



WEST AFRICAN HEALTH ORGANIZATION
ORGANISATION OUEST AFRICAINE DE LA SANTE
ORGANIZAÇÃO OESTE AFRICANA DA SAÚDE

RECRUITMENT OF AN INDIVIDUAL CONSULTANT PROCUREMENT ASSISTANT ON THE HEALTH SECURITY PROGRAMME (HeSP) P179078

NOTICE OF EXPRESSION OF INTEREST

Reference Number: **BF-WAHO-BF-422866-CS-INDV**

JOB TITLE: PROCUREMENT ASSISTANT (Cross-Functional Consultant)

1- Introduction

The West African Health Organization (WAHO) is the specialized agency of the Economic Community of West African States (ECOWAS) in charge of health issues.

Its mandate is to provide high-level health care to the populations of the sub-region. Communicable and non-communicable diseases are the main causes of morbidity and mortality in the region; therefore, disease control and epidemic prevention are among the priorities of the 15 countries of the ECOWAS region and are a central principle of WAHO's activities.

The World Bank has provided grants to ECOWAS for WAHO to implement the following two (2) projects:

- The Health Security Programme (HeSP) in West and Central Africa (P179078);
- The Sub-Saharan Africa Women's Empowerment and Demographic Dividend Project-Plus (SWEDD+) P176693.

It is within the framework of the implementation of these projects that WAHO is seeking to recruit a qualified and experienced Procurement Assistant.

2- Description of Services

The Procurement Assistant will be responsible for assisting the Procurement Specialist (SPM) on a daily basis in the effective and efficient conduct of activities related to procurement and contract management in the context of World Bank funded projects and WAHO activities, in accordance with World Bank and ECOWAS requirements and procedures.

3- Duties and Responsibilities:

Under the coordination of the General Coordinator of the Project Management Unit (PMU) of the West African Health Organization (WAHO) and the direct supervision of the Procurement Specialist, the Procurement Assistant will assist the Procurement Specialist (SPM) on a daily basis in the effective and efficient conduct of activities related to procurement and tendering for projects and WAHO.

Among his or her duties, he or she will be responsible for:

- Monitor and update all project procurement plans developed by the Procurement Specialist;



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- Finalize the tender documents, Call for Tenders, or Requests for Quotations (works and supplies and services other than consulting services); Calls for Expressions of Interest, Requests for Proposals, draft contracts, etc.;
- Monitor and publish tender notices, expressions of interest and evaluation results on the websites and in the indicated channels;
- Support the convening of meetings of the Opening, Evaluation or Compliance Verification Committees and the drafting of minutes of the meetings of these committees;
- Support the organization of bid evaluation committee meetings and send letters and invitation letters to members;
- Participate in the meetings of the bid evaluation committees and replace the Procurement Specialist in the secretariat when necessary and liaise with the user service;
- Monitor contract approval and execution chains;
- Write contract award letters and purchase orders;
- Establish the schedule of meetings of the Evaluation Committees;
- Participate, in conjunction with the user service or beneficiaries, in the reception of goods/services and provide the secretariat for the reception committees;
- Update WAHO's database of suppliers and consultants;
- Prepare requests for quotations submitted by the user department;
- Organize and ensure the updating of market information in the STEP
- Ensure effective physical and electronic archiving of procurement documents;
- Develop and update weekly, semi-annually and annually the market/contract monitoring dashboard;
- Replace the public procurement specialist in case of absence;
- Perform any other duties assigned by the supervisor or WAHO.

4- Documents to be provided

WAHO now invites eligible individual Consultants ("Consultants") to express their interest in providing the Services. Interested consultants will be required to provide information demonstrating that they have the relevant qualifications and experience to provide the services.

Interested consultants are invited to submit an application package including:

- A letter of expression of interest addressed to the Director General of WAHO with the title of the position in the subject line;
- A recent, dated, signed Curriculum Vitae highlighting the diplomas, training, experience in procurement including the names of projects and donors, skills and abilities of the candidate for the mission;
- A copy of the diploma(s);
- A copy of the attestations/certificates of service done or certificate of work attesting to the candidate's professional experience as mentioned in his/her CV.

