West African Health Organization (WAHO)

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Project for the Development of the Pharmaceutical Industry in the ECOWAS Region

CALL FOR EXPRESSION OF INTEREST
(CONSULTANCY FIRM)

Service: Consulting Firm to Conduct an assessment of the level of implementation of the amended regulation on the zero tariff on pharmaceutical raw materials, packaging, and finished products within the ECOWAS Common External Tariff (CET).

Grant No: 2100155041318

Project ID No: P-Z1-BZ0-012

1. The outbreak of the Ebola virus disease in 2014 and COVID-19 pandemic in 2020 reinforced the urgency for ECOWAS member states to strengthen their pharmaceutical industry, improve the business environment to boost local production of essential medicines as well as reduce its dependency on global value-chains for medical supplies and build resilience in the sector. The Project of Development of the Pharmaceutical Industry (DPI) Industry is a regional undertaking conceived to support ECOWAS pharmaceutical institutions, including the Medicines Regulatory Authorities (MRAs), quality control laboratories, and regional pharmaceutical training institutions. This project is supported by the African Development Bank and aim to strengthen the pharmaceutical sector to boost local production of safe, quality, and affordable medicines and vaccines in the ECOWAS region to meet the healthcare services and needs of the population.

2. Access to essential medicines is a fundamental part of the right to health and a key indicator of the Universal Health Coverage. A good healthcare service is impossible without access to quality-assured affordable medical products and technologies. The implementation of the ECOWAS Common External Tariff (CET) prompted the need to adopt special protection measures such as the amendment of the ECOWAS CET to endorse zero tariff on pharmaceutical raw materials, packaging, and finished products as part of the policy to enhance exports, increase intra-regional and African trade, and support to industries. So, to ensure that the expected results are achieved, it is essential **to recruit a consulting firm to assess the level of implementation of the amended regulation on the zero tariff on pharmaceuticals within the ECOWAS CET**.

3. The consulting firm will work closely with the national customs administration, Ministries of Finance and pharmaceutical industries, under the general supervision of the DPI Project Coordinator, Director of the Department of Public Health and Research (DSPR) and the Director of the Department of Health Planning and Information (DPIS). The consulting Firm will perform the following tasks:

    - Prepare the inception report that contains:

- Background, methodology/methodological approach, detailed list of stakeholders to be contacted, list of the evaluation questions and areas to be addressed.
- Work plans for all team members with clear timelines and responsibilities.

- Conduct a situation analysis of the level of implementation of the amended regulation on the zero tariff on pharmaceutical raw materials, packaging, and finished products in the ECOWAS Region and submit report.
- Assess the perspective of stakeholders and other beneficiaries on the implementation of the amended regulation and recommendations.
- Investigate the contextual factors that enabled or restricted the implementation of the amended regulation and recommendations.
- Consolidate the feedback from stakeholder consultation and the baseline assessment and submit a comprehensive report. The comprehensive report should include the following aspects :
  - Identify gaps, challenges, and opportunities in the implementation of the amended regulation on the zero tariff on pharmaceuticals raw materials, packaging, and finished products.
  - Stakeholder mapping and engagement.
  - Summarize the work conducted providing details about the mission: detailed list of the person met and their contacts, summary of discussions and bibliography.
  - Drawing key conclusions and lessons learned, as well as recommendations needed to ensure that the amended regulation remains relevant to the needs of the target groups and contributes to knowledge development.

4. The assignment will be implemented over a period of 90 days starting from the signing of the contracts and will require approximately **80 man-days**. The West African Health Organization (WAHO) invites consulting firms to submit their applications to provide the services described above. Interested and qualified consulting firms must provide information on their capacity and experience demonstrating that they are qualified for the assignment. The consulting **firm must meet the following profile:**

The consulting firm must have:

- Completed at least two similar assignments/experiences in the last ten (10) years in providing technical assistance in legislation assessment or regulatory affairs.
- Extensive and proven combination of skill and expertise in the field, with expertise related to regulatory affairs consulting, gained through previous experience of similar work in or outside the ECOWAS region.

