



ECOWAS REGIONAL ELECTRICITY REGULATORY AUTHORITY

AUTORITÉ DE REGULATION RÉGIONALE DE L'ÉLECTRICITÉ DE LA CEDEAO

AUTORIDADE REGULADORA DE ELETRICIDADE REGIONAL DA CEDEAO

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# REQUEST FOR PROPOSALS

## **Recruitment of an Individual Consultant for the Development of ICT Policies and Procedures for ERERA**

### **1.0 BACKGROUND**

The ECOWAS Regional Electricity Regulatory Authority (ERERA) was created in January 2008 by the Authority of Heads of States and Governments of ECOWAS to ensure the regulation of cross-border electricity exchanges and to provide support to national regulators of the electricity sector of ECOWAS Member States. The main mission assigned to ERERA is to establish a transparent, predictable, and harmonized regulation in the region to foster an environment that enables the necessary investments for the development of an electricity market in the region and to ensure the maximum benefit to electricity consumers.

ERERA intends to review and update its existing ICT policies and procedures, develop additional policies and procedures and develop an action plan for the implementation of the consolidated policies and procedures document.

### **2.0 OBJECTIVES OF THE ASSIGNMENT**

The objective of this work is to develop comprehensive ICT policies and procedures that will enhance the efficiency and security of ICT infrastructure in ERERA. These policies and procedures will provide guidelines for appropriate, effective, and secure usage of ICT resources in ERERA.

### **3.0 SCOPE OF WORK**

The scope of the work to be performed by the consultant includes the following:

- Review of the existing ICT infrastructure, systems, and services
- Review of the existing ICT policies and procedures document

- Development of the underlisted policies and procedures (where applicable) relating to the following:
  - Acceptable use policy
  - Access control policy
  - Antivirus policy
  - Backup policy
  - Business continuity and disaster recovery policy
  - Change management policy
  - Configuration management policy
  - Data governance policies, procedures and processes covering:
    - Data classification and handling
    - Data compliance
    - Data ownership and stewardship
    - Data protection and privacy
    - Data quality
    - Data retention and disposal
    - Data security
  - Electronic communication policy
  - Incident management policy
  - Information security policy
  - IT asset management policy
  - Network management policy
  - Password management policy
  - Patch management policy
  - Physical security policy
  - Problem management policy
  - Release management policy
  - Risk assessment policy
  - Software management policy
  - Website management policy
  - Wireless security policy
- Development of an action plan for the implementation of the ICT policies and procedures

#### **4.0 DELIVERABLES**

- Assessment report
- Comprehensive ICT policies and procedures document
- Action plan for the implementation of the ICT policies and procedures
- Detailed report of the entire consultancy

#### **5.0 WORK METHODOLOGY AND COORDINATION**

The consultant will work closely with the Information Technology (IT) Officer of ERERA under the overall supervision of the Chairman of ERERA.

The consultant will be required to perform most of the work remotely. The number of physical meetings (if any) and consultations will be determined by ERERA.

#### **6.0 DURATION OF WORK**

The duration of this assignment shall be within two (2) months from the date of contract signing. The consultant will provide a work schedule of how this timeframe will be utilized.

#### **7.0 PROFILE OF CONSULTANT**

The consultant should have the following qualifications and experience:

- A minimum of bachelor's degree in information technology, Computer Science, Information Systems Management, Cybersecurity, Computer Networking, Engineering, or other related fields. A higher degree will be an added advantage.
- Ten (10) years or more experience in ICT consulting, with at least Five (5) years' experience in ICT governance and ICT policy development.
- Demonstrated experience delivering at least two (2) similar projects for regional or international organisations (projects portfolio should be attached to substantiate experience);
- Demonstrated experience in design and implementation of ICT governance frameworks such as COBIT, ISO/IEC, ITIL, etc.
- Experience in data governance and regulatory compliance.
- Professional certifications in relevant areas such as COBIT, ISO/IEC, ITIL, etc. are desirable.
- Excellent communication skills, written, oral and presentation.
- Proficiency in both written and spoken English language. Knowledge of French and/or Portuguese will be an added advantage.

## **8.0 APPLICATION PROCEDURE**

Interested applicants should submit the following:

1. A technical proposal detailing the methodologies to be employed in performing the job and a work schedule indicating various phases and milestones of the project.
2. A financial proposal in US dollars.
3. References for at least two similar assignments.
4. Detailed curriculum vitae (CV) with clear explanations of tasks performed.
5. Copies of academic and professional certificates and any other relevant documents.

All applications should be sent to the following email address ONLY:

[ictpolicies@erera.arrec.org](mailto:ictpolicies@erera.arrec.org) no later than **August 30, 2024**, quoting “CONSULTANCY FOR ICT POLICIES AND PROCEDURES” as the subject. Do NOT send to or copy any other email address.

For any clarification, kindly contact:

[procurement@erera.arrec.org](mailto:procurement@erera.arrec.org)