



## WEST AFRICAN HEALTH ORGANISATION (WAHO)

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### AMENDED CALL FOR EXPRESSION OF INTEREST

Reference No [FM/TEND/AMI/OOAS/2022/06/bk](#)

**To Support Management of the Regional Disease Surveillance Systems Enhancement (REDISSE) project and Sahel Women's Empowerment and Demographic Dividend (SWEDD) project**

### **JOB TITLE: PROJECT MANAGEMENT UNIT GENERAL 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 the following projects:

- The Regional Disease Surveillance Systems Enhancement (REDISSE)
- Sahel Women's Empowerment and Demography Project (SWEDD)

The objective of the REDISSE project is to strengthen the national and regional cross-sectoral capacity for collaborative disease surveillance and epidemics preparedness in West and Central Africa, by addressing weaknesses in human and animal health systems that impede disease surveillance and an effective response to infectious outbreaks.

The Objective of the Sahel Women's Empowerment and Demographic Dividend 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.

WAHO seeks to recruit a dynamic, qualified, and experienced Project Management Unit General Coordinator who will support WAHO in its roles of both regional coordinator and implementer of regional activities of the Component 2 and the relevant subcomponents of the SWEDD 2 project, and all components of the REDISSE project.

## Main Purpose of the Assignment

The Project Management Unit General Coordinator will oversee the efficient implementation of the two World Bank projects currently being undertaken at WAHO, ensuring adherence to the Agreement between the World Bank and WAHO, and between WAHO and implementing partners. S/he will report to the PPO of Strategic Partnership and Resource Mobilization.

## Duties and Responsibilities

Under the supervision of the PPO of Strategic Partnership and Resource Mobilization, the PMU General Coordinator will work with the relevant WAHO staff to ensure that project objectives and activities are satisfactorily achieved within the requisite donor and institutional guidelines and timelines. The incumbent will:

- Ensure the day-to-day management of all World Bank projects in accordance with the Project Implementation Manual (PIM) and all other agreements with the donor;
- For technical advice and strategic coordination, liaise with project coordinators in countries implementing SWEDD and REDISSE as well as peers at the African Union Commission, across other ECOWAS institutions and fellow regional economic communities, including but not limited to the Economic Community and Central African States (ECCAS);
- Supervise the implementation of the work program outlined in the convention between WAHO and UNFPA for regional coordination of TA provided to client countries in the context of the SWEDD project.
- Prepare and monitor the implementation of the annual Work Plan and budget;
- Prepare project organization and communication chart for dissemination.
- Ensure compliance with donor procurement requirements and budget policies;
- Assist in the drafting and issuance of proposals, Request for Proposals (RFPs), tenders and bidding processes.
- Seek donor's non-objections following approval from WAHO management, and other validation processes relevant to expediting budget execution.
- Review reports from consultants before final submission for approval.
- Initiate draft contracts, letters of Intent, purchase orders in compliance with donor's policy guidelines and under the direction of WAHO management.
- 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 Project Technical Committee, the Regional Steering 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 are taken;
- Organize project implementation support missions to the beneficiary countries and implementing partners, and in close collaboration with the World Bank;
- Ensure effective liaison between WAHO and the donor, and maintain good communication with the donor, implementing partners and other stakeholders;
- Support the project Technical Committee to document lessons learned, develop presentations, articles, etc.;
- Establish and facilitate a hands-on and up-to-date virtual platform for sharing experience and lessons learned across the projects with countries and various stakeholders;
- Enhance visibility of the project using ECOWAS and WAHO Communication Strategies including traditional and social media platforms;
- Provide relevant information and briefing materials to consultants, implementing partners, donors, and others; and
- Undertake any other reasonable tasks requested by WAHO Management within the Coordinator's role and/or competence.

## Required Qualifications, Experience and Skills:

The PMU General Coordinator must meet the qualifications defined below:

- Have an Advanced University Degree (Master's or Higher) in Public Health, Health Management, Health Economics, Public Administration, Public Policy or related fields. Project management certification is an added advantage;
- At least 10 years of professional experience in Public health;
- Have a previous work experience in developing or transition economies, capacity building and World Bank project management;
- Successful track record in coordinating and managing complex health projects at national and regional levels 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
- Must be fluent in English which is the working language of the World Bank. A good working knowledge of French and/or Portuguese would be an added advantage.

## Duration, Duty Station and Nature of Appointment

This is a WAHO consultancy position supported by donor funds. The appointment is two (2) years subject to initial three months 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 General 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 on July 2014, which is available on the Bank's website at <http://www.worldbank.org>

## Information, Deadline and Address for Submission of Applications

Further information can be obtained during work hours Monday to Friday 08h00 to 16h00, from Mr. ADJOVI C. Maurice, Email: [madjovi@prj.wahooas.org](mailto:madjovi@prj.wahooas.org)

Interested individuals candidates may access the TORs and EoI on WAHO website at: [www.wahooas.org](http://www.wahooas.org)

Interested and qualified individual Consultants should express their interest by submitting their detailed CV and relevant documents to: <https://data.wahooas.org/tenders/tenders/list>

The deadline for receipt of submission is **July 13, 2022 at 1500 hours GMT**.

Neither WAHO nor the World Bank will be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.

**Prof Stanley OKOLO**  
**Director General**

