afd.fr/en/combating-corruption>.

document annexed to the employment contracts of our employees and made available to the Contracting Authority; and respect and facilitate the rights of workers to organize themselves and set up a complaints management mechanism for direct or indirect workers.

- 7.4 Implement practices for non-discrimination and equal opportunities, and ensure the prohibition of child labor and forced labor.
- 7.5 Keep a record for each member of the local staff recording the hours worked by each person, the type of work, the wages paid and the training undertaken, and ensure that these records are available at all times to be inspected by the Contracting Authority and the authorized representatives of the government, in accordance with the laws and regulations applicable to the protection of personal data in the country of performance of the Contract.
8. We, any party acting on our behalf,² the members of our joint venture, our subcontractors, our direct or indirect shareholders, and our subsidiaries, authorize AFD to conduct investigations and, in particular, inspect the documents and accounting records relating to the procurement and performance of the Contract, including, but not limited to, our internal processes and rules related to the respect of international sanctions pronounced by the United Nations, the European Union and/or France, and to have them verified auditors appointed by AFD.
9. We declare that we have paid, or that we shall pay, the commissions, benefits, fees, gratuities or charges relating to the procurement procedure or the performance of the Contract to the following third party/parties (for example, an intermediary/agent)(*):

Name of beneficiary	Contact details	Purpose	Amount (indicate the currency)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(*): If no amount has been paid or is to be paid, indicate “None”.

10. We undertake to promptly inform the Contracting Authority, which shall inform AFD, of any change of circumstance regarding the sections above, including in case of any sanctions or embargo measures adopted by the United Nations, the European Union and/or France, after we have signed the present Statement.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of:⁶ _____

Signature: _____

Dated: _____

⁶ In the case of a joint venture, insert the name of the joint venture. The person signing the bid, proposal or application on behalf of the bidder, consultant or applicant, shall attach a power of attorney from such bidder, consultant or applicant.

Appendix 2. Letter of Engagement - Consultant Security

Reference name of the Bid: Recruitment of an Administrative Assistant for the DeSIRA+ Project in West Africa (DeSIRA+AO) _____ (the “**Contract**”)

To: ECOWAS Commission _____ (the “**Contracting Authority**”)

I have taken cognizance of the security context and have assessed the associated risks in connection with the performance of the **Administrative Assistant** Services Contract as part of the implementation of the "Development Smart Innovation through Research Plus in West Africa - DeSIRA+AO" Project.

I acknowledge that my personal safety and that of the property entrusted to me for the performance of the Contract remain my sole responsibility.

I undertake to take the measures I consider necessary and sufficient to ensure my own safety and that of the property entrusted to me.

I undertake to comply with ECOWAS and RAAF safety directives.

Name : _____

Signature : _____

Dated : _____