

**WEST AFRICAN HEALTH ORGANISATION (WAHO)**

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**CALL FOR EXPRESSION OF INTEREST**

**Reference No FM/TEND/AMI//2019/01/bk**

**FOR SELECTION OF INDIVIDUAL CONSULTANTS**

**RECRUITMENT OF ONE (01) INDIVIDUAL CONSULTANT FOR THE DIGITISATION AND IMPLEMENTATION OF AN ARCHIVING POLICY**

The West African Health Organisation (WAHO) has received funding from the Kingdom of the Netherlands for the implementation of “Sexual and Reproductive Health of Adolescents and Young People (SRHAY) project in ECOWAS” and intends to use part of the funds from this funding to make payments under the following contract: **Recruitment of one (01) Individual Consultant for the Digitisation and Implementation of an Archiving Policy.**

The overarching objective of the mission is to carry out the electronic and physical archiving of data and documents of the West African Health Organisation covering the period from 2014 to the end of December 2018 coupled with the implementation within the Institution of a dynamic, efficient and sustainable modern archiving policy.

**Specifically, the consultant will be tasked with:**

1. putting in place appropriate measures, provisions and tools to ensure that the Institution's documents and data are stored and kept in good condition and that they can be easily retrieved or returned at any time ;
2. establishing within WAHO an effective procedure and method for managing the Institution's archives and data ;
3. developing a modern, dynamic, efficient and sustainable archiving policy for WAHO.

# Consultancy Duration

# The mission is to last for 60 days.

**Consultant's Profile**

The mission must be conducted by one (01) Individual Consultant, with the following profile:

* training in documentation or archiving engineering;
* proven experience in the digitisation and archiving of documents, in particular of an Institution.
* sound knowledge of the African health sector. Knowledge of WAHO’s activities would be an added advantage ;
* experience in setting up a digitisation and documentation system.

**Content of the EOI**

The West African Health Organisation (WAHO) invites qualified individual consultants to express their interest in providing the aforementioned services.

Interested individual consultants must provide information indicating that they are qualified to perform the services described above: Their expression of interest will include:

* a letter of expression of interest stating the subject of the mission ;
* a detailed, dated and signed Curriculum Vitae by the consultant, highlighting qualifications and experience in carrying out similar assignments, as well as references for possible checks.

**Selection Method**

The Consultant will be selected based on the Consultants' Qualification method (CQS) in accordance with the ECOWAS Tender Code (effective from 1st January 2014).

**Information, Date and Venue for Submission of Applications**

Interested individual consultants may access the TORs on WAHO website at: [**w3.wahooas.org**](http://www.wahooas.org)

They may also get additional information on reference materials from the address stated below and on the following working days and office hours: Monday to Friday between 8 am and 4 pm.

The expression of interest with the reference **“Recruitment of one (01) Individual Consultant for the Digitisation and Implementation of an Archiving Policy”** on the envelope shall be submitted to the WAHO secretariat via post or email at the address below **not later than 11.00 a.m. (GMT) on Thursday 7 February 2019.**

**Address:**

**West African Health Organisation  
01 BP 153 Bobo-Dioulasso 01**

**Avenue Ouezzin COULIBALY  
Telephone: (226) 20 97 57 75/ 20 97 00 97**

**Email address:** [**offres@wahooas.org**](mailto:offres@wahooas.org)

**Prof. Stanley OKOLO**

**Director General**