**EXPRESSION OF INTREST FOR MAPPING AND IDENTIFICATION OF ECOWAS PROGRAMMES AND SOCIAL NETWORKS FOR COLLABORATION AND ENGAGEMENT AT NATIONAL AND REGIONAL LEVEL.**

**BACKGROUND**

ActionAid International Federation is a global organization committed to fighting poverty and injustice. Operating in over 70 countries worldwide with offices in 45, including 19 in Africa, ActionAid empowers and supports communities to develop sustainable, locally driven solutions to the challenges they face. By advocating for social justice and human rights, ActionAid strives to create a more equitable and inclusive world for all.

AAI Federation is implementing its global strategy for 2018-2028, now in its third strategy implementation framework period (2025-2028) with four interrelated priorities: System Change for Climate Justice, System Change for Economic Justice, Humanitarian and development System change, and System Change for Women’s Rights and Feminist Alternatives. ActionAid is committed to addressing the urgent and interconnected issues of climate change and environmental degradation. Through initiatives that promote sustainable and climate-resilient practices, advocate for the rights of communities impacted by climate change crisis and hold governments and corporations accountable for their environmental policies and practices, ActionAid drives systematic change towards a more sustainable and equitable global environment. Under the System Change for Economic Justice, ActionAid is dedicated to challenging and transforming the structural inequalities that perpetuate poverty and economic injustice worldwide. By advocating for tax justice, debt justice, and end to austerity, fair wages, decent working conditions, and equitable distribution of resources through quality public services, ActionAid aims to create economic systems that prioritize the well-being and rights of all individuals, particularly those marginalized and disenfranchised. All our work involves a strong focus on the rights of women and young people, seeking feminist and justice-based alternatives to the present system.

Through partnerships with local organisations and grassroots movements, ActionAid works to amplify the voices of those most marginalised and disadvantaged, promoting lasting change and transformation. ActionAid’s programme activities/ strategy of change/ influence has always bordered around building and working with social movements & allies to engage citizens actions to end poverty and injustice. Through radical convening and advocacy on pressure points that target government and private sector for sustainable change, ActionAid supports the emergence of movements and critical groups, strengthen existing movements for results and create the catalytic and enabling space for change to happen.

Across Africa, ActionAid International seeks to unify its Country programmes, Associates and Affiliates and one keyway to do this is to engage with the key sub-regional and regional blocs or institutions – notably ECOWAS, SADC, EAC and the African Union, amongst others Through constructive engagement, advocacy and influencing, we hope to advance systems change on climate, economic, gender, and humanitarian justice.

# RATIONALE

ActionAid seeks to expand its scope and influence in the African and global civic space by identifying and analysing key organizations and stakeholders that share a similar vision, with a view to building strong relationship and partnerships. As a first step we need to conduct a stakeholder analysis to help us shape key relationships and form collaboration pathways that will prove useful for resource mobilisation and improve synergy between ActionAid and other organisations. ActionAid is cognisant that system change will require working with and advocating to governments and law makers. That is why, for our work in West Africa, we are interested to expand our collaboration with the Economic Community of West African States (ECOWAS) as a political and economic body. A thorough stakeholder mapping of the commission will help us better position ActionAid in the sub-region.

ActionAid seeks to broaden its influence within the African and global civic space by identifying and engaging key organisations and stakeholders that share similar values and objectives. Establishing strong partnerships will enhance collective impact, resource mobilization, and advocacy efforts. To achieve this, a stakeholder analysis is essential as it will guide the development of strategic relationships and collaboration pathways that foster synergy between ActionAid and other actors.

Recognising, that sustainable system change requires constructive engagement with governments and policymakers, ActionAid is particularly interested in strengthening collaboration with the Economic Community of West African States (ECOWAS). As the leading political and economic body in the sub-region, ECOWAS plays a pivotal role in shaping policies that affect development, governance, and civic participation. Conducting a thorough stakeholder mapping of the ECOWAS Commission will enable ActionAid to better position itself as a credible partner, enhance its advocacy influence, and contribute meaningfully to the regional integration and development agenda in West Africa.

# THE CALL

ActionAid is seeking the services of a consultant or consultancy organisation, to conduct a strategic mapping of ECOWAS institutional model/framework, actors and partners currently engaging with its programs, policies and recommend implementable strategies that guide ActionAid engagement with ECOWAS.

