



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

## NOTICE OF EXPRESSION OF INTEREST

(Individual Consulting Services)

**Reference No ICS/ ADMI-WAHO/2025/47**

**TITLE: Hiring two individual consultants to support WAHO to draw up a manual of administrative, accounting and financial procedures**

### 1- Introduction

Established in 1975, the Economic Community of West African States (ECOWAS) brings together fifteen West African countries and aims to promote the ideal of collective self-sufficiency among its member states, with a view to raising the standard of living of its peoples, upholding and increasing economic stability, strengthening relations between member states, and contributing to the progress and development of the African continent.

For this purpose, the West African Health Organisation (WAHO) was established, as a specialized ECOWAS health institution. Article III of WAHO's founding protocol of July 09, 1987, states that "The objectives of the West African Health Organisation shall be the attainment of the highest possible standard and protection of health of the peoples in the sub-region through the harmonisation of the policies of Member States, pooling of resources, cooperation with one another and with others for a collective and strategic combat against the health problems of the sub-region".

To ensure proper implementation of these activities, WAHO has an executive management, and five technical departments as follows: (i) General Directorate, (ii) Department of Administration and Finance (DAF), (iii) Department of Planning and Health Information (DPHI), (iv) Department of Public Health and Research (DPHR) and (v) Department of Healthcare Services (DHS) and (vi) Regional Centre for Surveillance and Disease Control (RCSDC).

To ensure that the people in charge of the institution's activities can respond effectively to the various administrative, accounting and financial situations, a procedures manual is to be drawn up, in line with the various policies and manuals available within ECOWAS. To this end, two individual consultants (1 French-speaking (lead) and 1 English-speaking (associate)) are to be recruited to support WAHO to draw up its manual of administrative, accounting, and financial procedures.

### 2- Objective

The overall objective is to draw up a manual of administrative, accounting, and financial procedures for WAHO, in line with ECOWAS regulations.

Specifically, this involves:

- Take stock of existing procedures and make use of them;
- Draw up the procedures manual ;
- Carry out a provisional and final validation of the procedures manual with the operational actors;
- Disseminate and train all those involved in the manual.

### 3- Contract duration



The assignment will last sixty calendar days from the date the contract is signed by both parties.

#### 4- Consultant profile

##### **French-speaking expert (Lead)**

##### **The French-speaking expert should meet the following profile:**

- Hold at least a Master's degree (BAC+5) in finance and accounting, auditing and management control, or a similar discipline;
- Have carried out at least three (03) similar assignments in the last five years for public and/or private institutions, NGOs, projects and programs financed by TFPs;
- Have at least ten (10) years of cognate professional experience in accounting and financial auditing, accounting, administrative and financial management, etc. for public and/or private institutions, NGOs, projects and programs financed by TFPs;
- Be a national of an ECOWAS country;
- Be an inductee chartered accountant of your country of residence would be an asset;
- Have a sound knowledge of the accounting system of West African countries and the various international standards in this field;
- Be fluent in French;
- Knowledge of English or another ECOWAS language would be an asset.

##### **English-speaking expert (associate)**

##### **The English-speaking expert should meet the following profile:**

- Hold at least a Master's degree (BAC+5) in finance and accounting, auditing and management control or a similar discipline;
- Have carried out at least two (02) similar assignments in the last five years for public and/or private institutions, NGOs, projects and programs financed by TFPs;
- Have at least seven (07) years of cognate professional experience in accounting and financial auditing, accounting, administrative and financial management, etc. for public and/or private institutions, NGOs, projects and programs financed by TFPs;
- Be a national of an ECOWAS country;
- Have a sound knowledge of the accounting system of West African countries and the various international standards in this field;
- Be fluent in English;
- Knowledge of French or another ECOWAS language would be an asset.



## 5 Main activities

They are described as follows:

### For both experts

- Propose a work plan and methodology with a well-defined timeline;
- Produce a progress report ;
- Draw up the procedures manual, including necessary management tools;
- Co-facilitate the manual validation workshop;
- Train those involved in implementing activities on the manual ;
- Produce mission report.

