



**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**

## PROCUREMENT 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 qualified and experienced Procurement Specialist.

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

The Procurement Specialist will ensure the effective and efficient conduct of all procurement activities associated with the project, in full compliance with the requirements and procedures of the World Bank and ECOWAS.

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

The Procurement Specialist will establish a procurement management system for the project. S/he will ensure the delivery of the procurement functions of the project, reporting to the Project Management Unit Coordinator and working in close collaboration with the WAHO Procurement Assistant and Administrative Officer.

The incumbent will:

- In consultation with the Project Management Unit Coordinator, prepare and update the Project's Annual Procurement Plan, detailing contract packages for goods and consultants services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Initiate the procurement processes, ensuring compliance with agreed procurement methods' thresholds, prior and/or post review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods; and monitor procurement implementation;
- Monitor and ensure timely responses to procurement questions raised by the World Bank and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank etc);
- Ensure timely receipt of goods and consultants' monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments as due;



- Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information;
- Prepare Quarterly, Semi-annual and Annual Procurement Reports as inputs into the Project Management Reports;
- Coordinate preparation of post procurement reviews by the Bank and participate in Bank supervision missions;
- Provide support and participate in capacity building activities of WAHO procurement staff and
- Carry out any other periodic duties that may be assigned by the responsible director.

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

- Advanced University Degree in Business, Commerce, Public Administration, Procurement or other related disciplines;
- At least 7 years professional experience in the management of public procurement;
- Experience with the World Bank and other international donor procurement regulations, procedures and standard documents;
- Knowledge of sub-regional public sector procurement requirements;
- A high level of computer proficiency in computerized procurement systems;
- Demonstrated experience working in a multicultural environment and with senior level professionals, variety of partners and diverse stakeholder groups;
- Demonstrated capacity building experience;
- Highly organized with a positive attitude; 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 one year subject to initial one month probationary period and may be renewable according to availability of funds from the project. Attractive consolidated remuneration packages will be paid. The Procurement 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  
Fax: (226) 20 97 57 72  
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 CRESPIAN  
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.