# OBJECTIVES OF THE RESEARCH.

The aim of this Consultancy is to:

1. Conduct institutional mapping of the structure and governance model of ECOWAS, which includes its Commissions, Directorates, specialised agencies, committees, task forces, and advisory bodies. Clarify decision making channels and possible entry points for ActionAid in formal and informal cases. The consultant or consultancy will further categorise actors within ECOWAS institutions who hold decision-making or technical influence in relevant thematic areas, map external stakeholders such as Civil society organisations (CSOs) and networks currently engaging ECOWAS, Development partners (e.g., UN agencies, AU bodies, and Regional Development Banks).
2. Conduct strategic mapping of actors and partners currently engaging with ECOWAS along four key programme areas, including:
	1. Agroecology
	2. Climate justice – The burgeoning impact of climate change and environmental is evident in adverse weather conditions in food insecurity, climate, gender inequality
	3. Economic justice (tax, debt, austerity) focused on gender responsive public services
	4. Democratic governance and civic space
	5. Humanitarian policy
3. Review ECOWAS policy frameworks and relevant instruments that guide partners engagement with the commission and recommend strategies for collaboration. The consultant or consultancy will focus on ECOWAS policies, protocols, strategies, and frameworks relevant to ActionAid’s core programmatic areas.
4. Identify regional citizens organised platforms (movements, networks and coalitions) that are relevant to ActionAid’s current strategic focus and recommend mode of entry at regional and regional level.
5. Synthesize existing literature on our identified thematic area above through a desk review and put together in a concise report

# KEY DELIVERABLES

The key deliverables for this research will include:

1. An inception report that outlines the consultant's understanding of this research engagement, a detailed work plan, and the tools developed for the engagement.
2. A comprehensive report detailing the findings of the survey, including a comprehensive list of Actors and Networks with their contacts engaging with ECOWAS in line with ActionAid’s key priority areas (Agroecology, Climate Justice, Economic Justice – including tax, debt and austerity, Gender Responsive Public Services, Women’s Rights and Feminist Alternatives) in the region.
3. Inventory of programmes ECOWAS is implementing across the region that align with Action Aid’s priority areas.
4. ECOWAS policy frameworks and relevant instruments that guides partners engagement
5. A concise report of existing literature on our identified thematic areas.
6. Key recommendations for ActionAid's engagement with ECOWAS and other identified networks.
7. A summary PowerPoint presentation on the research highlighting key findings.
8. List of Identified regional citizens organised platforms (movements, networks and coalitions), their contacts and how to engage with them at various level.

# METHODOLOGY

The research will involve a mixed-methods approach including for example: desk review of secondary data (e.g., relevant organisations documentation), as well as additional primary data collected through Key Informant Interviews, Focus Group Discussions and/or Surveys with visits to the ECOWAS commission (with an option of having a focal person based in Nigeria that can support the consultant with that visit, if the Consultant is not based in Nigeria). The review would entail a deep consultative process involving key focal points within ECOWAS as well as other stakeholders. At the regional level, the research will be done by engaging with key focal points within the Commission, institutions and partners working with ECOWAS at state, national and regional levels. A similar methodology will be applied to regional citizens’ platforms.

# OUTLINE OF THE RESEARCH REPORT

The Final Review report should not be more than 30 pages (excluding annexes)

1. Cover page (title of the research report, date)
2. Table of Contents
3. Executive summary of no more than 4 pages outlining the key purpose of the research, main points of analysis, key findings, conclusions, and recommendations
4. An introduction outlining the background to the research project.
5. Purpose and objectives of the research.
6. Theoretical framework and conceptualization of ECOWAS Commissions, programs, policies and frameworks and partners.
7. Methodology/approach, ethical issues, and limitations of the research.
8. Key findings and presentation

IX: Recommendations

X. Annexes: details of data collection tools, schedule of field visits and meetings; list of people interviewed; bibliography of key documents consulted; TOR for the Review.

**Final Review Report Outline**

**Cover Page**

* Title of the Research Report
* Subtitle (if any)
* Name(s) of Author(s)/Consultants
* Commissioning Organization (ActionAid, etc.)

**Table of Contents**

**Executive Summary (max. 4 pages)**

* Purpose of the research
* Scope and objectives
* Overview of methodology
* Main points of analysis
* Key findings
* Major conclusions
* Priority recommendations

**1. Introduction**

* Background and rationale for the research
* Brief overview of ECOWAS mandate and importance of its frameworks to ActionAid’s priorities
* Contextual issues (regional integration, governance, civil society engagement)
* Structure of the report

**2. Purpose and Objectives of the Research**

* Overall purpose
* Specific objectives/questions the research sought to answer

**3. Theoretical Framework and Conceptualisation**

* Conceptual framework applied (regional integration, governance, institutional frameworks, etc.)
* Understanding of ECOWAS institutional model (Commission, Parliament, Court of Justice, specialised agencies, etc.)
* Conceptualisation of ECOWAS programs, policies, and frameworks relevant to ActionAid
* Mapping of partners, actors, and stakeholders

