



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

## CALL FOR EXPRESSION OF INTEREST

(Individual Consulting Service)

Reference No ICS/ ADMI-WAHO/2024/00

**TITLE: Hiring of five (05) international consultants (human resources managers and recruitment specialists) to lead pre-selection committee panels for an in-depth analysis of CVs for WAHO permanent staff**

The West African Health Organisation is the specialised Institution of the Economic Community of West African States (ECOWAS) responsible for health matters. The West African Health Organisation was established by Protocol A/P2/7/87 of 9 July 1987 signed in Abuja by the Heads of State and Government. WAHO's Headquarters is located in Bobo-Dioulasso, Burkina Faso.

Article III of the Protocol establishing WAHO states that "the objective 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 harmonisation of the policies of Member States, pooling of resources, cooperation with one another and with third countries for a collective and strategic combat against the health problems of the sub-region".

WAHO's vision is to be recognised by Member States and the International Community as the main instrument of regional integration in the field of health, enabling effective and high impact interventions and programmes. To achieve its goal, WAHO plans to recruit 37 staff of various grades (25 Professional positions and 12 General Services positions) by the end of March 2024.

To ensure that the process runs smoothly and reliably, WAHO is seeking the services of 5 international consultants (human resources managers and recruitment specialists).

### Main Purpose of the Assignment

The aim of the assignment is to provide technical support to the selection committee in recruiting the best candidates for all permanent positions at WAHO within a period of three (03) months, in accordance with standards of reliability and confidentiality.

### Tasks, roles and responsibilities of the consultant

Based on the grids (Excel template) approved by the pre-selection committee, the consultants will facilitate the review of the candidates' applications in order to prepare a long list of all candidates in order of merit.

Create a file for each position and each language with the following features.

1. 1 Excel file of the long list for each position per language,
2. 1 file summarising the CVs of long-listed candidates by position and language,
3. 1 analytical report by position and language
4. Prepare a global report in three languages

### Qualifications, experience and skills required:

#### Education:

Master's level I or II degree in Human Resources Management, awarded by a recognised university or any equivalent relevant academic certificate.

#### Experience:

- At least ten (10) years' experience for Master I and seven (7) years' experience for Master II in recruitment services and human resources management.
- Proven experience in managing large-scale, high-level recruitment or hunting for professionals for international clients.



- In-depth knowledge of the human resources policies and procedures of international organisations, in particular international best practice in recruitment.
- Knowledge of accepted standards, rules and practices, including those developed within ECOWAS.

**Languages:**

- Proficiency in a second ECOWAS working language will be an asset and the level of language proficiency must be indicated:
  - English.
  - French.
  - Portuguese.

**Eligibility, procedures and documents to be submitted**

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

The desired international 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 the evaluation of the expressions of interest, the top five (5) ranked candidates will be invited for contract negotiation with WAHO.

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

**Evaluation criteria for expressions of interest:**

No.	Evaluation criteria	Maximum mark
<b>I</b>	<b>Academic Certificate</b>	<b>20</b>
1.1	<b>Master's level I or II degree in Human Resources Management, awarded by a recognised university or any equivalent relevant academic certificate.</b> <ul style="list-style-type: none"> <li>✓ Master II: 20 marks</li> <li>✓ Master I: 15 marks</li> <li>✓ Less than Master I: 0 mark</li> </ul>	20
<b>II</b>	<b>Experience</b>	<b>70</b>
2.1	<b>Grading of candidates with Master II degree:</b> <ul style="list-style-type: none"> <li>- Seven (7) years' experience in recruitment services and human resources management. 35</li> <li>- Proven experience in managing large-scale, high-level recruitment or hunting for professionals for international clients. 15</li> <li>- In-depth knowledge of the human resources policies and procedures of international organisations, in particular international best practice in recruitment. 10</li> <li>- Knowledge of accepted standards, rules and practices, including those developed within ECOWAS. 10</li> </ul> <hr/> <b>Grading of candidates with Master I degree:</b>	



No.	Evaluation criteria	Maximum mark
	<ul style="list-style-type: none"><li>- Ten (10) years' experience in recruitment services and human resources management.</li><li>- Proven experience in managing large-scale, high-level recruitment or hunting for professionals for international clients.</li><li>- In-depth knowledge of the human resources policies and procedures of international organisations, in particular international best practice in recruitment.</li><li>- Knowledge of accepted standards, rules and practices, including those developed within ECOWAS.</li></ul>	35 15 10 10
2.2	<b>Languages:</b> <ul style="list-style-type: none"><li>✓ Proficiency in an official ECOWAS language</li><li>✓ Proficiency in a second official ECOWAS language</li></ul>	5 5
	<b>Total</b>	<b>100</b>

Expressions of interest will be evaluated for all applications and those ranked in the top five will be selected. The contract will also be awarded per applicant.

In the event of a tie, the consultant with the most relevant experience will be given preference for ranking.

#### Duration, place of employment and nature of position

The assignment will be spread over a period of three (03) months from the start of activities as indicated in the terms of reference, with **thirty-five (35) man/days of work per consultant**.

The assignment will be carried out within WAHO and at the ECOWAS offices in Ouagadougou or any other location designated by the latter for this purpose. However, it may be decided that the consultant's activity covers other recruitments that may be carried out by WAHO during the validity of the contract. The consultant shall be under the administrative responsibility of the Human Resources Division of WAHO Directorate of Administration and Finance (DAF). He/she shall also report to the Director General of WAHO on behalf of the Director of Administration and Finance of WAHO through the Human Resources Division. He shall submit to any control that WAHO may decide in the performance of his duties. His remuneration, which is fixed and included in his contract shall be paid locally by bank transfer or crossed cheque from WAHO account.

#### 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](mailto:procurement@diffusion.wahooas.org) with a copy to : [afallah@wahooas.org](mailto:afallah@wahooas.org)

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

Interested persons may access the Terms of Reference and Call for Expression of Interest on the WAHO website at the following address: <https://data.wahooas.org/tenders/tenders/list>



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Interested and qualified individual consultants should express their interest by submitting their dossier including (letter of expression of interest, detailed CV and proof of academic certificates and experience) to the following address: <https://data.wahooas.org/tenders/tenders/list>

The letter of expression of interest must specify the title of the recruitment to which the application is submitted.

The deadline for receipt of expressions of interest is **2 February 2024 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 Joël C. AISSI**  
Director General