



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

HEALTH SECURITY PROGRAMME IN WESTERN AND CENTRAL AFRICA - HeSP (P179078)

REQUEST FOR EXPRESSIONS OF INTEREST

Reference No.: BF-WAHO-BF-515597-CS-INDV

POSITION TITLE: MONITORING, EVALUATION AND KNOWLEDGE MANAGEMENT SPECIALIST

1- Introduction

The West African Health Organisation (WAHO) is the specialised institution of the Economic Community of West African States (ECOWAS) responsible for health matters.

Its mandate is to provide high-quality healthcare to the populations of the sub-region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region; consequently, disease control and epidemic prevention are among the priorities of ECOWAS Member States and constitute a core focus of WAHO's activities.

To support WAHO and countries in the region in addressing the burden of communicable and non-communicable diseases, the World Bank has financed the implementation of the Health Security Programme for Western and Central Africa under the Multiphase Programmatic Approach (HeSP).

The HeSP comprises five components:

1. Prevention of health emergencies;
2. Detection of health emergencies;
3. Response to health emergencies;
4. Programme management and capacity building; and
5. Contingent Emergency Response Component (CERC).

The HeSP is a multiphase programme that commenced in 2024 in the following three countries:

- Cabo Verde
- Guinea and
- Liberia, as well as WAHO.

In 2025, Nigeria and four Central African countries joined the programme: Cameroon, Congo, the Central African Republic and Chad.

WAHO provides coordination for the West African countries, while CEMAC coordinates the Central African countries.



In addition, the World Organisation for Animal Health (WOAH) is the principal partner responsible for the programme's animal health activities.

As part of the implementation of this programme, WAHO seeks to recruit a qualified and experienced Monitoring, Evaluation and Knowledge Management Specialist.

2- Description of Services

The Monitoring and Evaluation/Knowledge Management Specialist will lead the implementation of a plan to track progress towards achievement of the results framework objectives, evaluate and disseminate the results of project activities, and provide analyses to contribute to the HeSP learning agenda.

Learning is a continuous process of reflection and adaptation aimed at improving programme design, implementation and results on the basis of feedback and evidence.

He or she will work under the supervision of the Project Coordinator.

3- Duties and Responsibilities:

- Develop a monitoring and evaluation manual describing the procedures, tools and flowcharts for data collection, analysis and reporting, clearly specifying the roles and responsibilities of the Project Management Unit, implementing partners and beneficiaries.
- Develop and implement strategies to capture, organise and share knowledge within the project and WAHO, fostering a culture of learning and innovation.
- Establish a quality data collection system, ensuring that all required information from routine reports is collected and analysed to inform project planning and internal reporting.
- Verify the internal consistency and validity of data submitted by implementing partners.
- Establish a performance monitoring system for all agencies responsible for implementing the Annual Work Plan and Budget (AWPB) and for Project Management Unit (PMU) staff, in order to implement an early-warning system that identifies and addresses implementation bottlenecks.
- Work with WAHO's IT staff and Communication Unit to design a project portal and dashboard for managing project data and information and tracking information flows.
- Prepare semi-annual and annual performance monitoring reports to serve as inputs to project management reports.
- Plan and conduct monitoring visits in collaboration with the project team, implementing partners and beneficiaries.
- Support capacity building for beneficiaries on monitoring and evaluation approaches and tools in order to strengthen their ability to implement effective M&E activities.
- Oversee all knowledge-related activities, including the management, capture, sharing (including dissemination) and accessibility of knowledge assets.
- Work with project technical staff and closely with implementing partners to document lessons learned and best practices and support the preparation of presentations and publications.
- Archive relevant project information for WAHO's internal document management.

4- Documents to be Submitted

WAHO now invites eligible Individual Consultants ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the relevant qualifications and experience to perform the Services.



Interested Consultants are invited to submit an application comprising:

- An Expression of Interest letter addressed to the Director General of WAHO, with the position title stated in the subject line;
- A recent, dated and signed Curriculum Vitae highlighting qualifications, training, procurement experience, including the names of projects/employers and funding agencies, and the candidate's skills and suitability for the assignment;
- A copy of the degree(s);
- Copies of certificates of satisfactory service/completion or employment certificates substantiating the candidate's professional experience as stated in the CV.

