HEALTH SECURITY PROGRAM (HeSP) IN WEST AND CENTRAL AFRICA (HeSP) - P179078

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RECRUITMENT OF AN INDIVIDUAL CONSULTANT – PROGRAM COORDINATOR

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REQUEST FOR EXPRESSIONS OF INTEREST

Numéro de référence : BF-WAHO-BF-529468-CS-INDV

POSITION TITLE: PROGRAM COORDINATOR

1- Introduction

The West African Health Organization (WAHO) is the specialized 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 subregion. 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 the countries of the region in addressing the burden of communicable and non-communicable diseases, the World Bank has provided financing for the implementation of the Health Security Program for Western and Central Africa (HeSP) using a multiphase programmatic approach.

The HeSP comprises five components:

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

The HeSP is a multiphase program that was approved by the World Bank's Executive Board in December 2023, with implementation commencing in 2024 in the following three countries, under Phase 1: Cabo Verde, Guinea, and Liberia.

In 2025, Nigeria (under Phase 2) and four Central African countries (under Phase 3) joined the program: Cameroon, Central African Republic, Chad, and the Republic of Congo, along with CEMAC.
WAHO plays a coordinating role for West African countries, while CEMAC coordinates the Central African countries.

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

As part of the implementation of this program, WAHO seeks to recruit a qualified and experienced Coordinator.

2- Description of Services

The objective of this assignment is to provide effective coordination, implementation oversight and monitoring and evaluation for the HeSP project. The Project Coordinator will be responsible for the implementation and coordination of WAHO's activities under the HeSP project. He/She will report to WAHO's Director of HealthCare Services (DHS).

The Project Coordinator will ensure that project activities are planned, executed, monitored, and reported in accordance with the Grant Agreement, Project Operations Manual (POM) and World Bank requirements. Furthermore, the Project Coordinator is required to manage PIU staff and oversee administrative processes related to the PIU.

3- Duties and Responsibilities:

The Project Coordinator will be responsible for:

- Managing the project in accordance with all agreements entered with the World Bank as well as with the Project Operations Manual.
- Preparing and overseeing implementation of the project's Annual Work Plan and Budget.
- Preparing the project organizational chart and communication matrix.
- Ensuring compliance with World Bank procurement requirements and budget policy.
- Overseeing the drafting and publication of proposals, invitations to bid and tendering processes.
- Following up on no-objection processes and other World Bank validation processes to facilitate budget execution.
- Monitoring the issuance of contracts, letters of intent and purchase orders in accordance with World Bank policies and guidelines.
- Defining the roles and responsibilities of implementing partners.
- Serving as WAHO's primary point of contact with WOAH for HeSP implementation, coordinating joint work planning and regular progress reviews and following up on agreed actions.
- Monitoring WOAH's performance under its agreement with WAHO, including adherence to contractual milestones, deliverables, and reporting requirements, and escalating delays or issues that require management action.
- Ensuring the quality and timely completion of project activities.
- Preparing high-quality reports in a timely manner, in accordance with the project reporting framework, for submission to the DHS
- Organizing meetings in accordance with the project Annual Work Plan and ensuring that minutes, decisions and recommendations are recorded and circulated and that required follow-up actions are taken.
- Maintaining effective liaison and good communication with the World Bank lead task team leader and team, implementing partners and other stakeholders, in accordance with WAHO rules and regulations.
- Working closely with WAHO Directors, professionals involved in project implementation, and other coordinators whose projects have synergies with the HeSP project.
- Liaising with and working closely with WAHO professionals working on epidemics, particularly

the ECOWAS Regional Centre for Surveillance and Disease Control.
- Documenting lessons learned and preparing presentations, articles, etc. for dissemination or publication, in accordance with WAHO rules and regulations.
- Preparing terms of reference and activity memoranda.
- Organizing field supervision and monitoring missions.
- Prepare technical coordination meetings.
- Follow up on implementation of recommendations from all meetings.
- Prepare the project audit in collaboration with the Financial Management Specialist.
- Enhance project visibility using the ECOWAS and WAHO communication strategy.
- Provide relevant information and briefing materials to consultants, implementing partners, donors and others, in accordance with WAHO rules and regulations.
- Oversee, monitor, and assess the work of all recruited PIU staff.
- Provide semiannual performance feedback to newly recruited PIU staff, identify performance challenges, and agree on improvement measures. Conduct formal performance appraisals for all PIU staff annually in line with WAHO practice.
- Manage any administrative-related activities at PIU level.
- Perform any other reasonable duties that may be assigned from time to time.

