



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

ENGLISH VERSION

**NOTICE OF INVITATION TO APPLY FOR THE RECRUITMENT OF AN INTERNATIONAL CONSULTANT
FOR**

THE FINALIZATION OF THE ECOWAS DRAFT YOUTH POLICY AND STRATEGIC ACTION PLAN

AND

**THE PREPARATION OF A SUMMARY DOCUMENT OF THE COUNTRY AND REGIONAL REPORTS OF
THE ECOWAS NATIONAL YOUTH CONSULTATIONS AND REGIONAL YOUTH CONFERENCE**

Date : 02/03/2026

Institution: ECOWAS Youth and Sports Development Centre - EYSDC

Contact : cdjs@ecowas.int

Job Title: International Consultant for **the finalization of the draft ECOWAS Youth Policy and Strategic Action Plan and the development of a synthesis document of the country and regional reports of the ECOWAS National Youth Consultations/Regional Youth Conference**

Type of Contract: Individual Contract

Start date: 01 April 2026.

Project title: Finalization of the draft ECOWAS Youth Policy and strategic action plan and the development of a synthesis document of the country and regional reports of the ECOWAS national youth consultations/regional youth conference

Period/Duration of the mission/Services: Immediate/ 25 days maximum (5 days of meeting to present the deliverables included)

Application deadline: March 20, 2026

Applications must be submitted to the cdjs@ecowas.int email address no later than 20 March 2026 at 14:00 GMT. The subject line of the e-mail must include the heading "International consultant for the finalisation of the ECOWAS youth policy and the development of a document summarizing the reports of the national youth consultations/regional youth conference".

All requests for clarification should be sent electronically to the above email address. The EYSDC office will respond to all requests for clarification by email and copy all applicants without revealing the source of the request.



1. INTRODUCTION

The Economic Community of West African States (ECOWAS) was founded by the Treaty of Lagos in May 1975 and is a regional group of twelve countries: Benin, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Nigeria, Senegal, Sierra Leone and Togo. The objective of the Community is to promote cooperation and integration, leading to the establishment of an economic union in West Africa in order to raise the standard of living of its peoples, maintain and strengthen economic stability, foster relations among the Member States and contribute to the progress and development of the African continent.

Through its departments and various agencies, ECOWAS is implementing important and strategic programmes that will strengthen cohesion and gradually remove the identified obstacles to full integration. In this way, the citizens of the community can finally take ownership of the realization of the new vision of moving from an ECOWAS of States to an "ECOWAS of the Peoples: Peace and Prosperity for All" by 2050.

With a view to achieving this vision, the ECOWAS Youth and Sports Development Centre (EYSDC), which was established by Decision A/DEC.13/01/05 of 19 January 2005 in Accra, Ghana, as a specialized agency, implements strategic policies, activities and action plans, as well as the ECOWAS vision in the fields of youth, sports and volunteerism (through the ECOWAS Volunteers Programme – EVP) under the Department of Human Development and Social Affairs of the ECOWAS Commission.

The EYSDC aims to initiate, develop, coordinate, monitor and implement youth and sports programmes within the Community. To this end, it aims to:

- the mobilization of the various segments of the population to ensure their effective integration and participation in the social development of the region, as well as the promotion of youth organizations and professional associations in order to ensure popular participation in community activities;
- the need to provide a permanent institutional framework within ECOWAS, through which issues related to youth as well as sports activities in the sub-region can be developed and promoted.

2. BACKGROUND AND RATIONALE

As part of its new Vision 2050 and following the expiry of the ECOWAS Strategic Plan on Youth (2010-2020), the Economic Community of West African States (ECOWAS), through the Youth and Sports Development (EYSDC), has initiated the process of reviewing the ECOWAS Youth Policy with its Strategic Action Plan.

To this end, ECOWAS held a meeting of youth experts in Accra (GHANA) in April 2023 and organized in 2025 the ECOWAS Youth Conference as a regional consultation process aimed at collecting, analyzing and capitalizing on the perceptions, expectations and recommendations of experts and young people from the community space. This participatory process, conducted at the national and regional levels, has led to the production of a draft policy and strategic action plan and country reports resulting from surveys, focus groups and multi-stakeholder workshops.

In view of the adoption of the new ECOWAS Youth Policy with its strategic action plan, it is necessary to finalize the draft policy and the country and regional reports of the Youth Consultations and

Conferences and to produce a regional analytical and strategic synthesis report, highlighting common trends, national specificities and priority recommendations. To this end, the EYSDC plans to recruit an international consultant.

Under the supervision of the EYSDC, the consultant will:

- Review all available documents (draft policy, country/regional interim reports, collection tools, methodological notes);
- Finalize country reports by strengthening analysis, consistency and writing quality;
- Harmonize the structure and content of country reports according to a common framework;
- Produce comparative and cross-sectional analyses;
- Prepare the regional synthesis report;
- Finalize the draft ECOWAS Youth Policy with its Strategic Action Plan;
- Participate in technical validation meetings (online or face-to-face, as needed);
- Incorporate comments and observations from the CDJS and stakeholders.

