



**REQUEST FOR EXPRESSION OF INTEREST <sup>al</sup>**  
**(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**

## FINANCIAL MANAGEMENT SPECIALIST

### 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 Financial Management Specialist.

### **Purpose of the Assignment:**

The Financial Management Specialist will be responsible for managing the project's finances and accounting, and fulfilling all financial reporting requirements based on the guidelines and procedures pertaining to financial management under ECOWAS regulations and the World Bank funded project.

### **Main Duties and Responsibilities:**

The Financial Management Specialist will establish a financial sub-system within the WAHO financial management system for the project. S/he will ensure the efficient delivery of the financial management functions of the project, reporting to the Project Management Unit Coordinator and working in close collaboration with WAHO Budget Officer and Accountant.

The incumbent shall specifically undertake the following:

#### *1. Internal control system*

- Establish and maintain suitable internal control procedures
- Review and submit to the Project Coordinator monthly bank reconciliations for all bank accounts

#### *2. Planning and budgeting*

- Prepare consolidated Budgets/Cash Flow Projections
- Prepare the Budget execution report

#### *3. Accounting*

- Ensure that accounting records, including bank accounts, are kept up-to-date

#### *4. Treasury management*

- Ensure that all payments are done in line with the financing agreements
- Prepare replenishment requests to the World Bank

### *5. Financial reporting*

- Prepare the consolidated Quarterly and Annual Project Financial Statements and Annual Financial Monitoring Reports (FMR)

### *6. External audit*

- Spearhead contracting annual external audits and acting as key liaison of the project with the external auditors
- Follow-up on any audit queries/management letters

### *7. Others*

- Contribute financial management piece/input of talking points and speeches for major advocacy events organized by/attended by WAHO in close consultation with member states, partners and other stakeholders
- Review information technology issues related to financial management and coordinating revisions/modifications to systems with systems experts
- In conjunction with the Project Management Unit Coordinator, monitor performance against financial performance indicators

### **Qualification, Experience and Core Competencies:**

- Advanced University Degree in Accounting, Finance, or a related discipline. Professional certification (CPA, CA, ACCA) is an added advantage;
- At least seven (7) years professional experience in financial management with at least 3 years at the international level;
- Knowledge of the World Bank's current financial management requirements would be an advantage;
- Strong knowledge of International Public Sector Accounting Standards and International Reporting Standards;
- Application of financial reporting systems and software packages;
- Demonstrated experience working in a multicultural environment and with senior level professionals;
- Demonstrated capacity building experience; 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 Financial Management Specialist 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:**

Lalaissa AMOUKOU  
Phone: (226) 20 97 57 75 / 20 97 00 97  
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E-mail: [lamoukou@wahooas.org](mailto: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 CRESPIE  
Director General  
West African Health Organisation  
01 BP 153 Bobo-Dioulasso 01  
Burkina Faso  
Mailing: [wahooas@wahooas.org](mailto:wahooas@wahooas.org) ; [offres@wahooas.org](mailto: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.