

WEST AFRICAN POWER POOL (WAPP)
REQUEST FOR EXPRESSION OF INTEREST (EOI)
(CONSULTANT SERVICES - FIRMS SELECTION)
SELECTION OF A FIRM FOR THE RECRUITMENT OF A NEW SECRETARY
GENERAL OF THE WEST AFRICAN POWER POOL

The West African Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) in the energy sector, with management autonomy. It was established in 2006 to integrate the operations of national energy systems into a unified regional electricity market with the ultimate goal of providing stable, reliable and affordable electricity to ECOWAS member countries. The WAPP Secretariat, headed by the Secretary General, is the administrative body that conducts the day-to-day management of WAPP activities necessary to support the Executive Board in achieving the mission of the Organization

The WAPP Secretariat intends to use part of its funds to hire a qualified recruitment Agency to assist in the selection of a new Secretary General. The overall mandate of the Agency is to support the WAPP Human Resources and Governance Committee (HRGC) and the Executive Board in recruiting a Secretary General.

The Agency will, among other tasks: (i) prepare a recruitment document including the job description and the required qualifications; (ii) publish the call for applications after approval of the recruitment document by the HRGC and the Executive Board; (iii) evaluate the received CVs and short list the candidates; (iv) assist WAPP in the conduct of interviews of the shortlisted candidates; (v) draft the final report at the end of the selection process.

Agency profile

Interested Recruitment Agencies must:

- Be duly registered and legally established in one of the ECOWAS countries and have activities therein.
- Have at least ten (10) years of proven experience in recruiting staff (senior level) for organizations or regional projects in the ECOWAS region.
- Have Consultants preferably bilingual (French/English); at least one of whom must be perfectly bilingual (Advanced level). The composition of the team of key experts is outlined in the Terms of Reference (TOR).

The consulting firms may associate with other firms to enhance their qualifications and shall indicate clearly whether the association is in the form of a Joint-Venture and/or a sub-consultancy. In the case of a Joint-Venture, all the partners in the Joint-Venture shall be jointly and severally liable for the entire contract, if selected. In the case of a Joint Venture between a recruitment Agency operating within ECOWAS and another from outside the region, the Lead Partner shall be from the ECOWAS region.

The total duration of the assignment is estimated at eight (8) months after commencement. The expected start date is August 2023.

The detailed ToR for the assignment can be found at the following WAPP website : <http://www.ecowapp.org/en/tenders>

Please note that these ToR are indicative and could change before the publication of the Request for Proposals that will be sent to the short listed Agencies.

The WEST AFRICAN POWER POOL now invites eligible consulting agencies to indicate their interest in providing the Services. Interested consulting agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Shortlisting Criteria are:

- (i) Eligibility: the Agency must be registered and legally established in one of the ECOWAS countries and have activities therein;
- (ii) References of similar services and comparable recruitments;
- (iii) References in the drafting of personnel recruitment documents;
- (iv) Working Experience in the ECOWAS region

References submitted should clearly indicate the year the assignment was performed, the client, the country, the exact title of the assignment, two contact persons and their email and phone numbers. It is strongly recommended that only references relevant to the assignment should be submitted.

Key Experts will not be evaluated at this stage; they will be evaluated during the evaluation of technical proposals. Therefore, the Agencies are requested not to present the CVs of experts in their expressions of interest but may give indications on their pool of experts.

The Agency will be selected in accordance with the Least Cost-based Selection (LCS) method set forth in the WAPP Procurement Code, which can be found on the WAPP website www.ecowapp.org

More information can be obtained at the address below.

Email: andorere@ecowapp.org

CC: msdiedhiou@ecowapp.org; ektoe@ecowapp.org

Expressions of interest must be submitted (in soft copy) by email **in French or English language at the choice of the Agency (max 30 pages, A4 format)**. The signed Expression of interest shall be marked "*Original*". A translation into the other language will be required for evaluation purposes and both versions will be submitted together. The document in the language of application chosen by the applicant Agency will be used as the reference document in case of discrepancy between the French and English versions. Applications must be submitted no later **May 8, 2023 at 10:00 a.m.** local time in Cotonou to the secure address procurement@ecowapp.org

Email applications should be clearly marked "*Expression of Interest for the Selection of an Agency for the Recruitment of the WAPP Secretary General*".

Hard copies shall not be accepted and any hard copy sent to the WAPP Secretariat will not be opened, and shall be rejected. Likewise, any application received by WAPP after the deadline will be rejected.

Applicants wishing to participate in the opening of applications, which will be hosted online using **Microsoft Teams**, should send a request to the address below to Mr. Mouhamadou S. Diedhiou via msdiedhiou@ecowapp.org , seven calendar days before the deadline, and the link to join the virtual meeting will be communicated to them.

The Minutes of the opening session of the expressions of interest shall be sent to all firms immediately after the opening.