5- Qualifications, Experience and Competencies

- Hold a Master's degree in Monitoring and Evaluation (M&E), Public Health, Economics, Statistics or Demography.
- Have at least seven (7) years of experience in Monitoring and Evaluation (M&E).
- Have at least three (3) years of experience in knowledge management.
- A certificate in knowledge management is an advantage.
- Demonstrate proven skills in data management (analysis) and report writing.
- Be highly organised and results-oriented, with a positive attitude and strong interpersonal skills.
- Have proven experience working in a multicultural environment with senior professionals, diverse partners and different stakeholder groups.
- Possess excellent written and oral communication skills, with the ability to convey technical information clearly and effectively to both technical and non-technical stakeholders.
- Proficiency in one of the official ECOWAS languages: English, French or Portuguese. Good working knowledge of a second official ECOWAS language would be an advantage.

6- Selection Method and Procedure

The Individual Consultant will be selected using the Individual Consultant Selection method in accordance with the World Bank Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025.

Following the Request for Expressions of Interest, a shortlist of qualified candidates will be established. Shortlisted candidates will be invited to an oral test to identify the best candidate to be invited for contract negotiations.

7- Shortlisting Criteria



No.	Evaluation Criteria	Maximum Points
I	General Qualifications	30
a)	Degree - Hold a Master's degree in Monitoring and Evaluation (M&E), Public Health, Economics, Statistics or Demography.	10
b)	- Certification in Knowledge Management (Knowledge Management Strategy, Knowledge Capitalisation, Tools and Systems, or Knowledge Sharing and Transfer)	5
c)	General Experience Have at least seven (7) years of general experience in Monitoring and Evaluation (M&E). - Seven (07) years of experience: 8 points - More than seven (07) years of experience: 1 additional point for each additional year of experience, up to a maximum of 2 points	10
d)	At least three (3) years of previous professional experience in knowledge management, - Three (03) years: 4 points - More than three (03) years: 0.5 additional point for each additional year of experience, up to a maximum of 1 point	5
II	Suitability for the Assignment: Specific Experience	70
e)	Experience as a Monitoring and Evaluation Specialist on a development project or programme. - Seven (07) years: 38 points - More than seven (07) years: 1 additional point for each additional year of experience, up to a maximum of 2 points.	40
f)	Experience as a Monitoring and Evaluation Specialist on a World Bank-financed development project or programme - 5 points per assignment	10
g)	Proven experience working in a multicultural environment with senior professionals, diverse partners and different stakeholder groups. - Work with development partners (World Bank, AfDB, United Nations System, etc.): 3 points - International or regional assignments: 4 points - Collaboration with NGOs, governments and technical partners: 3 points	10
h)	Proven skills in data management (analysis) and report writing. - Proficiency in tools: Advanced Excel, EPI-INFO, SPSS, STATA, R, SAS, Power BI, DHIS2: 1 point per software package, maximum 5 packages	5
i)	Proficiency in one of the official ECOWAS languages: English, French or Portuguese • Proficiency in one language: 3 points • Proficiency in an additional second language: 2 points	5
	Total	100



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In the event of a tie, preference will be given to the Consultant with greater experience in knowledge management.

8- Duration, Duty Station and Nature of the Contract

This contract is financed from funds available in the portfolio under the financing agreement signed with the World Bank (HeSP).

The contract will be concluded for a period of one (01) year, renewable for a period corresponding to the duration of the HeSP project, subject to the availability of funds and satisfactory quarterly performance assessments based on the key performance indicators defined and attached to the contract.

The M&E/KM Specialist will be based at WAHO Headquarters in Abidjan, Côte d'Ivoire. He or she will travel within the ECOWAS region as required.

9- Other Submission Information

Interested Individual Consultants may also obtain further information on the reference documents at the email address below during working hours, Monday to Friday, from 08:00 to 16:00: procurement@diffusion.wahooas.org, with copy to mcoulibaly@prj.wahooas.org

They may also download the Terms of Reference or this Request for Expressions of Interest from the WAHO website: <https://data.wahooas.org/tenders/tenders/list>

Interested and duly qualified Individual Consultants are invited to express their interest by submitting their applications electronically at <https://data.wahooas.org/tenders/tenders/list>

The deadline for receipt of applications is **November 9, 2026 at 12:00 GMT**.

The costs of preparing and submitting the Expression of Interest shall be borne by the Consultant.

Prof Palokinam T. PITCHE
Director General