



PERIOD OF ADVERTISEMENT:  
CLIENT:  
SOURCE OF FUNDING:  
TYPE:

**07 Mach 2023 To 17 April 2023**  
GIABA  
GIABA Budget  
Expressions of Interest

---

## **SELECTION OF A RECRUITMENT FIRM TO PROVIDE RECRUITMENT SERVICES TO GIABA**

1. The Inter-Governmental Action Group against Money Laundering in West Africa (GIABA) intends to use its resources to finance a service contract for the selection of a consulting firm in charge of recruitment services.
2. The main objective of the consultancy is to support the Administration and Finance Directorate of the GIABA in delivering on effective staffing goals in real-time, so as to meet organisational Human Resources needs with regards to filling positions at the GIABA.
3. The overall duration of the assignment is **estimated at six (6) months, renewable** based on the needs of the GIABA as well as the contracted firm's satisfactory performance.
4. The GIABA invites Consulting Firms **specialized in Recruitment / Staffing** to submit their candidacy for the services described above. Interested, eligible and qualified consulting firms must provide full information on their qualifications and experience, demonstrating that they are qualified and experienced in providing similar services. The criteria for shortlisting are as follows:
  - a)** Shall demonstrate a minimum of ten (10) years of General Experience; **b)** Shall demonstrate of having successfully executed at least three (3) similar experience/projects (Specific and successful experience in assessing, evaluating and selecting job applicants) within the last ten (10) years with International Organizations, Public/Private Renowned Entity or Donors Funded projects; **c)** Shall demonstrate of having successfully executed at least two (2) similar experience (Specific and successful experience in assessing, evaluating and selecting job applicants) within the last ten (10) years within ECOWAS Region; **d)** List of Relevant Staff to be assigned to project, CVs providing details on Qualification, Relevant Experience, competencies, language skills etc.; **e)** Shall demonstrate Knowledge and experience using relevant recruitment software; computer & information technology;

***NB: In addressing the above listed criteria, consulting firms must provide tangible evidence and detailed references for all claims made in terms of experience and capabilities, similar assignments, etc. Each reference provided should be summarized on a project sheet and will be considered and accepted only if the candidate attaches supporting documents indicating the contact information of the contracting authorities so as to facilitate verification of the information provided, covering excerpts of contract (inner cover page; page with the signatures and the Terms of Reference) along with attestation(s) of good performance of each contract presented.***

5. Interested Consulting firms may apply as a consortium or partnership to ensure and/or boost their consolidated capacities to execute the assignment.

6. The eligibility criteria, the preparation of shortlist, and the selection procedure shall comply with the ECOWAS Rules and Procedures for the Use of Consultants” (ECOWAS Procurement Code), available on its website: <http://www.giaba.org>. **The selection procedure will be based on Quality and Cost Based Selection Method (QCBS), and a shortlist of six (6) firms,** which present the best profiles with all claims dully substantiated, shall be drawn up for further consideration after the expression of interest. Also, firms that are part of an international network are to submit only one expression of interest as a network.

7. The attention of interested Consulting firms 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 1119 of the ECOWAS Revised Procurement Code.

8. Interested consulting firms can obtain further information at the e-mail addresses mentioned below, during working days and hours from 9:00 a.m. to 3:00 pm (Dakar Time): [procurement@giaba.org](mailto:procurement@giaba.org)

9. Expressions of Interest (EOIs) must be addressed to the Director General, GIABA and delivered in sealed envelopes (1 signed Original and 3 Copies) in English, French or Portuguese and clearly marked “**Selection of a Recruitment Firm to Provide Recruitment Services to GIABA**”. “**Do not open except in presence of the Opening Committee.**” EOIs must be sent to the address below latest by **17 April, 2023** at **11.00 a.m. Senegal Time**:

*For delivery in person or by registered mail to:*

Complexe SICAP, Point E, 1er étage, Immeuble A,  
Av. Cheikh Anta DIOP x Canal IV Dakar - Sénégal

**Electronic submissions are accepted and will therefore be considered.**

10. The working languages shall be English, French or Portuguese.

11. This request for EOI can be viewed on GIABA’s Website.