



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

TERMS OF REFERENCE

(Individual Consultant Services)

TITLE: Recruitment of fifteen (15) Individual Consultants Financial Managers, one per ECOWAS member country

The West African Health Organization (WAHO) is the specialized agency of the Economic Community of West African States (ECOWAS) in charge of health issues. WAHO is headquartered in Bobo-Dioulasso, Burkina Faso.

WAHO's mission is to offer the highest level of health care services to the populations of the sub-region, based on the harmonization of member states' policies, the pooling of resources and cooperation between member states and third countries, with a view to collectively and strategically finding solutions to the sub-region's health problems.

As part of the implementation of a transparent and inclusive governance mechanism for all financial support granted to each ECOWAS member state by the West African Health Organization (WAHO), it has been decided to set up a Steering Committee in each country, responsible for disbursing financial resources in line with the effective implementation of health activities.

To this end, WAHO plans to recruit fifteen (15) Financial Managers, one for each ECOWAS member country. The said Financial Managers will each sit on the Steering Committee responsible for disbursing the financial resources of the country concerned.

Main objective of the mission

The mission aims to provide technical support to the Steering Committees in charge of disbursing the financial resources made available to countries by WAHO on the basis of the effective implementation of the health activities financed.

Missions, Missions, roles and responsibilities of the Financial Manager

- Ensure the efficient execution of accounting operations (financial and material) related to all WAHO resources;
- Facilitate the opening in the country of a reference bank account "WAHO BANK ACCOUNT" to receive all financial support granted by WAHO;
- Contribute to the effective management of this bank account based on the principle of DOUBLE SIGNATURE;
- Ensure the collection of all appropriate accounting documents justifying the use of transferred funds, as well as all other related supporting documents on behalf of WAHO;
- Organize Steering Committee meetings in conjunction with and under the guidance of the ECOWAS Country Representative;
- Prepare cheques for payment of fees specified in agreements;
- Ensure the deposit of transfer letters after signature on behalf of beneficiaries;
- Perform monthly bank reconciliations;
- Comply with and ensure compliance in all respects with the requirements and provisions of the ECOWAS Financial Regulations, the ECOWAS Grants Code and the contractual provisions governing this support;
- Draw up consolidated monthly and quarterly reports on behalf of WAHO;
- Ensure the preparation of all legal and regulatory accounting statements;



- Carry out and guarantee the reliability of accounting records and keep all accounting registers when necessary;
- Prepare and submit to WAHO's Administrative and Financial Director an annual financial report on all country support, in accordance with the reporting template drawn up by WAHO's Administrative and Financial Director;
- Report to the Country Steering Committee on behalf of WAHO;
- Inform the ECOWAS Country Representative of any corruption or other fraudulent acts of which he or she becomes aware in the course of his or her duties in relation to financing granted to countries, with a copy to the WAHO Director General;
- Respond promptly to any concerns expressed by the Administrative and Financial Director of WAHO;
- At the end of the year, ensure the diligent application of decisions taken by the Pi-lotage Committee, in particular the repatriation of financial resources not used by beneficiaries;
- Report any difficulties encountered in the execution of tasks to the Country Representative (making sure to document them), with a copy to the WAHO Director General;
- Carry out any other related duties in accordance with the contractual obligations assigned by the hierarchy.

Qualifications, experience and skills required:

Education

- At least a Bachelor's degree in Accounting or Business Administration, or in Finance, or any other degree deemed equivalent from a recognized university.

Experience

- **At least seven (7) years of relevant professional experience** in the fields of accounting, management of bank accounts and deposits or advances, administrative and logistical services when the candidate holds a Bachelor's degree, or **at least five years of relevant professional experience** in the same fields when the candidate holds a degree beyond the Bachelor's degree.
- Computer literate.
- Proven knowledge of financial reporting and IP-SAS standards is an additional asset.
- Proven leadership qualities, ability to work as part of a team, and to build and maintain good interpersonal relations.
- Ability to work under pressure in a multidisciplinary and multicultural team.
- Ability to work collaboratively with colleagues to complete tasks while assuming responsibility.
- Keep abreast of new developments in your professional field.

Languages

Have a good command (oral and written) of the official language of the host country (place of assignment), i.e. :

- **French:** for candidates from Benin, Burkina Faso, Côte d'Ivoire, Guinea, Mali, Niger, Senegal and Togo;
- **English:** for candidates from Nigeria, Ghana, Sierra-Leone, Liberia, Gambia;
- **Portuguese:** for candidates from Cape Verde and Guinea-Bissau..



Eligibility, selection procedures and supporting documents

WAHO now invites eligible, qualified individuals to express their interest in providing the services.

Applicants must be nationals of the country for which they are applying, and may apply for only one position (country). These are the following positions:

- **Post 1:** Benin,
- **Post 2:** Burkina Faso,
- **Post 3:** Ivory Coast,
- **Post 4:** Guinea,
- **Post 5:** Mali,
- **Post 6:** Niger,
- **Post 7:** Senegal
- **Post 8:** Togo ;
- **Post 9:** Nigeria,
- **Post 10:** Ghana,
- **Post 11:** Sierra-Leone,
- **Post 12:** Liberia,
- **Post 13:** Gambia
- **Post 14:** Cape Verde
- **Post 15:** Guinea-Bissau

The desired individual consultant will be selected in accordance with the procedures for the selection of individual consultants set out in the ECOWAS Procurement Code, revised in September 2021. Following evaluation of the expressions of interest, the candidates ranked first for each position (country) will be invited to negotiate a contract with WAHO.

The application must provide information indicating that the consultant has the required qualifications and relevant experience to perform the services. It consists of : **(i)** a letter of expression of interest clearly indicating the position (country), **(ii)** a recent Curriculum Vitae, dated and signed, highlighting the candidate's diplomas, training, experience including the name of projects/employers, skills and aptitudes for the assignment, and **(iii)** copies of diplomas, attestations or certificates of work or services rendered. **NB: Only proven diplomas and experience will be considered for evaluation.**

Duration, location and nature of position

The assignment will be for a period of **three (03) years** with annual performance evaluations for each consultant.

The office of the Financial Manager of WAHO financial support is based in the premises of the ECOWAS Representation in each ECOWAS member country or any other location designated by the latter for this purpose. However, it may be decided that the activity of the Financial Manager covers other ECOWAS countries. The Financial Manager is under the administrative responsibility of the ECOWAS Country Representative in the country, to whom he/she reports. He/she also reports to the Director General of WAHO on behalf of the Administrative and Financial Director of WAHO. He submits to the control of the ECOWAS auditors. His remuneration is fixed and set out in his contract, and is paid locally by bank transfer or crossed cheque from the WAHO/Country account.