



**REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services – Individual Consultant Selection)**

PERIOD OF ADVERTISEMENT: 6th March 2023 – To – 6th April 2023
CLIENT: COMMUNITY COURT OF JUSTICE ECOWAS
SOURCE OF FUNDING: ECOWAS BUDGET

Selection of an Individual Consultant as the lead technical consultant for the Court's Electronic Case Management System (ECMS) and Open Text ECM

1. The Community Court of Justice ECOWAS has embarked on the digitization of its judicial and administrative processes with the recent deployment of two key platforms. First, the Electronic Case Management System (ECMS), a digital platform that allows the electronic filing and management of cases and, second, the Open Text Enterprise Content Management (ECM); dedicated to the automation of administrative and Human Resources processes. The Court, in this regard, is engaging the Service Contract for the Selection of an Individual Consultant to function as the technical consultant for the Court's ECMS and the OpenText ECM platforms for both the Court and the ECOWAS Commission.
2. The overall objective of this consultancy is to recruit a digital transformation expert to Coordinate the activities related to the upcoming launching of ECMS, lead the training of lawyers in the ECOWAS Member States, and lead the team in charge of the post-go-live incident management. The Consultant will also coordinate the activities related to the upcoming launching of OpenText ECM of the ECOWAS Court and the re-launching of OpenText ECM at the Commission. He or she shall lead the training of end-users, and work with the team in charge of the post-go-live incident management.
3. The consulting services ("the Services") include the deliverables listed under paragraph 4 below and the duration of the contract shall be for a period of one (1) year from the date of the signing of the contract.

Duties and responsibilities of the Consultants

4. The Consultant in Digital Transformation should:
 - Work in hybrid mode: On site and remotely based on identified needs.
 - Be continuously available to Court for ECMS and to both the Court and the Commission for the OpenText ECM platforms.
 - Coordinate and ensure the development of user manuals, training manuals and system documentation, based on final platform deployments and implementations for both the Court and the Commission.
 - Coordinate the training & capacity building of ECMS and OpenText ECM super IT administrators, super users, and end-users.



- Coordinate the management of emerging incidents and challenges for ECMS and OpenText ECM platforms after their respective launchings.

Deliverables

- (1) Inception reports for the ECOWAS Court and Commission
 - (2) Quarterly progress reports for the ECOWAS Court and Commission
5. The Community Court of Justice, ECOWAS now invites Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. *The shortlisting criteria are as follows:*

Educational Qualification

- Advanced university degree (minimum master’s degree) in Computer Science, Information Technology, and Software Engineering, or related field.

Experience

- At least 10 years of experience in digital transformation in regional or international judicial institutions.
- Must have experience with project management methods (including PRINCE2, SCRUM or PMP)
- Experience with the installation, design, and deployment of OpenText ECM.
- Certification in IT Service Management (ITIL).
- Knowledge of and experience with various SAP modules and with the integration of OpenText ECM and SAP is preferred.

Language

- The Individual Consultant shall be fluent (reading, writing, speaking) in English and French languages. The Practical knowledge (reading, writing, speaking) of the Portuguese language would be an advantage.

NB: The attention of interested Individual Consultants is particularly drawn to **Article 118 of the ECOWAS Revised Procurement Code (“Infringements by Candidates, Bidders and Awardees”)**, providing information on corrupt or fraudulent practices in competing for or executing a contract. In addition, please refer to the following specific information on conflict of interest related to this assignment as per **“Article 119 of the ECOWAS Revised Procurement Code.**

6. The Eligibility criteria, the establishment of a shortlist and the selection procedure shall be in conformity with the ECOWAS Revised Procurement code for consultant selection. Please note that interest expressed by a consultant does not imply any obligation on the part of the Community Court of Justice ECOWAS to include it in the shortlist. The Community Court of Justice ECOWAS reserves the right to reject any and all expression of interest, to amend the request for expression for interest and the process itself, or to discontinue the process at any time.





7. All Intending Consultants will not be reimbursed for any costs incurred relating to the preparation or submission of their response to this request for expression of interest. All such costs are solely the responsibility of the Consultants.
 8. Interested Consultants may obtain further information at the email addresses below during office hours: **Monday to Friday from 9.30 am GMT+1 to 3.30 pm GMT+1.**
Email: cimah@courtecowas.org with copy to: wtowah@courtecowas.org, eamoakwa@courtecowas.org
 9. **The Expression of Interest comprising of a detailed curriculum vitae and a narrative letter describing this consultancy service. The Expressions of Interest (1 Original and 3 Copies) must be delivered in sealed envelopes and clearly marked "Selection of an Individual Consultant as the lead technical consultant for the Court's Electronic Case Management System (ECMS) and Open Text ECM" to the address below latest by 6th April 2023 at 11.00 am (GMT+1), Nigerian Time.**
 10. Directorate of Administration and Finance, Procurement Unit 1st Floor Community Court of Justice ECOWAS, Plot 1164 Joseph Gomwalk Street, Gudu District, P. M. B. 567 Garki, Abuja Nigeria.
- From the date an interested Consultant's expression of interest is received through the date a contract is awarded no intending consultant may make substitutions, deletions, additions or other changes in the configuration of their submitted expression of interest without ECOWAS' consent.
- Please note that in order to ensure a level playing field, electronic submissions are not accepted and will therefore not be considered.**
11. The Consultancy is a quarterly lump sum contract for a duration of twelve (12) months.
 12. This request for expression of interest can also be viewed on the following website;
<http://www.courtecowas.org>



Director Administration and Finance