



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

CALL FOR EXPRESSIONS OF INTEREST

Reference Number: No ICS/ DAF-WAHO/2026/35

JOB TITLE: INDIVIDUAL CONSULTANT FOR DOCUMENTATION POLICY, FEDERATED DATABASE DEVELOPMENT AND ESTABLISHMENT OF THE WAHO VIRTUAL LIBRARY AND ARCHIVE SYSTEM (2026-2028 PLAN)

1- Introduction

The West African Health Organization (WAHO) is the specialized agency of the Economic Community of West African States (ECOWAS) in charge of health issues. It contributes to regional cooperation, the sharing of good practices and the provision of quality health information for the benefit of decision-makers, researchers and practitioners in the sub-region.

The WAHO Documentary Centre preserves an important documentary heritage and since 2005 has been running the West African Network for Documentation and Health Information (ROADIS), which brings together university medical libraries, documentation services of the ministries of health and documentation centres of partner institutions.

The Documentary Centre's digital collection includes more than 8,000 PDF files, notably from the digitisation of the OCCGE's scientific archives bequeathed to WAHO. The physical collection includes more than 4,000 books, encyclopaedias, theses and technical reports. The institutional archives produced by WAHO departments do not yet have a structured electronic management system, while the Documentary Centre receives about 800 new archival documents per year.

In this context, the Documentation Centre has planned, in its 2026-2028 activity plan, an integrated intervention covering: (i) the development of a document management policy and strategy for WAHO and the ROADIS network; (ii) the development and deployment of a federated database; and (iii) the establishment of a virtual library and a WAHO institutional archive management system.

The use of a senior individual consultant aims to ensure unified management and lasting coherence between the documentary, archival, functional, technical and institutional dimensions of the mission.

2- Description of services

The individual consultant will bring senior expertise in documentation, library science, archival science, documentary systems and digital transformation in order to support WAHO in the design, implementation and stabilization of the documentary and archival system planned under the 2026-2028 plan.

The services include the diagnosis of the existing situation, the development of the documentary policy and the implementation strategy, the development or adaptation of the ROADIS federated database, the establishment of the virtual library, the implementation of the electronic management system for institutional archives, as well as the gradual transfer of skills to WAHO teams and ROADIS member institutions.

3- Duties and responsibilities

Under the coordination of the OP/Documentalist – Archivist, the individual consultant will assist the OP on a daily basis in the effective and efficient conduct of activities related to his mission.



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Among his or her duties, he or she will be responsible for:

- Manage the various aspects of the mission in an integrated manner and ensure coherence between the documentary, archival, functional, technical and institutional dimensions.
- Carry out the institutional, documentary and technical framing and diagnosis of the existing situation, including the examination of the ROADIS and PMB platforms and the inventory of the data to be migrated.
- Develop the documentary policy of the Documentary Centre and the ROADIS network, covering in particular the scope of the network, membership criteria, document processing, languages, copyright, access policies, digital preservation, sustainability and governance.
- Develop the 2026-2028 implementation strategy, monitoring indicators and institutional adoption modalities.
- Design, adapt and deploy the federated database taking into account the existing technical foundation.
- Implement the functionalities necessary for the federation of repositories by OAI-PMH, the trilingual unified search, the management of institutions and users and the public programming interface.
- Ensure data migration from legacy platforms, quality control, testing, documentation, acceptance and production.
- Carry out the feasibility study of the virtual library, in particular the analysis of the digitized collection and the applicable rights, then implement the access modalities validated by WAHO.
- Implement electronic document management functionalities, access profiles and procedures for notifying rights holders and managing withdrawal requests.
- Develop the institutional filing plan and configure the WAHO electronic archive management system.
- Define procedures for the transfer, description, disclosure and disposal of archives and make an initial deposit of approximately 1,000 documents as a seed record.
- Implement safeguarding, sustainability and continuity systems, as well as an archival dashboard.
- Ensure the gradual transfer of skills through training, documentation and mentoring.
- Produce user manuals, technical and functional documentation, progress reports and the final report of the mission.
- Follow up on key milestones, risks, decisions and recommendations, and report periodically to the WAHO steering system.
- Perform any other task directly related to the purpose of the mission entrusted to him by WAHO.

4- Documents to be provided

WAHO invites eligible individual Consultants ("Consultants") to express their interest in providing the Services. Interested consultants will be required to provide information demonstrating that they have the relevant qualifications and experience to provide the Services.

Interested consultants are invited to submit an application package including:

- A letter of expression of interest addressed to the Director General of WAHO and bearing the title of the mission in the subject line;

Zone Franche de la Biotechnologie, des Technologies de l'Information et de la Communication, Site A
Autoroute Abidjan-Lagos, Nord de Grand-Bassam

www.wahooas.org



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- A recent, dated and signed Curriculum Vitae, highlighting the diplomas, training, relevant experience, similar projects carried out, skills and abilities of the candidate for the mission;
- A copy of the diploma(s);
- A copy of the attestations, certificates of service rendered or certificates of employment attesting to the relevant professional experience mentioned in the CV;
- Where applicable, any document establishing the candidate's experience in similar missions of document policy, federation of databases, virtual library, electronic document management or archives.