5. The expressions of interest or application must include the following documents:

- A letter of interest addressed to the Director General of the West African Health Organization (WAHO).
- A presentation of the firm (date of creation, country of origin, geographical address, organization, etc.) accompanied by proof of its legal existence (copy of the commercial register and/or statutes).
- A table presenting references for similar missions/experience (assessment of the level of

implementation of the amended regulation, highlighting the following minimum information for each mission: (i) the purpose and content of the assignment, (ii) the name of the project, (iii) source of funding (iv) the name, address and contact details of the client commissioning the assignment, (v) the country in which the assignment was carried out, (vi) the year of completion, including the start and end dates of the assignment, (vii) the contract amount, (viii) the list of key experts who carried out the assignment, as well as any relevant information about the assignment carried out.;

- Certificates of satisfactory performance or certificates attesting to the successful completion of services.
- For consultants working in a consortium: A consortium agreement relating to the subject matter of the assignment, duly drawn up and signed by each member of the consortium and designating the lead member of the consortium authorized to act on behalf of and for the account of the consortium.
- Presentation and organization of the permanent staff, with details of the current position held in the company's organization chart (this does not include the key personnel required in the ToR).

6. The consultant will be selected based on the quality and cost-based selection method (SBQC) in accordance with the Procurement Operations Manual of the African Development Bank.

The eligibility criteria, shortlisting and selection procedure will be in accordance with the Procurement Framework for Operations Financed by the Bank Group, October 2015 edition, which is available on the Bank's website at: http://www.afdb.org.

7. The detailed selection criteria are as follow:

- Experience in technical assistance in legislation assessment or regulatory affairs in general over the last 10 years: 30 points.
- Experience in technical assistance in legislation assessment or regulatory affairs on the zero tariff on all area over the last 10 years: 20 points.
- Experience in technical assistance in legislation assessment or regulatory affairs on the zero tariff on pharmaceuticals within the ECOWAS Common External Tariff (CET) over the last 10 years: 20 points.
- Experience in technical assistance in legislation assessment or regulatory affairs in the ECOWAS region over the last 10 years: 20 points.
- Presentation of experienced permanent staff with a view to fulfilling the mission, with details of their current position within the company.:10 points.
- In the event of a tie, preference will be given to the consulting firm with more experience in technical assistance for assessment of the level of implementation of the regulation.

8. Information, deadline, and address for submission of applications

- Interested and qualified consultancy firms may also obtain further information on the reference documents from the email addresses below, during working hours from Monday to Friday from 09:00 to 17:00 at the following addresses:
- This notice will be published on the ECOWAS website, the WAHO website https://data.wahooas.org/tenders/tenders/list, and by the WAHO focal points in each of the 12 countries (websites of the ministries in charge of health).
- Interested parties may access and download the terms of reference and the notice of expression of interest from the ECOWAS and WAHO websites at the following address: https://data.wahooas.org/tenders/tenders/list
- Interested and qualified consultancy firms are invited to express their interest by submitting their files electronically to the following addresses: https://data.wahooas.org/tenders/tenders/list
- The deadline for receipt of expressions of interest is **January 09, 2026**, at **12:00 GMT**.
- The client will not be responsible for any costs or expenses incurred by the consultant in connection with the preparation or submission of the EOI.

Dr Melchior Athanase J. C. AÏSSI
Director General

Project of the Development of the Pharmaceutical Industry in the ECOWAS Region

Recruitment of a Consulting Firm to Conduct an assessment of the level of implmentation of the amended regulation on the zero tariff on pharmaceuticals within the ECOWAS Common External Tariff (CET)

TERMS OF REFERENCE

December 2025

I. BACKGROUND

A good healthcare service is impossible without access to quality-assured affordable medical products and technologies and, yet an estimated 2 billion people still lack access to essential medicines. The lack of access to medicines is a complex challenge as it depends on a broad range of economic and health policies such as dosage and efficacy of medicines, healthcare budget, procurement practices, supply chain, price and quality control, strength of national drug regulatory authorities, pharmaceutical industry business model and tax and tariff policies.

