



REQUEST FOR EXPRESSION OF INTEREST *al*
(Individual Consulting Services)
To support management of the

**West Africa Regional Disease Surveillance Capacity
Strengthening Project (WARDS Project)**

**Sahel Women's Empowerment and Demographic Dividend
Regional Project (SWEDD)**

**Sahel Malaria and Neglected Tropical Diseases Project
(SM/NTD)**

September 2015

ACCOUNTANT

Introduction:

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region. Therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries in the ECOWAS region and a major focus of WAHO's work.

The World Bank has provided grants to ECOWAS for WAHO to implement 3 projects:

- West African Regional Disease Surveillance Capacity Strengthening Project (WARDS)
- Sahel Women's Empowerment and Demography Project (SWEDD)
- Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

The objective of the West African Regional Disease Surveillance Capacity Strengthening Project (WARDS) is to strengthen regional disease surveillance and response system of ECOWAS Member States.

The project has three components, as follow:

- Regional Capacity Development (Component 1)
- Strengthening Human Resources (Component 2)
- Project Management, and Monitoring and Evaluation (Component 3)

The Objective of the Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD) is to contribute to the broader goal of reducing vulnerability and improving economic opportunities in the Sahel Region by working across countries and in conjunction with national systems, programs and Projects. Specifically, the project development objective is to promote cross border benefits, regional goods and efficiencies in both demand and supply side interventions that contribute to accelerating the demographic dividend.

The project has 4 components:

- 1) improve regional demand for RMNCHN services and increase empowerment for women and adolescents
- 2) Strengthen regional capacity for availability of RMNCHN commodities and rural midwives
- 3) support rural midwifery training institutions in target countries, strengthen their capacity to increase the quantity and quality of midwives

- 4) foster political commitment and capacity for policy making and project implementation

The objective of the Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD) is to increase access to and use of harmonized country-level services for the prevention and treatment of malaria and selected Neglected Tropical Diseases in targeted cross-border areas in participating countries in the Sahel region.

The project has 2 components:

- 1) Improve regional collaboration for stronger results across participating countries
- 2) Strengthen institutional capacity to coordinate and monitor implementation.

WAHO seeks to recruit a dynamic, qualified and experienced Accountant.

Purpose of the Assignment:

The Accountant will be responsible for the management and custody of all accounting documents relating to the project finances as well as maintaining and reconciliation of bank balances. He/She will be expected to respect the guidelines and procedures under ECOWAS regulations and the World Bank funded projects.

Main Duties and Responsibilities:

- Ensure that all accounting documents are in order and are accurately posted into the ECOLink system promptly and into other accounting software WHO may set up;
- Monitor transfer payments with the banks and follow up the receipt of swift copies and receipt of funds by recipients;
- Review and verification of Financial Reports of ALL advances made to staff, countries and Partners and monitor the posting through the accounting system;
- Reconciliation of personal accounts and prepare monthly statement for project staff;
- Preparation of reimbursement of expenses to be made to partners;
- Review air tickets itinerary prepared for project related travel (staff/participants) emanating from Wahotravels;
- Receive bank statements for all banks and prepare Bank Reconciliation statements on a monthly basis for submission to FMS;
- Maintain Asset Register for ALL assets of the various Projects;
- Ensure proper filing of all supporting documents relating to the operation of the projects;
- Prepare monthly financial statements for ALL projects for submission to the FMS.

Qualification, Experience and Core Competencies:

- A good first University Degree in Accounting, Finance, or a related discipline. Professional certification (CPA, ACA, ACCA) is an added advantage;
- At least five (5) years professional experience in accounting environment with at least two (2) years at the international level;
- Knowledge of the World Bank's current financial management requirements would be an advantage;
- Knowledge of International Public Sector Accounting Standards and International Reporting Standards;
- Working knowledge of an Accounting Software; and
- Speak and read fluently one of the official Community languages namely English, French and Portuguese. A working knowledge of a second official language would be an advantage.

Duration, Location and Nature of Appointment:

This is a WAHO contract position supported by donor funds. The appointment is for 1 year subject to a one month probationary period and may be renewable according to availability of funds from the project. Attractive consolidated remuneration packages will be paid. The Accountant will be based at WAHO Headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel in the ECOWAS region as required.

WAHO now invites qualified individuals to indicate their interest in providing the services. They should provide information that they have the required qualifications and relevant experience to perform the services (Cover letter indicating which of the above positions is of interest, detailed Curriculum Vitae - including description of similar assignments, and experience - and copies of supporting documents).

The desired individual consultant will be selected in accordance with the **procedures for the selection of individual consultants** set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, (January 2011, revised version 2014) which is available on the Bank's website at <http://www.worldbank.org>.

Further information can be obtained from the following person at WAHO during office hours, **Monday – Friday 0800 – 1600 hours GMT:**

Lalaisa AMOUKOU
Phone: (226) 20 97 57 75 / 20 97 00 97
Fax: (226) 20 97 57 72
E-mail: lamoukou@wahooas.org

Interested and qualified individual Consultants should express their interest by submitting their detailed CV (in person, by mail or email) to the below address:

Dr Xavier CRESPI
Director General
West African Health Organisation
01 BP 153 Bobo-Dioulasso 01
Burkina Faso
Mailing: wahooas@wahooas.org ; offres@wahooas.org

The right corner of the envelope or the subject of the email must indicate the relevant position of interest. The deadline for receipt of submission is **October 15, 2015 at 1500 hours GMT.**

WAHO or the WB will not be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or delivery of the EOI.