



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO  
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT  
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO



# CALL FOR EXPRESSION OF INTEREST FOR THE RECRUITMENT OF A CONSULTANT TO REVIEW THE EBID STAFF RULES AND REGULATIONS

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May 2023

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## I. OVERVIEW

1. The ECOWAS Bank for Investment and Development (EBID) is an international financial institution owned by the fifteen (15) Member States of ECOWAS, namely Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, the Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo. It emerged from the ashes of the ECOWAS Fund for Cooperation, Compensation, and Development (ECOWAS Fund) into a Regional Holding Company called EBID with two (2) subsidiaries, adopted at the twenty-second session of the Authority of Heads of State and Government held in December 1999.
2. By decision A/DEC.3/06/06 dated 14 June 2006, the ECOWAS Heads of State and Government reorganised the Holding Company into a single entity with the dissolution of the two subsidiaries, ERIB and ERDF. The new entity has two operational windows, one dedicated to the private sector and the other to the public sector.
3. **The registered capital of EBID is one billion Units of Account (UA) made up of one million (1,000,000) shares with a nominal value of one thousand (1,000) UA. The called-up capital is in the amount of UA 392 741 332.**
4. The vision of the Bank is to be the leading regional investment and development finance bank in West Africa, a powerful financial institution for private sector promotion and financing in the region, and an effective instrument for poverty alleviation, wealth creation, and job promotion for the wellbeing of the people of the region.
5. The mission of EBID is to contribute towards creating the conditions capable of enhancing the emergence of an economically strong, industrialised, and prosperous West Africa that is perfectly integrated internally and into the global economic system to take advantage of the opportunities and prospects offered by globalization.
6. The Bank's senior management is aware that the achievement of this vision depends on strong human capital, which is key to its sub-regional growth. Accordingly, the Bank needs to attract, develop, and retain staff with the highest

professional and technical skills. Human resources management is therefore one of the important levers of this exciting adventure which must lead to the achievement of this vision.

7. To reflect this invaluable contribution to the achievement of its vision and meet the needs of a flexible, forward-looking organisation and emerging human resources demands, there is a need for the Staff Rules and Regulations to be reviewed on an ongoing basis and revised periodically.
8. In view of the foregoing, EBID has decided to review the Staff Rules and Regulations to bring the Bank's human resources management tools up to date and align them with international standards, particularly those of similar international financial institutions.
  - EBID is therefore inviting firms/consulting firms to express their interest in providing the services described above. Eligible and interested firms or associations of firms should provide information on their qualifications and experience demonstrating their ability to provide the services (documentation, references of similar services, experience in similar assignments, availability of qualified personnel, etc.). Consultants may form a partnership to increase their chances of qualification. The eligibility criteria, short-listing, and selection procedures will be in accordance with the Institutional Procurement Regulations, available on EBID's website at <https://www.bidc-ebid.org>.
9. The consultant selected at the conclusion of the selection process shall be required to assist EBID to revise its current Staff Rules and Regulations to address the main weaknesses identified and to adopt the best practices in human resources management.
10. A shortlist of a minimum of three (3) and a maximum of eight (8) firms will be compiled at the end of the examination of the EOI proposals received. Thus, the detailed terms of reference and the related call for proposal will be sent only to the short-listed firms for detailed technical and financial proposals.
11. Interested consultants may obtain further information by sending their requests in writing only to the following e-mail addresses: [ichabimougnan@bidc-ebid.org](mailto:ichabimougnan@bidc-ebid.org) / [secretariatdasg@bidc-ebid.org](mailto:secretariatdasg@bidc-ebid.org) / [asanou@bidc-ebid.org](mailto:asanou@bidc-ebid.org).
12. Expressions of interest must be sent electronically to the above-mentioned addresses no later than **29 May at 00:00 hrs** and must be expressly marked "**Call for expression of interest for the recruitment of a consultant to review EBID's Staff Rules and Regulations**";
13. The EOI proposals will be evaluated as follows:
  - Legal status ("established legal person" or a duly registered group) :  
10 points

- General experience for the assignment: 10 points
- Specific experience relevant to the nature of the assignment: 30 points;

**14.** At the end of the selection process, a consultant will be selected based on the lowest bidder selection method in accordance with EBID's institutional procurement regulations.

Lome 04 May 2023

**The Director of the Department of  
Administration and General Services**

**Dr. Francis EZIN**