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

ECONOMIC COMMUNITY OF WEST AFRICAN STATES (ECOWAS) - INDUSTRY DIRECTORATE

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WEST AFRICAN HEALTH ORGANISATION (WAHO)

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PROJECT FOR THE DEVELOPMENT OF THE PHARMACEUTICAL INDUSTRY IN THE ECOWAS REGION

NOTICE OF EXPRESSIONS OF INTEREST

Reference No. 03/CI/ECOWAS/DI/DIP/2025

RECRUITMENT OF A PROCUREMENT SPECIALIST (INDIVIDUAL CONSULTANT)

Publication period: from September 22, 2025

Financing agreement reference: 2100155041318
Project identification number: P-Z1-BZ0-012
Location: West African Health Organisation (WAHO) Bobo-Dioulasso, Burkina Faso

1- Introduction

The Economic Community of West African States (ECOWAS) has adopted the West African Common Industrial Policy (WACIP), which aims to accelerate industrialization and private sector development in West Africa".

The West African Common Industrial Policy (WACIP) and its implementation plan were approved by the ECOWAS Authority of Heads of State and Government on 2 July 2010 in Saal, Cape Verde, through Additional Act ASA/2/7/10. The general objectives of WACIP are to accelerate the industrialisation of West Africa by promoting the endogenous industrial transformation of local raw materials, the development and diversification of industrial production capacity and the strengthening of regional integration and the export of manufactured products.

In this respect, seven (7) priority areas have been identified, including the development of the pharmaceutical industries in West Africa.

In line with the above, the West Africa Pharmaceutical Industry Development Project, aimed at modernising the pharmaceutical industries in West Africa, has been designed to meet the needs of the region. The project is fully funded by the African Development Bank for a total amount of UA 2,500,000, with the West African Health Organisation (WAHO) as the executing agency. The project will run for a total of 2 years.

The overall objective of the project is to strengthen the pharmaceutical sector to stimulate local production of effective and quality pharmaceutical products in the ECOWAS region to meet the health care services and needs of the populations.

The project also aims to strengthen the institutional and regulatory frameworks of the pharmaceutical industry, in particular to curb the production and sale of counterfeit medicines and to build resilience.

In order to achieve these targeted objectives of the Pharmaceutical Industry Development Project in West Africa, the ECOWAS Commission and WAHO are seeking to recruit a Procurement Specialist to ensure the implementation of the activities related to his function.

2- Consultant Profile

Candidates for this position should have the following qualifications:

- A Master degree in Engineering, Economics, Public Administration, Commercial Law, Procurement or Management (minimum Bac + 4, equivalent to a Master I);
- Excellent knowledge of procurement techniques in general and of the rules governing procurement procedures for projects financed by multilateral development institutions.
- At least ten (10) years of professional experience in the field of procurement, including five (5) years as a Procurement Specialist in projects/programmes financed by multilateral development institutions, in particular the AfDB and/or the World Bank.
- Good problem-solving skills in public procurement and the ability to work under pressure;
- Ability to communicate effectively in one of the three official languages of ECOWAS, namely English, French, and Portuguese; a working knowledge of a second language would be an advantage.
- Working knowledge of current software (Word, Excel, PowerPoint, e-mail, and other communication tools).

3- Duration, place of assignment, and nature of the contract

The contract is an international consultant contract for a renewable period of one (01) year, not exceeding the duration of the project.

The Procurement Specialist will be based at WAHO headquarters in Bobo-Dioulasso, Burkina Faso, or in a city in an ECOWAS member country if the institution moves. He or she will travel throughout the ECOWAS region as required.

4- Main duties

- Ensure the availability of a procurement plan, which he/she will update at any time;
- Take proactive steps to gather the technical documentation needed to prepare procurement files;
- Prepare tender documents in accordance with the timetables set out in the PPM and publish specific notices;
- Provide the relevant supporting documents in the event of non-compliance with the schedule;
- Follow up with the beneficiary technical departments on the preparation and finalization of the terms of reference (ToR) for the selection of consultant services and the technical specifications for the acquisition of goods;
- Ensuring the quality of the tender documents submitted for approval, so as to minimize rejection;
- Ensure compliance with the prescribed procedures by providing the necessary clarifications to the members of the various committees responsible for evaluating the applications received;
- Follow up with the WAHO and ECOWAS administration on the approval and signature of contracts and inform his/her superiors of any blockages or problems that would prevent approvals from being obtained on time.

5- Selection method and criteria

A consultant will be selected in accordance with the method for the recruitment of Individual Consultants (ICs) defined in Procurement Framework for Operations Financed by the Bank Group, October 2015 edition, and the project procurement plan.

The selection process will be conducted in two phases:

- CV analysis: At the end of this phase, candidates will be ranked in order of merit according to the scores obtained during the CV evaluation.

- Interview phase: Shortlisted candidates will be interviewed individually by a panel of judges. The top-ranked candidate after CV evaluation and interview will be recommended for contract negotiations.

Only shortlisted candidates will be contacted for interviews.

Eligibility, prequalification, and selection criteria will be in accordance with the ***"Procurement Framework for Operations Financed by the Bank Group, 14 October 2015 Edition,"*** available on the Bank's website at http://www.afdb.org .

6- Content of the expression of interest

Eligible individual consultants are invited to express their interest in providing the above services.

Interested individual consultants must provide information indicating that they are qualified to provide the services described above: The tender documents must include:

- A letter of expression of interest specifying the title of the assignment **"Expressions of Interest for the Recruitment of a Procurement Specialist"** and demonstrating their commitment to the position.
- A detailed, precise, dated, and signed curriculum vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for verification.
- Copies of the required diplomas and/or academic certificates and certificates of successful completion of assignments/attestation of work.

7- Information, deadline, and address for submission of applications

Interested individual consultants may also obtain further information on the reference documents from the email addresses below, during working hours from Monday to Friday from 09:00 to 17:00 at the following addresses: cedeao.phasao.ugp@gmail.com, procurement@ecowas.int; procurement@diffusion.wahooas.org with a copy to : lkabore@ecowas.int, ikkamara@ecowas.int, avodonou@prj.wahooas.org.

This notice will be published on the ECOWAS website, the WAHO website (https://data.wahooas.org/tenders/tenders/list), and by the WAHO focal points in each of the 12 countries (websites of the ministries in charge of health).

Interested parties may access and download the terms of reference and the notice of expression of interest from the ECOWAS and WAHO websites at the following address: https://data.wahooas.org/tenders/tenders/list Interested and duly qualified individual consultants are invited to express their interest by submitting their files electronically to the following addresses: cedeao.phasao.ugp@gmail.com, procurement@ecowas.int;

procurement@diffusion.wahooas.org with a copy to : lkabore@ecowas.int, ikkamara@ecowas.int, avodonou@prj.wahooas.org.

The deadline for receipt of expressions of interest is **October 14, 2025 at 12:00 Nigeria time, 13:00 GMT.**

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

Lassane KABORE
Director of Industry, ECOWAS Commission