



WEST AFRICAN HEALTH ORGANISATION (WAHO)

CALL FOR EXPRESSION OF INTEREST

Reference No ICS/ IPPSHP (KFW)-WAHO/2023/015.d

Regional Project to Support Pandemic Prevention and One Health in the ECOWAS Region

JOB TITLE: Recruiting a Special Adviser (SA) to WAHO Director General

1. Introduction

The West African Health Organisation (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 level of health and protection of the health of the people of the ECOWAS region.

To carry out its mission of improving the health of the people of West Africa through regional programmes and interventions designed to accelerate sustainable, health-enhancing development, WAHO sought and obtained a budget from the KFW to support the management of the Organisation, through the recruitment of a Special Adviser (SA) to the Director, who will be responsible for mitigating the impact of the abolition of the statutory post of Deputy Director General and coordinating the Gambia component of the new project “**Pandemic Prevention and One Health in the ECOWAS region**”.

This recruitment will enable WAHO not only to develop and maintain strong institutional capacity, but also to better manage the resources allocated to the Gambia component of the new “Pandemic Prevention and One Health in the ECOWAS Region” project.

2. Main Purpose of the Assignment

The recruitment of the Special Adviser to the Director General who shall coordinate the Gambia component of the new “Pandemic Prevention and One Health in the ECOWAS region” project under a consultancy contract aims to fulfil the following main roles:

- To act as a point of contact for the Director General's internal and external relations.
- To also serve as the Focal Point for the Gambia component of the new project “Pandemic Prevention and One Health in the ECOWAS Region” being finalised under KFW funding.
- To support the organisation in any need related to its functions.

3. Duties and Responsibilities

Under the supervision of the Director General of WAHO, the Special Adviser shall provide advisory and managerial support to the Director General (DG). The role of the SA is to mitigate the impact of the

abolition of the statutory position of Deputy Director General on WAHO's operations. The SA position is a 3-year fixed-term appointment funded by KFW. The role requires a dynamic and experienced leader in order to ensure effective operationalization of WAHO's organizational strategies. Moreover, he/she will also serve as the Focal Point for the Gambia component of the new project "Pandemic Prevention and One Health in the ECOWAS Region" being finalised under KFW funding. The role of the SA requires a high-level experience in public relations due to the political sensitivity of the Office of the DG.

The incumbent will be expected to perform the following roles and responsibilities:

- Coordinate the new Project, titled "Pandemic Prevention and One Health in the ECOWAS Region" being finalised under KFW funding.
- Support the DG to enforce compliance with institutional directives.
- Oversee all communication for WAHO in coordination with the directives of the DG;
- Collaborate with WAHO Directors to adequately represent WAHO's interests within the organization, as well as at the national and international levels;
- Assist the Director General in preparing long-term strategies for attainment of WAHO's goals;
- Provide guidance and coaching to other members of staff within the directorate as required;

4. Qualifications, experience and skills required:

The Assistant to the Director General who shall be in charge of Internal Audit must meet the qualifications defined below:

Education:

- A Master's degree in any area of Public Health, Health Economics, International Relations, Public/Business Administration, or related fields is essential.
- A post-graduate degree in addition to the essential educational qualification will reduce the number of years of experience by 2 years.

Work Experience:

- A minimum of 10 years relevant post-qualification experience in any area of public health
- A minimum of 5 years' relevant experience in health systems strengthening;
- At least 5 years' professional experience in implementing strategic plans;
- Sound knowledge of strategic planning techniques, institutional and organisational evaluation;
- Experience working with an international or regional organization is essential
- Experience in the field of environmental health would be an asset.

ECOWAS Core Competencies

Leadership

- Ability to provide leadership, management and technical supervision of all project activities and programme deliverables in accordance with ECOWAS legal and administrative practices and standards;
- Ability to periodically review staff performance in accordance with the ECOWAS performance management system and coach them to ensure high levels of motivation, commitment, capacity and teamwork;

- Ability to provide project management oversight, internal control and financial resource management and be able to solve problems with confidence and competence while ensuring that decisions are made in an impartial and non-partisan manner.
- Have a sound knowledge of the ECOWAS mandate, Strategic Plan or priorities, as well as the economic, political and social status or trends of Member States, as they relate to his/her own field of action;
- Demonstrate consistency in actions, values, methods, confidentiality, ethics, measures, principles, expectations and results, which implies a firm commitment to do the right thing in all circumstances for a good cause;
- Ability to establish and maintain effective working relations with heads of institutions, elected officials and statutory officials in order to build commitment and support for change, resolve conflicts and facilitate compliance;
- Ability to follow the chain of command in an appropriate manner;

Client Service Orientation

- Ability to show initiative and ingenuity in responding to a variety of stakeholder needs simultaneously, and at the same time, to multitask and achieve positive results.
- Ability to work in synergy with different stakeholders to achieve targets for the implementation and monitoring of service standards and indicators.
- Ability to motivate and encourage others to promote or adopt good client service practices.
- Ability to identify and improve services and client relations through appropriate networks and find innovative ways to address these issues in an accountable and transparent manner

Multicultural Sensitivity and Advocacy

- Have a sound knowledge of the anti-discrimination regulatory environment and human rights and ability to promote strategies to foster an inclusive working environment and a healthy organisation, respectful of cultural diversity, gender equality and free from harassment and discrimination;
- Understand the diversity of views from a cultural perspective, particularly in West Africa, be sensitive to differences between groups, gender issues and be able to contribute to the development of, and advocate for, gender and culture-sensitive policies.
- Ability to promote an interactive, diverse and inclusive working environment that can effectively harness a wide range of ideas and experiences to solve problems, develop projects and programmes and improve outcomes;
- Be able to and take responsibility for addressing gender issues and ensuring the equitable participation of both men and women in all areas of working life.
- Be able to demonstrate objectivity in dealing with conflict regardless of cultural or status differences, gender differences, and be able to encourage other staff members to transcend cultural and gender biases and differences.