In Africa, most of the countries still rely heavily on pharmaceutical imports, and the Economic Community of West African States (ECOWAS) is no exception. Despite the existence of more than 200 pharmaceutical industries within the ECOWAS region, underutilization of production capacity coupled with regulatory and economic barriers to intraregional trade in pharmaceuticals remains a challenge to the development of local production. However, increasing production capacities does not solve all the problem, particularly if it is not aligned with trade and tax policies. The ECOWAS Common External Tariff (CET) in 2015 represented an important step towards the status of a customs union and the strengthening of the Common Market as it allows the application of the same customs duties, import quotas and preferences throughout the Community's customs territory. However, even though medicines are classified as Essential Social Goods under the CET attracting 0% Tariff and having a positive impacted on cost of medicines, since most of the inputs into production such as raw material, packaging materials and machinery attract 5-10% as being 'Goods of primary necessity" or "intermediate goods and inputs", the cost of locally produced medicines are inadvertently increased, rendering them uncompetitive. This undesirable impact of the CET on the local production of medical products resulted in the need to adopt special protection measures such as the amendment of the ECOWAS CET to endorse zero tariff on pharmaceutical raw materials, packaging, and finished products as part of the policy to enhanced exports, increased intra-regional and African trade, and the support industries.

The Development of the Pharmaceutical Industry (DPI) in the ECOWAS is a regional undertaking conceived to support ECOWAS pharmaceutical institutions, with an overall goal to increase local manufacturing of essential drugs, medicines and vaccines that are of high quality, safe, effective, and meets the challenges of diseases and pandemics. This project is supported by the African Development Bank in response to a request from the Commissioner for Industry and Private Sector Development of the ECOWAS. One of the key components of this project is to advocate for the implementation of the amended regulation on the zero tariff for pharmaceutical raw materials, packaging, and finished products within the ECOWAS CET. The potential benefit of the implementation of this amended regulation goes beyond fostering competitive pharmaceutical industry and free movement of goods across the regional, it also provides a roadmap toward a pharmaceutical industry capable of efficiently respond to public health emergencies. So, to ensure that the expected results are achieved, it is essential to recruit a consulting firm to assess the level of implementation of the amended regulation on the zero tariff on pharmaceuticals within the ECOWAS CET.

II. SCOPE OF WORK

The consulting firm will be responsible for assessing the level of implementation of the amended regulation on the zero tariff on pharmaceuticals within the ECOWAS CET.

The consulting firm will work closely with the national customs service administrations, Ministries of Finance and pharmaceutical industries in ECOWAS Region, under the general supervision of the DPI Project Coordinator, Director of the Department of Public Health and Research (DSPR) and the Director of the Department of Health Planning and Information (DPIS).

III. MAIN DUTIES AND RESPONSIBILITIES

The consulting Firm will perform the following tasks:

- Prepare the inception report that contains and submit for approval 2 weeks after signing of the contract:
    - Background, methodology/methodological approach, detailed list of stakeholders to be contacted, list of the evaluation questions and areas to be addressed.
    - Work plans for all team members with clear timelines and responsibilities.
- Conduct a situation analysis of the level of implementation of the amended regulation on the zero tariff on pharmaceuticals in the ECOWAS Region and submit report.
- Assess the perspective of stakeholders and other beneficiaries on the implementation of the amended regulation and recommendations.
- Investigate the contextual factors that enabled or restricted the implementation of the amended regulation and recommendations.
- Consolidate the feedback from stakeholder consultation and the baseline assessment and submit a comprehensive report. The comprehensive report should include the following aspects:
    - Identify gaps, challenges, and opportunities in the implementation of the amended regulation on the zero tariff on pharmaceuticals.
    - Stakeholder mapping and engagement.
    - Summarize the work conducted providing details about the mission: detailed list of the persons met and their contacts, summary of discussions and bibliography.
    - Drawing key conclusions and lessons learned, as well as recommendations needed to ensure that the amended regulation remains relevant to the needs of the target groups and contributes to knowledge development.

IV. QUALIFICATIONS, EXPERIENCE, AND SKILLS

The consulting firm must have:

- Have completed at least two similar assignments/experiences in the last ten (10) years in in providing technical assistance in legislation assessment or regulatory affairs.
- Extensive and proven combination of skill and expertise in the field, with expertise related to regulatory affairs consulting gained through previous experience of similar work in or outside the ECOWAS region.
- The ability to deploy a team with a minimum of four (4) experts consisting of one (1) lead consultant and tree (3) associate consultant. The team members are expected to fulfil the following qualification and experience:

  Lead consultant
  - Master's Degree in a relevant field such trade, public policy, business management, public administration or a related field.
  - A lead consultant with at leastten (10) years of experience in conducting legislation assessment in private and/or government institutions.
  - Work experience in a multicultural environment.
  - Strong analytic skills
  - Good computer skills (MS Office applications, project procurement management tools, logistics management tools) and ability to use information technology as a tool and resource.
  - Team spirit, leadership, and initiative.
  - Good organizational skills, high sense of integrity, and good interpersonal skills.
  - Good problem-solving skills.
  - Familiarity with pharmaceutical sector is an asset.
  - Proficiency in both written and spoken English and French is required. Knowledge of Portuguese will be considered a strong asset. .

