



ECOWAS COMMISSION
COMMISSION DE LA CEDEAO
COMISSÃO DA CEDEAO

Original

TERMS OF REFERENCE (TORs)

Job Title: Technical Assistant- Aid Management Platform Coordinator

Department: ECOWAS Directorate of External Relations, ECOWAS Commission

Location: Abuja. Nigeria

Reports to: Director of External Relations

Job Type: Consultancy-Contract

Duration: 12 months (with possibility of extension)- Full time (60 % in Abuja in person work and 40% remote)

I. BACKGROUND

ECOWAS is a regional economic community with a surface area of 3.8 million square miles, which encompasses 17% of the African continent is comprised of fifteen member states, that are Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo. The ECOWAS Treaty (also known as the Treaty of Lagos) established the community when it was signed in Lagos, Nigeria, on May 28, 1975. A revised treaty was later signed on July 24, 1993. ECOWAS covers a diverse range of social and economic issues, each with an enormous agenda and goals to accomplish.

The aims of ECOWAS, per the 1993 revised treaty, are:

- To promote cooperation and integration, leading to the establishment of an economic union in West Africa and raising the living standards of its people
- To maintain and enhance economic stability
- To foster relations among member states
- To contribute to the progress and development of the African continent

The ECOWAS Commission adopted in December 2016 the PC / REX.4 / 12/16 a regulation establishing a Regional Cell within the office of the Regional Authorizing Officer (the President of the ECOWAS Commission), under the supervision of the Directorate of External Relations, to fulfill his mandate as the main executive counterpart to the EU in the implementation of European Union regional funded projects.

The Directorate is facilitating the development of a Resource Management Platform (RMP) by the Development Gateway -DG group. The purpose of the project is to aggregate and

harmonize data of regional projects and programs funded by both development partners and ECOWAS Community levy. The purpose is to ensure that this tool informs planning and provides an aggregate and status of projects implemented in ECOWAS Member States and can also serve as an information portal for the ECOWAS Institutions, Agencies and the Community at large. The Directorate is recruiting an expert to provide support to the ECOWAS Commission in the development and operationalization process.

II. JOB SUMMARY

In the framework of the project ISE II, to improve the coordination, management, and monitoring of projects from ECOWAS Community levy and development partners, the ECOWAS Commission is developing an Aid Management Platform (AMP) with support from Development Gateway. This platform will serve as a central repository for aid information, enhancing transparency, efficiency, and accountability.

Supporting the implementation of the Aid Management Platform is crucial to provide information on ECOWAS projects, with a view to improving efficiency and transparency in the management of funds, fostering the creation of synergies, enabling continuous monitoring of ongoing projects and better understanding the gaps and needs of Member States. This platform will benefit both donors and partners by providing a comprehensive overview of all actions undertaken by ECOWAS and its specialized agencies in each country.

The support under this result shall compliment the ECOWAS financial commitment. Its operationalization and coordination for full establishment in ECOWAS will be achieved through the incorporation of a long-term consultant based in the ECOWAS DER as a focal point in the ECOWAS Commission for the coordination and consolidation of the use of the Aid Management Unit also as mentor for the future new focal points in different directorates of ECOWAS Commission with a support of a MEAL Assistant.

The full functionality of the Aid Management Platform will be implemented through close collaboration and communication with the experts who are establishing the system remotely covered by ECOWAS and the Aid Management Platform Coordinator and MEAL Assistant – who will ensure the functionality and implementation of the Aid Management Platform in ECOWAS. The objective is to strengthen ECOWAS' donor management and resource mobilisation through ensuring the proper use of the Platform having a focal point placed in ECOWAS DER fully dedicated to it.

III. KEY RESPONSIBILITIES:

Coordination:

- Ensure rigorous data collection by focal points in different departments, ECOWAS Institutions, and Agencies in member countries.
- Ensure consistent updates to the Aid Management Platform, avoiding double counting and duplications.
- Verify the accuracy and reliability of the collected information.
- Address questions and provide guidance and mentoring to resolve any issues.
- Collect information related to updates and corrections on the Aid Management Platform as needed.
- Communicate any issues that arise and provide solutions for Aid Management

Platform user departments.

- Ensure the visibility of the Aid Management Platform among ECOWAS, member states, donors, and stakeholders.

Support System Design and Development

Coordinate with ECOWAS member states, donors, and other stakeholders to ensure effective use of the platform.

- Providing technical support to user departments, ECOWAS Institutions and Agencies to provide templates used within existing online Project Management and Evaluation-PME portals to capture data to the DG team
- Provide technical support in reviewing and cleaning data from user departments, ECOWAS Institutions and Agencies to the DG team
- Support seamless integration with existing systems and databases within the ECOWAS Commission.

Platform System Deployment and Management:

- Conduct rigorous testing to identify and resolve together with Development Gateway any issues or bugs in the platform.
- Ensure the platform meets all functional and technical specifications, particularly its interoperability before deployment.
- Support ECOWAS to enhance data collection and reporting on CSF implementation Member States
- Provide technical backstopping to address issues experienced during use of the AMP by ECOWAS, its Institutions and Agencies and National Offices
- Monitor the platform's performance, troubleshoot issues, and ensure timely resolution.
- Implement regular updates and upgrades to the platform as needed.
- Ensure data integrity, security, and compliance with ECOWAS and international standards.

Training and Post-Deployment Support

- Provide on-going mentoring support to focal staff who were trained by the DG team and support ECOWAS in expanding training for different level users of the system in data collection, cleaning, entry and use of the system
- Serve as the primary point of contact for all AMP-related matters.
- Organize training sessions and workshops for stakeholders to enhance their understanding and usage of the AMP.
- Facilitate communication and information sharing between different departments and stakeholders on data collection and use of AMP.

Strategic Planning and Reporting:

- Provide initial technical support in using the AMP to generate periodic reports for use of senior management and Council whilst providing training and mentorship to

related ECOWAS departments to carry on the processes

- Ensure SPs of other Institutions and Agencies are migrated into and tracked through the AMP
- Prepare regular reports on the platform's performance, usage, and impact.
- Provide insights and recommendations to senior management for improving AMP processes.
- Monitor and evaluate the effectiveness of the AMP in achieving its objectives.

IV. QUALIFICATIONS AND REQUIREMENTS

- Senior Computer Engineer (design, development, maintenance of computer applications and project management).
- Minimum of 15 years of experience in project management, platform development, or a related field.
- Proven experience in managing large-scale IT projects, preferably in the public or international sector.
- Strong understanding of aid management processes and international development.
- Excellent technical skills, including proficiency in software development and data management.
- Strong leadership, communication, and interpersonal skills.
- Ability to work effectively with diverse stakeholders and manage cross-functional teams.
- Fluency in English, French, or Portuguese. Knowledge of one of the other ECOWAS official languages is an advantage.
- Experience in sub-regional organizations is a plus.