



**THE REGIONAL DISEASE SURVEILLANCE SYSTEMS ENHANCEMENT
(REDISSE) PROJECT IN WEST AFRICA**

RECRUITMENT OF THE COORDINATOR OF THE REDISSE PROJECT

TERMS OF REFERENCE

March 2019

INTRODUCTION

The West African Health Organization (WAHO) is the specialized Institution of the Economic Community of West African States (ECOWAS) responsible for health matters. The mission of the West African Health Organization shall be the attainment of the highest possible standard and protection of health of the peoples in the West African region where communicable and non-communicable diseases remain the main causes of morbidity and mortality.

Consequently, disease control and epidemics prevention in the 15 countries of the region constitute one of the priorities for WAHO.

To help WAHO and countries in the region cope with the burden of communicable and non-communicable diseases, the World Bank has provided funding to countries and WAHO for the implementation of the Regional Disease Surveillance Systems Enhancement Project in West Africa (REDISSE).

The REDISSE Project has five (05) components:

1. Surveillance and Health Information;
2. Laboratory Capacity Building;
3. Preparedness and Emergency Response;
4. Human Resource Management for effective disease surveillance and preparedness for epidemics; and
5. Institutional Capacity Building, Project Management, Coordination and Advocacy.

It covers the 15 ECOWAS Member States, and Mauritania, in 3 phases, namely:

Phase – 1: started in 2016, it covers Guinea, Sierra Leone and Senegal;

Phase – 2: began in 2017 and covers Togo, Guinea-Bissau, Nigeria and Liberia;

Phase – 3: whose preparations began in late 2017, will cover Benin, Burkina Faso, Mali, Niger, and Mauritania. ECOWAS countries yet to join and who are expected to do so in the coming months are: Cabo Verde, Ghana, Côte d'Ivoire and The Gambia.

WAHO has been providing regional coordination and monitoring of regional activities, among which:

- The establishment of Centres for Epidemiological Surveillance (CES) in several health districts through, capacity building of staff in epidemiology and disease surveillance in line with the PASÉi approach by the Center for International Cooperation in Health and Development (CCISD) and capacity building of Heads of district laboratories (R/Lab) in diagnostic techniques for diseases and epidemics by *Fondation Mérieux*;
- The establishment of the regional network of national laboratories and reference laboratories ;
- Master's level training in field epidemiology (FELTP) for several professional officers of the beneficiary countries of the project;
- The conduct of the Joint External Evaluations (JEE) to assess the countries' capacity to implement the IHR;
- The development of countries' Integrated Diseases Surveillance and Response (IDSR) Strategic Plans through technical support of the World Health Organization ;
- The carrying out of the capacity strengthening of the veterinary services by the OIE;

- The strengthening of the technical capacities of the ECOWAS Regional Animal Health Centre (RAHC), which eventually will be able to deal with veterinary surveillance in the sub-region.

WAHO is seeking applications from dynamic, qualified and experienced persons for recruitment of a Coordinator for the REDISSE Project at WAHO.

PURPOSE OF THE MISSION OF THE REDISSE PROJECT COORDINATOR

The incumbent will ensure the implementation and coordination of the REDISSE Project. He/she will report to the General Coordinator of the Projects Management Unit (PMU), within the Directorate General at WAHO.

TASKS AND RESPONSIBILITIES OF THE REDISSE PROJECT COORDINATOR

The project Coordinator will:

- Ensure the management of the project in accordance with all the agreements with the donor and the Projects Implementation Manual;
- Prepare and monitor the implementation of the annual Work Plan and budget of the project;
- Prepare project organization and communication chart;
- Ensure compliance with donor procurement requirements and budget policy;
- Assist in the drafting and issuance of proposals, tenders and bidding processes;
- Follow up on donor's non objection and other validation processes to ease budget execution;
- Review reports from Consultants before final submission for approval;
- Issue contracts, letters of Intent, Purchase orders in compliance with donor's policy guidelines;
- Define roles and responsibilities of implementing partners;
- Ensure quality and timeliness of project work;
- Prepare timely and high quality reports in accordance with the reporting framework of the project for submission to the Projects Management Unit General Coordinator;
- Organize meetings in line with the annual Work Plan of the project and ensure that minutes, decisions and recommendations are recorded, distributed and necessary follow-up actions taken;
- Ensure effective liaison and maintain good communication with the donor, implementing partners and other stakeholders, in accordance with WAHO rules and regulations;
- Work in close collaboration with Directors, professionals involved in the implementation of the project as well as other Coordinators whose projects are in synergy with the REDISSE project;
- Work in liaison and close collaboration with WAHO Professionals working in Epidemics, and in particular with the ECOWAS Regional Center for Surveillance and Disease Control;
- Document lessons learned, develop presentations, articles, etc., for dissemination or publication in accordance with WAHO rules and regulations;
- Develop terms of reference and memoranda of activities;
- Organize field supervision and monitoring missions;
- Prepare the Technical Committees and Project Regional Steering Committee meetings;

- Monitor the implementation of the recommendations of all meetings ;
- Prepare the project's audit in collaboration with the Financial Management Specialist;
- Enhance visibility of the project using 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; and
- Undertake other reasonable duties that may be assigned from time to time.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

- Master's Degree in Public Health, Epidemiology or related fields;
- Project management certification will be an advantage;
- At least 10 years professional experience with 5 years or more acquired at the international level;
- Previous work experience in developing or transition economies, capacity building experience and World Bank project management experience will be advantageous;
- Successful track record in managing complex health projects at the international level with a strong focus on results;
- Team player with excellent team building and leadership skills;
- Strong computer skills (key MS office application, including project management tools) and ability to use information technology as tool and resource;
- Highly organized and self-directed with a positive attitude;
- Demonstrated experience working in a multicultural environment and with senior level professionals, variety of partners and diverse stakeholder groups; and
- Proficiency in spoken and written English is essential. A good working knowledge of French and/or Portuguese would be an added advantage.

JOB REQUIREMENTS

- Good analytical, writing and synthesis skills;
- Ability to take initiative and rigorous handling of issues, with attention to details;
- Ability to communicate and work in English;
- Ability to work in a team under pressure and with diverse stakeholder groups.

DURATION, LOCATION AND NATURE OF APPOINTMENT

This is a consultancy position supported by donor funds. The appointment is for 1 year subject to initial Three (3) months probationary period and may be renewed based on performance and availability of funds from the project. Attractive consolidated remuneration packages will be paid. The REDISSE Project Coordinator 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, detailed Curriculum Vitae - including description of similar assignments, and experience - and copies of supporting documents).

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

INFORMATION DEADLINE AND ADDRESS FOR SUBMISSIONS OF APPLICATIONS

Duly qualified Female candidates are strongly encouraged to apply.

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

Prof. Stanley OKOLO
Director General
West African Health Organisation
01 BP 153 Bobo-Dioulasso 01
BURKINA FASO
Email: offres@wahooas.org cc wahooas@wahooas.org

The top right corner of the envelope or the subject of the email must indicate the position applied for. The deadline for receipt of applications is **30th April 2019 at 12:00 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.

Prof. Stanley OKOLO
Director General