3. OBJECTIVES OF THE MISSION

The overall objective of the mission is to finalize the country reports of the ECOWAS Youth Conference, to develop a regional synthesis report and to finalize the new ECOWAS Youth Policy with its strategic action plan.

The specific objectives of the mission are as follows:

- Analyze and consolidate the data and reports resulting from the consultations and the National Conference;
- Finalize, harmonize and improve the analytical quality of country reports in accordance with the methodological guidelines defined by the EYSDC;
- Identify regional trends, convergences and divergences between Member States;
- Highlight strategic, operational and prioritized recommendations;
- To draw up a clear, structured and policy-oriented regional synthesis report;
- Formulate concrete proposals contributing to the development of the new ECOWAS Youth Policy;
- Finalize the draft of the new ECOWAS Youth Policy (with its strategic action plan) by integrating concrete proposals from national consultations and regional youth conferences.

4. METHODOLOGY :

The methodology to be used will be based on:

a) Data collection

- Consultation of the draft policy and all the documents produced in the framework of the ECOWAS Youth Conference, the ECOWAS strategic plan and the new vision 2050;
- Consultation meetings with a cross-section of stakeholders.



b) Tools Development

- Development of an analytical framework after an initial examination of the documents made available, relating to the meetings, regional policy, history, activities, projects and youth policies and their action plans;
- Development of the results-based strategic framework, strategic plan, sustainable financing mechanism as well as the success/risk matrix, monitoring and evaluation system, organizational structure and strategy for effective communication and collaboration.

c) Completion consultation (approval of deliverables)

- All data and results will be aggregated into a draft and finalized document, including the analysis and presentation of metrics using a theory of change model and/or balanced scorecard approach.
- Internal review of the first draft by EYSDC and ECOWAS staff;
- Organization and facilitation of a meeting to validate the summary document.

5. DELIVERABLES

At the end of the consultation, the consultant must submit the following deliverables to the EYSDC:

- i. The finalized country reports of the ECOWAS Youth Conference;
- ii. A regional synthesis report incorporating the main findings and recommendations;
- iii. A note of strategic recommendations for the integration of the findings into the new ECOWAS Youth Policy;
- iv. The final draft of the new ECOWAS Youth Policy with its Strategic Action Plan.

6. ROLES AND RESPONSABILITIES

The ECOWAS Youth and Sports Development Centre (EYSDC) will be responsible for:

- ◆ preparing the Terms of Reference;
- ◆ selecting, contracting and managing the consultant;
- ◆ covering the consultation costs and managing communications and logistics associated with the assessment;
- ◆ actively engaging with the consultant during the evaluation;
- ◆ Identifying relevant stakeholders and documents as needed.

The consultant will be responsible for:

- ◆ Actively engaging with staff and stakeholders through the use of participatory processes
- ◆ Submitting regular progress reports to the EYSDC.
- ◆ Producing deliverables in accordance with the requirements and timelines of the Terms of Reference.

7. EVALUATION SCHEDULE

The mission will take place over an estimated period of 21 days from the date of signature of the contract. A detailed work schedule will be validated with the EYSDC at the start of the mission.

Prior to submitting the report and other deliverables, the consultant will have a face-to-face debriefing meeting with the EYSDC and any other key stakeholders deemed necessary by the EYSDC and the consultant.

After submission of the interim report and policy and strategy document, the EYSDC, the programme stakeholders and the ECOWAS Commission will prepare and electronically transmit to the consultant their reactions and observations no later than ten (10) working days after receipt of the interim report.

Comments received will be used to correct factual errors, request missing information and, if necessary, update the data.

The consultant will submit to the EYSDC, 1 copy in English or French of the deliverables based on the comments and observations, no later than five (05) days after the deadline for receipt of comments and observations from ECOWAS and the stakeholders mentioned above.

8. REQUIRED QUALIFICATIONS AND EXPERIENCE

Education :

Must hold a minimum of a Master's degree in social sciences, development, public policy, international cooperation or any other relevant and equivalent university degree. A PhD will earn the candidate one (1) additional point in the overall grade.

Professional experience:

- a. Have at least ten (05) years of relevant professional experience in the fields of youth, public policy or development;
- b. Have proven experience in qualitative and quantitative data analysis and writing strategic reports;
- c. Have an in-depth knowledge of youth issues in West Africa;
- d. Must have at least five (05) years of proven experience in the field of consulting, monitoring and evaluation, project development and/or programme management and/or experience working with regional or international organisations (ECOWAS, AU, UN, etc.);
- e. Excellent analytical and writing skills;
- f. Have related experience in developing strategies of similar nature and scope.
- g. Have a sense of work organization, dialogue and be able to lead discussions.