Associate consultant 1

- Master's Degree in a relevant field such legal studies, public policy, Regulatory Affairs or a related field.
- At least (8) years of demonstrated experience in evaluation, data collection, incl. interviews, analytical and presentation skills and demonstrated ability to structure information.
- Have participated in a similar experience/assignment
- Work experience in a multicultural environment.
- Strong analytic skills
- Good computer skills (MS Office applications, project procurement management tools, logistics management tools) and ability to use information technology as a tool and resource.
- Team spirit, leadership, and initiative.

- Good organizational skills, high sense of integrity, and good interpersonal skills.
- Good problem-solving skills.
- Familiarity with pharmaceutical sector is an asset.
- Proficiency in both written and spoken English and French is required. Knowledge of Portuguese will be considered a strong asset. .

Associate consultant 2

- Master's Degree in Public Health, Health Policy, Pharmacy, Epidemiology or a related field.
- Minimum of 8 years of professional experience in pharmaceutical industry, medicine regulation and Health Systems Management.
- Have participated in a similar experience/assignment
- Work experience in a multicultural environment.
- Strong analytic skills
- Good computer skills (MS Office applications, project procurement management tools, logistics management tools) and ability to use information technology as a tool and resource.
- Team spirit, leadership, and initiative.
- Good organizational skills, high sense of integrity, and good interpersonal skills.
- Good problem-solving skills.
- Familiarity with pharmaceutical sector is an asset.
- Proficiency in both written and spoken English and French is required. Knowledge of Portuguese will be considered a strong asset

Associate consultant 3

- Advanced degree in Health Economics, Labor Economics, or a related field.
- Minimum of 8 years of professional experience in designing and executing economic models (e.g., cost-effectiveness, budget impact, labor market analyses).
- Demonstrated experience with handling large, complex datasets.
- Have participated in a similar experience/assignment
- Work experience in a multicultural environment.
- Strong analytic skills
- Good computer skills (MS Office applications, project procurement management tools, logistics management tools) and ability to use information technology as a tool and resource.
- Team spirit, leadership, and initiative.

- Good organizational skills, high sense of integrity, and good interpersonal skills.
- Good problem-solving skills.
- Familiarity with pharmaceutical sector is an asset.
- Proficiency in both written and spoken English and French is required. Knowledge of Portuguese will be considered a strong asset

V. PROJECT DURATION AND LOCATION

The assignment will be implemented over a period of 120 days starting from the signing of the contract and will require approximately **160 man-days**.

The consulting firm will work with national customs service administrations, Ministries of Finance and pharmaceutical industries of the 12 countries of ECOWAS region (1. Benin 2- Cabo Verde 3- Côte d'Ivoire 4-Ghana 5- Guinea 6-Guinea-Bissau 7- Liberia 8- Nigeria 9- Senegal 10- Sierra Leone 11- The Gambia 12-Togo).

The consultants will complete the assignment remotely (85 man-days), but are expected to organise field trips to Nigeria, Ghana, Senegal and Côte d'Ivoire.

VI. DELIVERABLE AND PAYEMENTS METHODS

The selected consulting firm will receive payments upon certification of satisfactory completion of tasks, according to the following schedule:

Payment tranche	**Deliverables**	**Portion**
1st tranche	Situational Analysis Report accepted by WAHO/ECOWAS Commission	30%
2rd tranche	Report on stakeholders and other beneficiaries perspectives accepted by WAHO/ECOWAS Commission	30%
4th tranche	Full Report accepted by WAHO/ECOWAS Commission	40%
Total Contract Price (Inclusive of all taxes and fees)		**100%**

VII. PROCUREMENT METHODS TO BE USED

The procurement method to be used is Quality and Cost Based Selection (QCBS).

The eligibility criteria, shortlisting and selection procedure will be in accordance with the Procurement Framework for Operations Financed by the Bank Group, October 2015 edition, which is available on the Bank's website at: http://www.afdb.org