

COMMUNAUTE ECONOMIQUE DES ETATS DE L'AFRIQUE CENTRALE
COMUNIDADE ECONOMICA DOS ESTADOS DA AFRICA CENTRAL

CEEAC

The Commission



ECONOMIC COMMUNITY OF CENTRAL AFRICAN STATES
COMUNIDAD ECONOMICA DE LOS ESTADOS DE AFRICA CENTRAL

ECCAS

TERMS OF REFERENCE

TITLE: Hiring of a Consulting Firm for the Technical Assessment of applications for the posts of Vice-President, Commissioners, Secretary General and Legal Adviser of the Community at ECCAS

Start of the mission: June 2025

1. CONTEXT

The Economic Community of Central African States (ECCAS), created by the Treaty of October 1983 and revised in 2019, currently has eleven (11) member states, namely Angola, Burundi, Cameroon, Central African Republic, Congo, DR Congo, Gabon, Equatorial Guinea, Rwanda, São Tomé and Príncipe, and Chad.

The tasks of ECCAS are defined in Chapter II, Article 4 of the Revised Treaty, which stipulates that the aim of the "Community is to promote and strengthen harmonious cooperation and balanced and self-sustaining development in the fields of economic and social activity, in particular in the fields of industry, transport and communication. energy, agriculture, natural resources, trade, customs, monetary and financial matters, human resources, tourism, education, development, culture, science and technology, and the movement of people with a view to achieving collective self-reliance, raising the standard of living of people, increasing and maintaining economic stability, to strengthen the close peaceful relations between the Member States, and to contribute to the progress and development of the African continent".

2. JUSTIFICATION

In accordance with the Revised ECCAS' Treaty, the Vice-President and Commissioners of the Commission are appointed by the Conference for a non-renewable term of five (5) after pre-selection by the Council of Ministers on the basis of the nominations submitted by the Member States.

The term of office of the current Board Members will expire in August 2025. In addition, the ECCAS Commission also plans to launch an open call for applications for the posts of Secretary-General of the Commission and Legal Adviser of the Community, created respectively by Decisions N°09/CEEAC/CCEG/XXV/24 and N°10/CEEAC/CCEG/XXV/24 of the 25th Ordinary Session of the Conference of Heads of State and Government held on 18 October 2024 in Malabo.

In order to fill these various positions, ECCAS wishes to enlist the services of an independent design office specialized in the recruitment and evaluation of human resources.

3. MISSION OBJECTIVES

3.1. OVERALL OBJECTIVE

The overall objective to which this mission will contribute is to support the implementation of the institutional reform of ECCAS through the renewal of staff with category A(HCA), B(HCB), C(HCC) and similar mandates as well as the recruitment of new staff with category D(HCD) mandates.

3.2. SPECIFIC OBJECTIVES

The mission of the Design Office is to accompany the ECCAS' Commission through technical support in the recruitment process of mandated staff.



This support must take into account competitive and transparent methods allowing the operationalization and ramp-up of the organizational structures adopted in December 2019 by the ECCAS' Conference of Heads of State and Government (CCEG) and ratified by the Member States of the Community.

More specifically, the mission of the Research Office is to examine the files and rank the applications submitted by the Member States to the ECCAS' Commission for the positions of Vice-President, Commissioners, Secretary General of the Commission and Legal Adviser of the Community.

4. EXPECTED RESULTS

At the end of this mission, ECCAS has:

- (i) A confidential report on the examination and ranking of the candidates received by ECCAS for the positions of Vice-President and Commissioners. This report is available at the end of August 2025 for the ordinary Council of Ministers preceding the next CCEG in 2025;
- (ii) A confidential report on the examination, classification and pre-selection of applications on the basis of the administrative and technical criteria approved by the ECCAS' Commission for the posts of Secretary General and Legal Adviser of the Community. This report will be approved by the extraordinary session of the Council of Ministers scheduled for July 2025.

5. METHODOLOGY

The Consulting firm will work under the direction of the ECCAS' Commission.

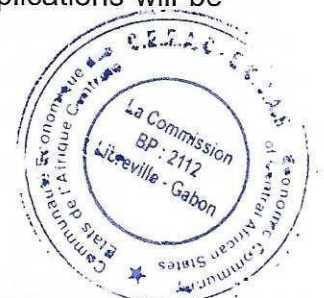
It will help identify potential candidates in a timely manner through an open and transparent selection process, and in accordance with the organizational framework, staff regulations and rules of procedure of the Commission of the Economic Community of Central African States adopted on 18 October 2024.