Language :

Fluency in spoken and written French and English is mandatory and knowledge of Portuguese is an asset.

9. DURATION OF THE MISSION:

The total number of working days of the consultation must not exceed 21 days spread over a period not exceeding 30 calendar days. The consultant will be granted 4 calendar days to present the deliverables at the meeting to adopt the documents produced.



10. DOCUMENTS TO INCLUDE WHEN SUBMITTING THE APPLICATION:

Interested candidates will submit an application package that includes the following:

A) A TECHNICAL OFFER:

- (i) An explanatory note on the understanding of the terms of reference and the motivation for application;
- (ii) A brief presentation of the methodology and proposed organization of the mission.

B) CV (TO BE INCLUDED):

- (i) Experience in similar projects;
- (ii) At least 3 references;

(C) CERTIFIED COPIES OF RELEVANT CERTIFICATES/DIPLOMAS.

D) A FINANCIAL OFFER.

Lump sum contract:

The financial offer must indicate:

- a) The total amount/lump sum. To assist the EYSDC in the comparison of bids, each financial proposal must include a detailed and accurate breakdown of the total lump sum.
- b) The financial offer is subject to negotiation on the basis of the budget available and the ECOWAS scales in terms of fees and daily allowances.
- c) The Consultant may be assisted by any other personnel he/she deems necessary at no additional cost to ECOWAS.

Payment terms

The payment schedule is as follows:

Deliverables	%
1st Tranche: Upon signing of the contract	40 %
2nd Tranche: Upon submission of the preliminary report	30%
3rd Tranche: Upon submission of the final report (after the adoption meeting)	30%
TOTAL	100 %

The image shows a blue circular official stamp of the EYSDC (Economic and Youth Skills Development Centre) with the text 'COUS EYSDC' and 'Le Directeur' around a central emblem. Overlaid on the stamp is a blue ink signature.

11. EVALUATION OF OFFERS

Cumulative Analysis [Weighted Score] :

The contract will be awarded to the consultant whose bid has been evaluated and established as follows:

- (i) Accurate and as directed or acceptable, and
- (ii) must have received the highest cumulative score out of the total of the pre-established technical and financial criteria for this tendering process.

Weighting: The weighting analysis for the evaluation of bids is as follows:

* Total/Max score for the technical offer: 70% of the total offer

* Total/Max score for the financial offer: 30% of the offer

Only candidates whose technical bids obtain a minimum of 70 points will be considered for the financial evaluation. After checking the relevance between the financial and technical offers, each financial offer (F) will be assigned a financial score (NF) calculated in relation to the lowest financial offer (Fm) as follows: $NF = 100 \times F_m / F$ (F being the price of the financial offer).

Financial bids that are considered unreasonably high or unrealistically low (compared to other bids) will be disqualified.

Finally, the proposals will be ranked by adding their technical score (Nt) and their financial score (NF), using the weightings (70% for the technical offer and 30% for the financial offer) to arrive at an overall score (NG).

Proposals will then be ranked based on their weighted total scores:

$$NG = 0,7 \times Nt + 0,3 \times Nf.$$

The financial score is calculated based on the formula: $[100 \text{ points}] \times [\text{lowest price in USD}] / [\text{cost in USD offered by another bidder}] = \text{points awarded to the cost of the other bidder}.$

The bid will be awarded to the proposal with the highest weighted total score, taking into account the provisions of the ECOWAS Procurement Code.

The CDJS is in no way obliged to select the consultant offering the lowest price.

ECOWAS reserves the right to renegotiate the financial offers of consultants whose technical bids have been qualified, in order to ensure compliance with the provisions of the ECOWAS Procurement Code.



Main selection criteria:

Assessment criteria	Maximum Results obtainable
Profile : Must hold a minimum of a Master's degree in social sciences, development, public policy, international cooperation or any other relevant and equivalent university degree. (1a)	20
Possession of a PhD (1b)	1
Professional Experience (2) : Must have at least five (05) years of relevant professional experience in the fields of youth, public policy or development. (2a)	10
Must have at least five (05) years of proven experience in the field of consultation, monitoring and evaluation, project development and/or programme management and/or experience working with regional or international organisations (ECOWAS, AU, UN, etc.). (2b)	5
Have an in-depth knowledge of youth issues in West Africa. (3)	7
Have related experience in developing strategies of similar nature and scope. (4)	25
Have proven experience in qualitative and quantitative data analysis and writing strategic reports (5)	20
Have an excellent understanding of the terms of reference, methodology and proposed work plan (6)	5
Must have a good knowledge of ECOWAS programmes, vision and procedures (7)	5
Fluency in English and French (8)	2
Grand Total (1) + (2) + (3) + (4) + (5) + (6) + (7) + (8)	100