Only duly proven diplomas and experience will be considered.

5- Qualifications, experience and skills

- Hold at least a Master's degree (BAC+5) in information and documentation sciences, library science, archival science, information technology or an equivalent field.
- Additional training in project management, information systems architecture or intellectual property is an asset.
- Have a minimum of fifteen (15) years of professional experience, including ten (10) years in the management of large-scale documentary projects.
- Have successfully conducted at least one similar project on a documentary policy, a federation of databases or a virtual library in an international, pan-African or ministerial-level institution.
- Have proven experience working with ECOWAS, WHO Africa, UEMOA or comparable organizations; failing that, documented experience in a pan-African institution will be considered.
- Have hands-on experience with international document standards, including Dublin Core, MARC, OAI-PMH and ISAD-G, as well as document management and electronic document management tools.
- Master bibliographic interoperability protocols, including OAI-PMH 2.0 and qualified Dublin Core.
- Operational knowledge of library management and electronic document management solutions, such as Koha, PMB, DSpace, Alfresco, Nuxeo or equivalent.
- Be able to technically dialogue with developers on architecture choices; working knowledge of Python, JavaScript and SQL is an asset.
- Be familiar with recent approaches to AI-assisted document processing.
- Knowledge of international archival standards, including ISAD-G, ISAAR-CPF and OAI, and their operational translation into electronic systems.
- Fluent in French, both oral and written; fluency in professional English is required and knowledge of Portuguese is an asset.
- Have proven skills in drafting strategic and technical documents, institutional dialogue, pedagogical animation, methodological rigor and respect for deadlines.

6- Selection method and procedure

The individual consultant will be selected on the basis of the Individual Consultant Selection method, in accordance with the revised ECOWAS Procurement Code applicable to WAHO.

Following the call for expressions of interest, a shortlist of candidates with relevant qualifications and experience will be established.



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Shortlisted candidates may be invited to an interview or oral test to assess their understanding of the assignment, technical proficiency, ability to conduct a long-term assignment and ability to work in a regional institutional environment.

The candidate ranked first at the end of the process will be invited to negotiate the terms of the contract in accordance with the applicable procedures.

7- Criteria for establishing the shortlist

Expressions of interest will be considered based on the criteria below for a total of 100 points:

No.	Evaluation criteria	Maximum number of points
I	General Qualifications	30
a)	Relevant degree : Master's degree (BAC+5) in Information Science/Documentation, Library Science, Archival Science, Information Technology or equivalent field	10
b)	General professional experience : minimum 15 years, including 10 years in the management of large-scale documentary projects	20
II	Suitability for the Assignment: Specific Experience and Skills	70
a)	Experience in carrying out similar projects : document policy, federation of databases, virtual library and/or archive system / EDM	30
b)	Relevant technical experience : document interoperability, OAI-PMH, Dublin Core, library systems/EDM, data architecture and migration	15
c)	Institutional and regional experience : ECOWAS, WAHO, WHO Africa, UEMOA, pan-African institution or comparable organization	10
d)	Experience in archival science, electronic records management and digital preservation	5
e)	Experience in training, skills transfer and change management	5
f)	Fluency in French and professional English; Portuguese is an asset 2.5 points per experience up to a maximum of 5 points	5
	Total	100

Only duly documented experiences will be considered.

In the event of a tie in points, the candidate with the most relevant experience on similar document transformation and federated systems projects will be preferred.



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8- Duration, place of employment and nature of the contract

The duration of the contract is twelve (12) months, with an option to extend for six (6) months, subject to a positive performance evaluation and the decision of WAHO.

This is an individual consultant service contract funded from the resources of the 2026-2028 programme of activities of the WAHO Documentation Centre.

The consultant will be based at WAHO's headquarters in Grand-Bassam, Côte d'Ivoire, and will carry out ad hoc missions to ROADIS member institutions according to the needs of the mission. On-site presence will be required for periods of diagnosis, workshops, training, deployment and skills transfer.

9- Other information about the submission

Interested individual consultants can obtain additional information on the reference documents and the assignment from WAHO, during working hours, Monday to Friday from 08:00 to 16:00: procurement@diffusion.wahooas.org with copy to ambengue@wahooas.org

They can also download the Terms of Reference or this Notice of Expression of Interest from the WAHO website: <https://data.wahooas.org/tenders/tenders/list>

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

The deadline for receipt of applications is **Tuesday, November 24, 2026 at 12:00 GMT**. The costs of preparing and sending the expression of interest are the responsibility of the consultant.

Prof Palokinam T. PITCHÉ
Director General