Confidentiality will be required throughout the mission. The reports should be submitted in sealed envelopes to the attention of the ECCAS' Commission.

5.1. EVALUATION OF APPLICATIONS FOR THE POSTS OF SECRETARY GENERAL AND LEGAL ADVISER (MISSION 1)

The Consulting firm will help identify potential candidates through an open, objective and transparent selection process and in accordance with the provisions of the new organizational framework, the Staff Regulations of the Economic Community of Central African States adopted on December 18, 2019 as well as the provisions of the Rules of Procedure of the ECCAS' Commission adopted on October 18, 2024.

For these two positions, the call for applications is open to all ECCAS' Member States. It is therefore to be expected that a high number of applications will be received. The role of the Consulting firm will be as follows:



- (i) During the kick-off meeting, a scoping will be carried out with the ECCAS' Commission in order to analyse and exchange in depth on the two positions to be filled, their context, their specificities and requirements.
- (ii) Carry out administrative compliance and carry out the technical evaluation of application files. The technical evaluation will be carried out on the basis of an evaluation grid previously approved by the ECCAS' Commission. This grid will include the following criteria: identity, nationality, age, diploma: level and field, experience: duration and nature in terms of content, level of responsibility, fields of activity; constituent documents required; certain criteria may be refined according to the number of applications to be processed;
- (iii) Develop an interview questionnaire related to the skills and abilities required for the position to be filled;
- (iv) Develop a test guide to measure the candidate's personality in a work situation, professional motivation and potential;
- (v) Organize interviews for the first ten (10) candidates selected on the shortlist per position through the interview questionnaire and the test guide;
- (vi) Draw up a summary table in order to record the results of the tests and determine the ranking of candidates by position to be filled;
- (vii) To submit a confidential report on the review and ranking of applications for the positions of Secretary General and Legal Counsel;
- (viii) A summary table of all the candidates evaluated will also be attached to the report with ranking, comments and opinions;
- (ix) Contact the three (3) "referent" persons and the last employer in order to validate the professional and moral qualifications of the candidates selected on the shortlist.

5.2. EVALUATION OF APPLICATIONS FOR THE POSITIONS OF COMMISSIONERS (MISSION 2)

The selection process is governed by Article 26 of the Commission's Rules of Procedure, which determine the procedure for the appointment of the President of the Commission and the pre-selection of the other members of the ECCAS' Commission.

ECCAS' expects to receive about sixty applications from 10 Member States (with the exception of Burundi, which holds the post of President of the Commission in accordance with the Revised Treaty). The role of the Consulting firm will be as follows:



During the kick-off meeting, the files will be submitted to the Design Office with minutes and a scoping will be carried out on the basis of the prerequisites for the positions of Commissioners;

- (i) Carry out administrative compliance and carry out the technical evaluation of application files. The technical evaluation will be carried out on the basis of an evaluation grid previously approved by the ECCAS' Commission. This grid will include the following criteria:
 - Identity, nationality, age;
 - Diploma: level and course;
 - Experience: duration and nature of the experience in terms of content, level of responsibility, areas of activity, requirements of the institutional sector, international work environment, personal aptitude for a position of Commissioner at ECCAS.
- (ii) Develop an interview questionnaire related to the skills and abilities required for the position to be filled;
- (iii) Organize preliminary interviews with candidates in order to measure the candidate's personality in a work situation, professional motivation and potential;
- (iv) Draw up a summary table in order to record the results of the tests and determine the ranking of the first five (5) candidates per position to be filled;
- (v) To submit to the Commission a confidential report on the examination and ranking of the first five (5) candidates for the positions of Vice-President and Commissioners.

6. TERMS AND CONDITIONS FOR THE EXECUTION OF THE MISSION

The Consulting firm will help identify candidates who meet the criteria required by the Terms of Reference while respecting the principles of independence, integrity and confidentiality of the recruitment process. It will use the appropriate methodology for the posts in accordance with the new organizational framework and the Staff Regulations of the Community adopted on 18 December 2019 as well as with the Rules of Procedure of the Commission.

All members of the Consulting firm team are bound by confidentiality obligations and to inform of any conflict of interest in the context of recruitment.

Concerning mission 1, the ECCAS' Commission will have to submit to the Consulting firm a complete and scanned copy of each application file received.