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 package 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 (CV) highlighting qualifications, training, relevant experience, including the names of projects/employers and donors, as well as 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 professional experience stated in the CV.

5- Qualifications, expériences et compétences

- Master's degree in public health, Health Policy, Health Systems Management, Project Management, Epidemiology, Development Studies, Economics or Public Administration from a recognized academic institution.
- A recognized project management certification.
- At least ten (10) years of professional experience, including four (4) years or more as a Project Coordinator or Project Officer for donor funded projects at international or regional level.
- Experience in managing World Bank-financed projects including knowledge of operational procedures, procurement processes, financial management requirements, environmental and social safeguards, and progress reporting is highly desirable.
- Demonstrated experience managing complex regional health projects including working

in an institution with a regional mandate, with a strong focus on results.

- Demonstrated experience in project planning, implementation, monitoring and evaluation, budget and financial oversight, risk management, and results-based management, including developing and reviewing work plans and progress reports
- Strong analytical, synthesis and problem-solving skills with the ability to make sound decisions under pressure.
- Strong interpersonal, leadership and team building skills include demonstrated experience working with a team under pressure, including diverse stakeholder groups and senior professionals.
- Proficient computer skills (core MS Office applications, including project management tools) and ability to use information technology as a tool and resource.
- Highly organized and self-motivated, with a positive attitude.
- Fluency in spoken and written English is essential. A good working knowledge of French and/or Portuguese would be an asset.

6- Méthode et procédure de sélection

The Individual Consultant will be selected in accordance with the Individual Consultant Selection method set out in 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, following which the best candidate will be invited to contract negotiations.

7- Criteria for establishing the shortlist

No.	Evaluation Criteria	Maximum Score
I	**General Qualifications**	**30**
a)	**Degree** - Master's degree in public health, Health Policy, Health Systems Management, Project Management, Epidemiology, Development Studies, Economics or Public Administration from a recognized academic institution.	10
b)	- recognized project management certification	5
c)	**General Experience** At least 10 years of professional experience in project/program management - Ten (10) years' experience: 14 points - More than ten (10) years' experience: an additional 0.5 points per year of further experience, up to a maximum of 1 point	15
II	**Suitability for the Assignment: Specific Experience**	**70**

No.	Evaluation Criteria	Maximum Score
a)	Experience as a Coordinator/Project or Programme Manager at international level or within an institution operating at regional level. - Five (5) years: 38 point - More than five (5) years: 1 additional point for each further year of experience, up to a maximum of 2 points	40
b)	Experience as a Project/Program Coordinator or Project Officer on World Bank-financed projects, including knowledge of operational procedures, procurement, financial management, environmental and social safeguards, and progress reporting - 5 points per experience	10
c)	Previous professional experience in project management in developing or transition economies, - 2.5 points per experience	5
d)	Demonstrated experience managing complex regional health projects, including working in an institution with a regional mandate, with a strong focus on results. - 2.5 points per experience	5
e)	Proficient computer skills (core MS Office applications, including project management tools) and ability to use information technology as a tool and resource - MS Office project management application: 3 points - Other project management applications: 2 points	5
f)	Fluency in spoken and written English is essential • Fluency in written and spoken English: 4 points • Additional proficiency in French or Portuguese: 1 point	5
	Total	**100**

In the event of a tie, preference will be given to the Consultant with the greater number of years of experience as Coordinator/Project Officer on World Bank-financed health projects.

8- Duration, Duty Station and Nature of the Contract

The contract will be for a fixed term of one (1) year, renewable throughout the duration of the program subject to satisfactory annual performance evaluations.

WAHO reserves the right to terminate the contract if the Consultant's annual performance evaluation is deemed unsatisfactory.

However, any decision to renew or terminate the contract shall be subject to the World Bank's no-objection.

The HeSP Project Coordinator will be based at WAHO Headquarters in Grand-Bassam, Côte d'Ivoire, and will travel throughout the ECOWAS region as required.

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9- Other Submission Information

Interested Individual Consultants may 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 vlokossou@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 application electronically at https://data.wahooas.org/tenders/tenders/list

The deadline for receipt of applications is **14 December 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