



**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**

## PROJECT MANAGEMENT UNIT COORDINATOR

### 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 Project Management Unit Coordinator.

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

The Project Management Unit Coordinator will provide management and technical guidance and ensure efficient and effective implementation of the Agreement between the World Bank and WAHO, and between WAHO and implementing partners. S/he will report to WAHO Director of Planning and Technical Assistance.

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

The Coordinator will work with a designated number of other WAHO staff to ensure the achievement of the project objectives and delivery of the project outputs.

The incumbent will:

- Ensure the day-to-day day to day management of the project in accordance with the Project Implementation Manual (PIM) and all other agreements with the donor;
- Prepare and monitor the implementation of the annual Work Plan and budget;
- Prepare project organization and communication chart
- Ensure compliance to donor procurement requirements and budget policy
- Assist in the drafting and issuance of proposals, RPF's, tenders and bidding processes
- Follow up on donor's non objection and other validation processes to ease budget execution;
- Review reports from Consultants before final submission for approval;
- Issue contracts, letters of Intent, Purchase orders in compliance with donor's policy guidelines
- Recruit and define roles and responsibilities of implementing partners
- Organize, supervise and inspire other staff designated to work on the project and ensure quality and timeliness of project work;



- Prepare timely and high quality reports in accordance with the reporting framework of the project;
- Organize meetings of the Regional Steering Committee, the Project Technical Committee, Mid-Term Review and other meetings in line with the annual Work Plan and ensure that minutes, decisions and recommendations are recorded, distributed and necessary follow-up actions taken;
- Ensure effective liaison and maintain good communication with the donor, implementing partners and other stakeholders;
- Working with the project Technical Committee, document lessons learned, develop presentations, articles, etc.;
- Enhance visibility of the project using ECOWAS and WAHO Communication Strategy; and
- Provide relevant information and briefing materials to consultants, implementing partners, donors and others.

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

- Advanced University Degree in Public Health, Health Economics, Development Studies, or related fields. Project management certification is an added advantage;
- At least 10 years professional experience with 5 years or more acquired at the international level;
- Previous work experience in developing or transition economies, capacity building experience and World Bank project management experience are added advantages;
- Successful track record in coordinating and managing complex health projects at the international level with a strong focus on results;
- Excellent team building and leadership skills;
- Strong computer skills (key MS office application, including project management tools) and ability to use information technology as tool and resource;
- Highly organized and self-directed with a positive attitude;
- Demonstrated experience working in a multicultural environment and with senior level professionals, variety of partners and diverse stakeholder groups; and
- Proficiency in spoken and written English is essential. A good working knowledge of French and/or Portuguese would be an added 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 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 Project Management Unit Coordinator 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 CRESPIIN  
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.