

# SERVICE CONTRACT NOTICE

Recruitment of a Project Coordinator

**Location(s) of Execution – WAPP Project Country Area**

## 1. Reference

EU/WAPP-3/2025/01

## 2. Procedure

Simplified

## 3. Programme title

EU Support to WAPP-3

## 4. Financing

ACT 61-029 Financing: Contract-NDICI AFRICA/2025/484-478

## 5. Contracting authority

**Official Name:** West African Power Pool Secretariat General (WAPP)

**Legal form:** Specialized institution of ECOWAS

## CONTRACT SPECIFICATION

## 6. Nature of contract

Global price

## 7. Contract description

The services consist of ensuring the technical coordination and monitoring of the implementation of the activities of Component E of the technical assistance programme funded by the European Union for the benefit of the WAPP General Secretariat. The Resident Project Coordinator will provide support in the planning, execution and monitoring of pre-investment studies for identified projects. He will contribute to the preparation of the terms of reference, the selection process, the supervision and the contractual monitoring of consultants and experts. It will review the reports produced, consolidate the comments and ensure that they are disseminated to the relevant stakeholders. It will coordinate with the countries concerned, organize technical meetings and feedback workshops. He will ensure that deadlines are met, schedules are updated and that expected results are delivered. It will prepare work plans, budgets and periodic reports and perform any other tasks required by the WAPP General Secretariat.

## 8. Number and titles of lots

One lot only

## 9. Maximum budget

Value excluding VAT: 253 645 EUR

Section	Maximum amount (EUR)
Honorarium (28 months)	225 658
Provision for installation, insurance, office supplies and equipment, airline tickets, miscellaneous missions, etc. <i>Installation allowance (EUR 3 029)</i> <i>Initial hotel accommodation in Cotonou or Calavi (EUR 2,928)</i> <i>Office equipment (4 590 EUR)</i> <i>Plane tickets, installation, holidays and end of mission (9,179 EUR)</i> <i>Health and life insurance (EUR 8 261)</i>	27 987
<b>Total</b>	<b>253 645</b>

## CONDITIONS OF PARTICIPATION

### 10. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI). See Annex A2 of the practical guide.

For this contract award procedure, financed by NDICI geographic programmes, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 28 of Regulation (EU) N° 2021/947.

### 11. Request for Proposal by applicants

**Interested candidates can obtain the Request for Proposal (RFP) by sending an email request to the following address: [cpm@ecowapp.org](mailto:cpm@ecowapp.org)**

### 12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### 13. Sub-contracting

Not applicable

## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

*June 2026*

### 15. Implementation period of the tasks

28 months (June 2026 to September 2028)

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to the tenderers.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

**The selection criteria for each tenderer are as follows:**

**Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last (2023, 2024, 2025) preceding the submission deadline.

#### Minimum criteria:

- Engineering degree (BAC+5) or Master's degree in electrical, electromechanical, mechanical, energy engineering or in a relevant field from a recognized university;
- Minimum of seven (07) years of experience in the field of power system planning and coordination of power infrastructure projects;
- Experience in managing or coordinating at least 2 power infrastructure projects (high-voltage transmission power line or grid-connected power plant);
- Fluency in English or French (main language).
- Good working knowledge of the other language

This means that the service contract the tenderer refers to could have been started at any time during the indicated period, but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (- statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

### 17. Award criteria

Best price-quality ratio.

# TENDERING

## 18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**Technical and financial proposals** in PDF format **must be sent by email only**. Proposals must be sent **no later than April 16, 2026, at 10:00 am Benin local time** to the secure email address “[procurement@ecowapp.org](mailto:procurement@ecowapp.org)”

## Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

## 20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

## 21. Alteration or withdrawal of tenders

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender or withdraw it and replace it with a new one.

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

## 22. Operational language

All written communications for this tender procedure and contract must be in French or English.

## 23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in **EUR or XOF**. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to **EUR** shall be made in accordance with the following BCEAO exchange rate **1 EUR = 655.957 XOF**.