### For the French-speaking expert

In charge of coordinating the mission's activities, he or she will specifically ensure that the French versions of all documentation collected are used, that the French versions of deliverables are drafted, and that workshops are moderated.

### For the English-speaking expert

Specifically, he will ensure that the English versions of all documentation collected are used, that the English versions of deliverables are drafted and that he participates in the moderation of workshops.

## 6- Content of the expression of interest

Eligible individual consultants are invited to express their interest in providing the above services.

Interested individual consultants must provide information indicating that they are qualified to provide the services described above: The response to the expression of interest should include:

- A letter of expression of interest specifying **the title of the assignment and the position (French or English)**.
- A detailed, accurate, dated and signed curriculum vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for verification.
- Copies of required academic certificates and proof of successful completion of assignments.

## 7- Selection method

The Consultant will be selected based on the Individual Consultant Selection (ICS) method in accordance with the ECOWAS Procurement Code (revised September 2021).

## 8- Criteria for evaluating the expression of interest

| FRENCH-SPEAKING EXPERT | SCORE | ENGLISH-SPEAKING | SCORE |
|------------------------|-------|------------------|-------|
|------------------------|-------|------------------|-------|



|                                                                                                                                                                                                                                        |            | <b>EXPERT</b>                                                                                                                                                                                                                            |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Master's degree (BAC+5) in finance and accounting, auditing and management control, or similar discipline                                                                                                                              | 10         | Master's degree (BAC+5) in finance and accounting, auditing and management control or similar discipline                                                                                                                                 | 10         |
| At least ten (10) years' professional experience in accounting and financial auditing, accounting, administrative and financial management, etc. for public and/or private institutions, NGOs, projects and programs financed by TFPs. | 20         | At least seven (07) years' professional experience in accounting and financial auditing, accounting, administrative and financial management, etc. for public and/or private institutions, NGOs, projects and programs financed by TFPs. | 20         |
| Similar assignments (drafting of administrative, accounting and financial procedures manuals) over the last five years, all financing taken together.                                                                                  | 30         | Similar assignments (drafting of administrative, accounting and financial procedures manuals) over the last five years, all financing taken together.                                                                                    | 30         |
| At least three missions to develop administrative, accounting and financial procedures manuals in the last five years for public institutions, projects and programs financed by TFPs.                                                 | 10         | At least two missions to draw up administrative, accounting and financial procedures manuals in the last five years for public institutions, projects and programs financed by TFPs.                                                     | 10         |
| Knowledge/experience of the accounting system in West African countries and of the various international accounting standards;                                                                                                         | 10         | Knowledge/experience of the accounting system in West African countries and of the various international accounting standards;                                                                                                           | 10         |
| Sound knowledge of French                                                                                                                                                                                                              | 20         | Sound knowledge of English                                                                                                                                                                                                               | 20         |
| <b>Total</b>                                                                                                                                                                                                                           | <b>100</b> | <b>Total</b>                                                                                                                                                                                                                             | <b>100</b> |
| In the event of a tie, the consultant who has carried out the most procedure manual development assignments for regional or international institutions will be preferred.                                                              |            |                                                                                                                                                                                                                                          |            |

### 9- Information, deadline and address for submission of applications

Interested individual consultants may also obtain further information on the reference documents from the email address below, during working hours, Monday to Friday from 08.00 am to 04.00 pm at the following address: [procurement@diffusion.wahooas.org](mailto:procurement@diffusion.wahooas.org) with a copy to [nhounkpe@wahooas.org](mailto:nhounkpe@wahooas.org)



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This notice will be published on the WAHO website (<https://data.wahooas.org/tenders/tenders/list>), the ECOWAS website, and by WAHO Liaison Officers in each of the 15 countries (websites of ministries in charge of health).

Interested parties may access and download the terms of reference and this notice of expression of interest from the WAHO website at the following address: <https://data.wahooas.org/tenders/tenders/list>

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

The deadline for receiving expressions of interest is **March 10, 2025 at 12:00 GMT.**

WAHO shall not 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. AISSI**

Director General