Knowledge of ECOWAS

- Have a sound understanding of the ECOWAS organisational structure, culture and realities of its working environment.
- Ability to use knowledge of the legal framework, strategic priorities and standard operating procedures of ECOWAS to develop or update policies and programmes and/or to implement its

policies and programmes in a sustainable and effective manner;

- Have a strong sense of institutional, social, and political life, and demonstrate a high level of commitment to the vision and mandate of ECOWAS, and have a thorough knowledge of the economic, political, and social situation and trends in Member States.
- Have very good judgement and decision-making skills on issues relating to policy and strategy development that are important to achieve ECOWAS' mandate and to improve outcomes in Member States.

Analytical and Critical Thinking

- Ability to review reports, socio-economic and institutional dynamics and to identify potential obstacles or challenges as well as implement innovative solutions or alternative measures to overcome obstacles and achieve strategic and operational priorities.
- Ability to predict and interpret the effects of environmental changes (from a social, economic, and political perspective), their impacts and make recommendations.
- Ability to identify strengths and weaknesses, stimulate creativity, reduce resistance to change and enhance delivery on strategic objectives.
- Ability to make judicious decisions in the management of human, financial and material resources.

Communication

- Ability to actively listen and understand the views of others to make informed statements, decisions or recommendations;
- Ability to communicate clearly and convincingly, to make a convincing presentation, to promote new knowledge, ideas and perspectives and a better understanding of issues and challenges.
- Excellent negotiation and conflict management skills, focused on building and maintaining effective collaborative relationships.
- Computer literacy and information and communication technology (ICT) skills;
- Have a good command (oral and written) of any of the official ECOWAS languages, namely English, French and Portuguese, with a working knowledge of one of the other two languages.
Working knowledge of a third language would be an advantage.

Planning and Implementation

- Ability to plan, set clear and consistent objectives and provide effective oversight on performance management practices to ensure attainment of objectives in line with established standards;
- Ability to set objectives effectively and manage change in a way that evinces resilience, composure, and a positive outlook in an uncertain and ambiguous environment.
- Ability to implement plans, mobilise and engage people, identify critical success factors, mitigate risks, track indicators and provide feedback, initiate corrective action and build capacity for sustainability;
- Ability to establish rigorous monitoring and evaluation practices and learn from failures and mistakes for continuous improvement.

5. Duration, place of employment and nature of function

This is a WAHO consultant position supported by donor funds. The duration of the assignment is three (3) years, subject to an initial probationary period of three months, and may be renewable subject to funds availability. An attractive consolidated remuneration will be paid. The Special Adviser to the DG will be based at WAHO headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel within the ECOWAS region as required.

6. Content of the Expression of Interest

Eligible individual consultants are invited to express interest in providing the afore-mentioned services.

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

- A letter of expression of interest stating the subject of the mission;
- A detailed, accurate, dated and signed Curriculum Vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for checks.
- Copies of the required academic certificates and certificates of successful completion of assignments.

7. Selection Method

The Consultant will be selected based on the Individual Consultants' Qualification method (CQS) in accordance with the ECOWAS Tender Code (revised in September 2021).

8. Criteria for Bid Evaluations

Main Criteria (80 marks)

Certificate (15 marks):

- A Master's degree in any area of Public Health, Health Economics, International Relations, Public/Business Administration, or related fields is essential (**10 marks**), Eliminary Criterion
- A post-graduate degree in addition to the essential educational qualification will reduce the number of years of experience by 2 years (**5 marks**).

General Work Experience (65 marks):

- A minimum of 10 years relevant post-qualification experience in any area of public health (**15 marks**);
- A minimum of 5 years' relevant experience in health systems strengthening (**15 marks**);
- At least 5 years' professional experience in implementing strategic plans (**10 marks**);
- Sound knowledge of strategic planning techniques, institutional and organisational evaluation (**10 marks**);
- Experience in the field of environmental health would be an asset (**5 marks**).
- Experience working with an international or regional organization (**5 marks**).
- Experience in communication or advocacy (**5 marks**).

Desirable criteria (20 marks)

- Have the ability to speak and write fluently in one of the languages of the ECOWAS Community and competence in a second language of the community: **10 marks**
- Ability to speak and write fluently in a second language of the ECOWAS Community; **10 marks**

Information, deadline and address for submission of applications

Further information can be obtained during working hours, Monday to Friday, from 08:00 to 16:00 at: procurement@diffusion.wahooas.org

Interested persons may access the Terms of Reference and Call for Expression of Interest on the WAHO website at the following address: procurement@diffusion.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 tenders is **September 06, 2023 at 15:00 GMT.**

Neither WAHO nor KFW shall bear any costs or expenses incurred by the individual Consultant in connection with the preparation or submission of the EOI.



Dr. Melchior Athanase J.C. AÏSSI
Director General