

# RECRUITMENT OF 5 INTERNATIONAL CONSULTANTS

## TERMS OF REFERENCE

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). The main task of the consultants will be to lead pre-selection committee panels for in-depth analysis of CVs, and to produce detailed reports per position and language.

Each report must contain a list of all candidates in order of merit for the position.

The reports will be validated by WAHO Management, which will determine the number of candidates for the oral phase and for each position.

Each WAHO selection panel will benefit from the support of the consultants during the evaluation of the shortlisted candidates and to produce the final reports.

### I- Overall Objective

Recruit all positions with the best candidates within three (03) months, in accordance with standards of reliability and confidentiality.

### II- Specific Objectives

Speed up the processing of applications within the allotted timeframe (three months);

Generate a database of all candidates' dossiers from the applications received;

Provide WAHO with ongoing verification of information in the database;

Ensure transparency in the processing of applications;

Strict compliance with the schedule adopted at the start of the contract.

### III- Expected Outcomes:

- An Excel table (summary) of all the key information of the job profile in the three working languages of WAHO (English - French - Portuguese) per position and fill in the information of the candidates in order of merit.
- a file of all the CVs of the candidates on the Excel list per working language.
- a detailed report on the selection process per position and working language (developed grid applied).
- a general report in the three working languages (English, French and Portuguese) detailing the difficulties encountered and recommendations to management for improvement.

#### **IV- Consultants' commitments**

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 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 per position and language
4. Prepare a global report in three languages

#### **V- WAHO's commitments**

Pay each consultant a fee of US\$ 350.00 per day and, if the assignment requires travel, WAHO will pay a daily allowance of US\$ 262/night and issue a return ticket for each consultant.

Give consultants access to the various emails of positions.

Provide consultants with work/office rooms

Provide the necessary materials (e.g. printer, video projector, paper, etc.).

Provide the consultants with the working documents (all Excel files per position and per language)

#### **VI- Qualifications and Experience:**

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.
- Proficiency in a second ECOWAS working language is an asset and the level of language proficiency must be indicated.

#### **VII- E- Date, Duration and Venue**

Review and compilation of candidates' data: from 19 February to 02 March 2024 at WAHO.

Interviews at the ECOWAS offices in Ouagadougou from 04 to 23 March 2024.

Submission and validation of all reports: 28 March 2024 at the latest.

#### **VIII- Funding**

Expenses relating to the organisation of this assignment are charged to Activity budget 652007 CC 44200203 (Recruitment Related Expenditure).