5- Qualifications, experience and skills

- Hold a university degree, equivalent to a Bachelor's degree in management, economics, law, engineering, procurement or other related disciplines;
- Have at least 3 years of professional experience in the management of procurement operations;
- Experience with the World Bank and other international donors' procurement regulations, procedures and standard documents;



- A high level of computer competence in computerized procurement systems.
- Proven experience working in a multicultural environment and with high-level professionals, a variety of partners and diverse stakeholder groups;
- Very well organized and autonomous, with a positive attitude;
- Ability to write and speak in one of the three working languages of ECOWAS: English, French, Portuguese. A working knowledge of a second official language would be an advantage.

6- Selection Method and Procedure

The Individual Consultant will be selected based on the Individual Consultant Selection Method in accordance with the Procurement Regulations for Borrowers Seeking Investment Project Financing (IPF)", September 2023 Fifth Edition of the World Bank.

Following the call for expressions of interest, a shortlist of qualified candidates will be drawn up. Shortlisted candidates will be invited to an oral test to select the best candidate to be invited to the contract negotiation.

7- Criteria for the establishment of the shortlist are

No.	Evaluation criteria	Maximum number of points
I	General Qualifications	30
a)	Diploma Bachelor's degree in management, economics, law, engineering, procurement or other related disciplines	10
b)	General experience Have at least 3 years of professional experience in managing procurement operations <ul style="list-style-type: none"> - Three (3) years of experience: 16 points - More than three (3) years of experience: 0.5 additional points per year of additional experience up to a maximum of 4 points 	20
II	Suitability for the Assignment: Specific Experience	70
a)	Experience in procurement under international donor regulations, procedures and standard documents <ul style="list-style-type: none"> - Three (3) years: 18 points - More than three (3) years: 1 additional point per year of additional experience up to a maximum of 2 points 	20
	Experience in procurement under World Bank regulations, procedures, and standard procurement documents <ul style="list-style-type: none"> - Three (3) years: 30 points - More than three (3) years: 1 additional point per year of additional experience up to a maximum of 5 points 	35
b)	Experience in procurement in a multi-partner/donor environment and stakeholder groups <ul style="list-style-type: none"> - 2.5 points per experience 	5
c)	High level of computer competence in computerized procurement systems	10



No.	Evaluation criteria	Maximum number of points
	<ul style="list-style-type: none">- Procurement Monitoring/Management Application (World Bank Systematic Tracking of Exchanges in Procurement): 7 points- Other Procurement Tracking/Management Application: 3 points	
	Total	100

In the event of a tie, the consultant with the most years of experience in procurement according to World Bank procedures will be preferred.

8- Duration, duty station and nature of the contract

The contract is concluded for a fixed period of two (02) years, renewable for the duration of the program or project active in the portfolio of projects financed by the World Bank, depending on satisfactory annual performance evaluations and available financing.

To this end, clear performance evaluation indicators will be defined.

WAHO reserves the right to terminate the contract if the consultant's annual performance evaluation is not deemed satisfactory.

However, the decision to renew or terminate the contract must be subject to the non-objection of the World Bank.

The Procurement Assistant will be based at WAHO's headquarters in Bobo-Dioulasso, Burkina Faso. He or she will travel throughout the ECOWAS region as required.

9- Other information about the submission

Interested individual consultants can also obtain additional information on the reference documents at the e-mail address below, during working hours, Monday to Friday from 08:00 to 16:00: procurement@diffusion.wahooas.org

They can also download the Terms of Reference or this Notice of Expression of Interest from the WAHO website: <https://data.wahooas.org/tenders/tenders/list>

Interested and suitably qualified individual consultants are invited to express their interest by submitting their applications electronically to <https://data.wahooas.org/tenders/tenders/list>

The deadline for receipt of applications is **12:00 GMT on 25 November 2024**.

The costs of preparing and sending the expression of interest are the responsibility of the consultant.

Dr. Melchior Athanase J. C. AÏSSI
Director General