**4. Methodology and Approach**

* Research design (desk review, interviews, stakeholder mapping, case studies, etc.)
* Sampling and data collection methods
* Data analysis techniques
* Ethical considerations
* Limitations of the study

**5. Key Findings**

* Institutional framework of ECOWAS
* Analysis of programmes and policies relevant to ActionAid priority areas (e.g., gender equality, youth empowerment, governance, climate, livelihoods, etc.)
* Current partners and actors engaging ECOWAS
* Opportunities and gaps in ActionAid engagement
* Comparative insights from other CSOs’ engagement strategies
* Risks and challenges identified

**6. Conclusions**

* Summary of main insights
* Implications for ActionAid’s engagement with ECOWAS
* Lessons learned

**7. Recommendations**

* Strategic entry points for ActionAid in ECOWAS processes
* Suggested engagement approaches and partnerships
* Policy/advocacy opportunities
* Mechanisms for monitoring and sustaining engagement
* Practical next steps (short-term, medium-term, long-term)

**Annexes (not included in 30-page limit)**

* Annex 1: Terms of Reference (ToR)
* Annex 2: List of key informants/stakeholders consulted
* Annex 3: Research tools (e.g., interview guides)
* Annex 4: Detailed mapping tables/matrices
* Annex 5: References and bibliography

# REQUIRED PROFILE FOR CONSULTANT

The consultant or consultancy should possess good understanding and practical experience of development work including advanced skills in Impact Analysis, stakeholders mapping, democracy and governance, relationship management on a regional and global scale, Policy Influencing and advocacy. The consultant or consultancy should -:

* Possess an advanced degree in Public Policy, International Development, Political Science, Economics, Regional Planning, Law or a related social science field

at least a minimum.

* Have minimum of 7 years’ experience in carrying out such an assignment and capacity for impact analysis (a report of such work done in the last 4 years is required evidence which is to be sent along with EOI)
* Command excellent facilitation and writing skills (keeping it simplified)
* Be Computer literate and able to apply Microsoft Office and other analytical tools efficiently
* Have Strong understanding of ECOWAS institutional architecture, mandate, and thematic strategies.
* Knowledge of regional integration frameworks, sustainable development goals (SDGs), and African Union Agenda 2063.
* Possess working knowledge of the second ECOWAS official language (English and or French) is a strong asset.
* Possess strong communication and stakeholder engagement skills.
* Have prior work with ECOWAS institutions or on regional projects in West Africa.

**Consultant Qualifications and Requirements**

The consultant is expected to have strong expertise and proven experience in development work, with advanced skills in impact analysis, stakeholder mapping, democracy and governance, relationship management (regional and global), policy influencing and advocacy. Specifically, the consultant should:

1. Academic Qualifications
* Possess an advanced degree in Public Policy, International Development, Political Science, Economics, Regional Planning, Law, or a related social science field.
1. Professional Experience
* Have a minimum of 7 years’ experience in carrying out similar assignments.
* Demonstrate capacity for impact analysis (evidence of a report from similar work conducted in the last 2 years must be submitted with the EOI).
* Prior work with ECOWAS institutions or on regional projects in West Africa will be a strong advantage.
1. Skills and Competencies
* Excellent facilitation and writing skills, with the ability to present complex information in a simplified, accessible manner.
* Strong computer literacy, with proficiency in Microsoft Office and other analytical tools.
* Proven ability in stakeholder engagement and effective communication.
* In-depth understanding of ECOWAS institutional architecture, mandate, and thematic strategies.
* Solid knowledge of regional integration frameworks, the Sustainable Development Goals (SDGs), and the African Union Agenda 2063.
* Working knowledge of a second ECOWAS official language (English and/or French) will be considered a strong asset.

# Timeline

* The research will be conducted over a 25-day period. The timeline is based on the deliverable above and spread within 60-day period from start to finish.

# Submission Requirements

1. Interested individuals/consultancy firm should submit a narrative and financial proposal to carry out this task, noting the number of days and ability to work virtually in carrying out this task, including visiting ECOWAS or having a contact based in Nigeria to carry out the visits.
2. Submission should be made on or before the Friday 31st October 2025
3. Submission should be in English or French
4. All submission should be made to procurement.nigeria@actionaid.org

**Submission Details**

* Deadline: Friday, 31st October 2025
* Language: All submissions must be in English OR French
* Submission Address: Proposals should be submitted via email to: procurement.nigeria@actionaid.org with subject line **“Expression Of Interest For Mapping And Identification Of Ecowas Programmes And Social Networks For Collaboration And Engagement At National And Regional Level”.**

Late submissions will not be considered and only shortlisted applicant(s) will be contacted