

## WEST AFRICAN HEALTH ORGANISATION (WAHO)

\*\*\*\*\*

### CALL FOR EXPRESSION OF INTEREST

(Individual Consultancy Service)

Reference N°FM/TEND/AMI/2016/012/bk *24*

#### To Support Management of the:

West Africa Regional Disease Surveillance Capacity Strengthening Project (WARDS) Project  
Regional Disease Surveillance Systems Enhancement (REDISSE) Project  
Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD)  
Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

November 2016

## JOB TITLE: Monitoring and Evaluation (M & E) Assistant

### Introduction

The West African Health Organization (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region; therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries in the ECOWAS region and a major focus area of WAHO activities.

The World Bank has provided grants to ECOWAS for WAHO to implement various health projects including (WARDS, REDISSE, SWEDD and SM/NTD).

Against this background, WAHO seeks to recruit a qualified and experienced M&E (Monitoring and Evaluation) Assistant.

## **Main Purpose of the Assignment**

The M&E Assistant is responsible for **input, compilation, centralization, update, archiving and analysis of data** generated in monitoring the implementation of WAHO and the Project Management Unit's activities.

## **Duties and Responsibilities**

Under the coordination of the Project Management Unit (PMU)'s General Coordinator of the West African Health Organisation (WAHO) and direct supervision of the Monitoring and Evaluation Specialist, the M&E Assistant is responsible for entering, compiling, centralizing, updating, archiving and analyzing the data generated in monitoring the implementation of the Project Management Unit's and WAHO's activities, to facilitate the production of statistical data and reports (quarterly, half-yearly and annual) of WAHO projects and programs. More specifically, the Incumbent shall:

- Enter required data for monitoring and evaluation of WAHO projects and programs;
- Design models of data input, using appropriate software (Excel, Access, Epi Info, CSPro, etc.);;
- Use models to enter data to establish the following databases: Mission Authorizations; Memorandums; Country Support; Training; Workshop and Mission Reports; Lists of workshop participants; Travel arrangements for Workshop participants; material and equipment support by WAHO to countries; Best Practices in Health identified and documented as part of the implementation of WAHO projects and programs; Materials for Behavior Change Communication (BCC) designed with WAHO's support; List of Partners' and their contributions to the implementation of WAHO programs; Draft Resolutions adopted at WAHO statutory meetings;
- Regular update of databases;
- Correct data input errors in the databases;
- Conduct preliminary analysis of data;
- Participate in the development and revision of data and information collection tools;
- Ensure filing and electronic archiving of mission and workshop reports and other documents produced within the framework of programme implementation;
- Assist in the preparation of meetings and other semi-annual reviews of WAHO projects and programmes
- Perform any other duty as may be required by Management.

## **Required Qualifications, Experience and Skills:**

- Hold a Bachelor's degree in statistics or data management or equivalent.
- Good knowledge of the main data management and analysis software, especially perfect command of Excel and email;
- Have 6 to 10 year- experience in data entry and management in national or regional bodies;
- Have skills in data entry and management on Excel and Epi Info;
- Demonstrated experience in filing and archiving of data ;
- Must be fluent in French and one of the other two official languages of ECOWAS member states (English or Portuguese). A working knowledge of a third language would be an advantage ;
- Should be very organised, and have ability to produce finest of work ; be able to work under pressure and beyond working hours;
- Ability to work in a multicultural environment; ability to establish and maintain good working relationships ;
- Team spirit and Availability.

## Duration, Duty Station and Nature of Appointment

This is a World Bank- funded Consultancy position under WAHO's PMU. The Monitoring and Evaluation Assistant will be appointed for a period of one (1) year subject to one (1) month probation. The contract may be renewed based on performance and the availability of funds. Attractive consolidated remuneration packages will be paid.

The M& E Assistant will be based at WAHO Headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel in the ECOWAS region as required.

WAHO now invites qualified individuals to indicate their interest in providing the services. They should provide information that they have the required qualifications and relevant experience to perform the services (**Cover letter indicating which of the above positions applied, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents**).

The desired consultant will be selected in accordance with the procedures for the selection of individual consultants as set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (ed. January 2011, revised in July 2014) available on the World Bank web site <http://www.worldbank.org>

## Information, Deadline and Address for Submission of Applications

Further information may be obtained during work hours:

**from Monday to Friday 08:00 to 16:00** from the Resource Person at the Address below :

**Lalaissa AMOUKOU**

**Telephone: (226) 20 97 57 75 / 20 97 00 97**

**Fax: (226) 20 97 57 72**

**E-mail: [lamoukou@wahooas.org](mailto:lamoukou@wahooas.org)**

Interested and qualified individual Consultants should express their interest by submitting their applications (in person, by mail or email) to the address below:

**Dr. Xavier CRESPIEN**

**Director General**

**West African Health Organisation**

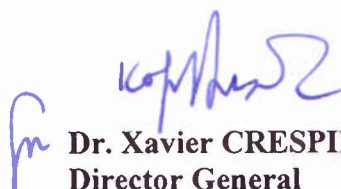
**01 BP 153 Bobo-Dioulasso 01**

**BURKINA FASO**

**Email: [wahooas@wahooas.org](mailto:wahooas@wahooas.org); [offres@wahooas.org](mailto:offres@wahooas.org)**

The right corner of the envelope or the subject of the email must indicate the position applied. The deadline for receipt of applications is **08 December 2016 at 11:00 hours GMT**.

WAHO or the World Bank will not be responsible for any costs or expenses incurred by the individual consultant in connection with the preparation or submission of the EOI.

  
**Dr. Xavier CRESPIEN**  
**Director General**