The Design Office will conduct the evaluation process of the files and submit the results to the ECCAS' Commission. The final selection report with a ranking in order of merit (ascending) by position,

7. RECIPIENT/TARGET AUDIENCE

The beneficiary of this action is ECCAS, in particular the Council of Ministers



8. PROFILE OF THE CONSULTANT/DESIGN OFFICE

8.1 Profile of the Consulting firm

The consulting firm in charge of recruitment must have at least 15 years' proven experience in recruitment and Human Resources (HR) management, including at least 10 years of international executive recruitment.

- (i) Senior executives;
- (ii) Directors General/Coordinators of Implementing Agencies for International Organizations or Public Administrations.

The Consulting firm must also have:

- (i) A proven track record of transparency, integrity and professionalism attested by certificates of good performance or good performance;
- (ii) A large database of high-level professionals;
- (iii) References in the public, private and non-governmental sectors.

8.2 Profile of the Consulting firm Staff

For this recruitment process, the Consulting firm must have the following key personnel:

- (i) **A Head of Mission, Expert in Human Resources Management**, holder of at least a Bac+5 in Social Sciences, Human Resources Management or equivalent. It must have at least:
 - Fifteen (15) years of professional experience;
 - Ten (10) years of proven experience in the recruitment of senior executives;
 - To have carried out five (5) similar missions as Head of Mission or Expert in the last ten (10) years.

In addition to the Head of Mission, the Consulting firm will have five (5) other Experts in the following fields:

- A legal expert in Public and International/Community Law;
- A Political Affairs and Security Expert;
- An expert economist;
- An Expert in Environment, Agriculture and Development;
- An expert in social sciences.

Experts must provide proof of at least:

- Fifteen (15) years of professional experience;
- 10 years of professional experience in their field of expertise.



- Have completed at least 1 similar assignment as a member of a high-level recruitment engagement in the past 10 years.

9. LOCATION AND PERIOD OF IMPLEMENTATION OF THE MISSION

Mission 1: Recruitment for the Posts of Secretary General and Legal Counsel

The mission will take place in Libreville, Gabon and at home for a maximum of fifteen (15) days between May and June 2025, divided into four (4) days in the field and fourteen (14) days at home.

Two (2) field missions are planned, interspersed with periods of work at home according to the following sequence: start-up mission / analysis work / presentation of the report to the ECCAS Commission.

The Consulting firm will be called upon to present an indicative timetable for Mission 1.

The respective dates and durations of the field missions will be specified according to the availability of ECCAS' interlocutors, the availability of flights, as well as the agenda of the experts.

During each field mission, the Consulting firm will work on several deliverables, depending on priorities.

Briefing and debriefing meetings will take place at the beginning and end of the field missions.

Mission 2: Evaluation of applications for the positions of Commissioners

The mission will take place in Libreville, Gabon and at home for a maximum of eighteen (18) days between June -July 2025, divided into ten (10) days in the field and eight (8) days at home.

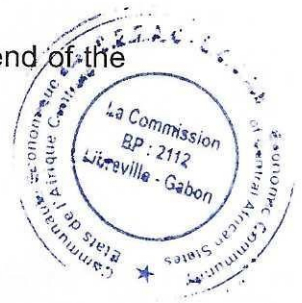
Two (2) field missions are planned, interspersed with periods of work at home according to the following sequence: start-up mission / analysis work / presentation of the report to the ECCAS' Commission.

The Design Office will be called upon to present an indicative timetable for Mission 2.

The respective dates and durations of the field missions will be specified according to the availability of ECCAS' interlocutors, the availability of flights, as well as the agenda of the members of the mission.

During each field mission, the Consulting firm will work on several deliverables, depending on priorities.

Briefing and debriefing meetings will take place at the beginning and end of the field missions.



10. ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Experts will need to have their own laptops but they will be able to benefit from:

- An office and an Internet connection will be made available to them by the ECCAS' Commission.
- The experts will have to be autonomous for their trips to Libreville.

All costs envisaged for the mission (fees, per diem, travel, support staff, etc.) must be included in the offer.

11. DELIVERY AND APPROVAL OF DELIVERABLES

All the deliverables grouped together and annexed to the final report will be submitted to the ECCAS' Commission in a sealed envelope.

No.	STEP	INDICATIVE TIME
1	Report on the examination and ranking of the applications received by ECCAS for the posts of Secretary General and Legal Adviser	July 2025
2	Report on the examination and ranking of the candidacies received by ECCAS for the posts of commissioners.	End of August 2025
3	Final Report of Mission 1	July 2025
4	Final Report of Mission 2	End of August 2025

Deadline: May 31

