

Terms of reference for the electronic and physical archiving of data and documents of the West African Health Organisation covering the period from 2014 to the end of December 2018 using a dynamic, efficient and sustainable modern archiving policy

I. BACKGROUND AND RATIONALE

The socio-economic development of the Economic Community of West African States¹, which comprises 15 Member States and which fosters regional integration and the free movement of goods and persons, as advocated by the Community's Founding Fathers, are based on the cornerstone of Health as a healthy population is the springboard to sustainable development in any nation.

It is against this backdrop that, the West African Health Organisation (WAHO), which is the specialised health institution of ECOWAS, was established in 1987 by Protocol A/P2/7/87 and adopted by the Heads of State and Government of the Member States: Article III of this Protocol specifies its mission, which is to **provide the highest level of health care services to the populations of the sub-region on the basis of:**

- policy harmonisation
- pooling of resources and
- Cooperation among Member States and third countries

With a view to collectively and strategically resolving the health challenges of the sub-region. WAHO's vision is to be recognised by Member States and the International Community as the main instrument of regional integration in the field of health, enabling effective and high impact interventions and programmes.

To achieve its mission, WAHO has Strategic Plans, the third of which is currently being implemented, spanning the period 2016 to 2020, and comprising 13 priority programmes, including those relating to improving maternal, newborn, child, adolescent, youth and elderly persons' health and WAHO's institutional capacity building.

In light of the foregoing, WAHO, in the context of the implementation of its priority programmes, with the technical and financial support of the Kingdom of the Netherlands, has set up the Project "Sexual and Reproductive Health of Adolescents and Young People (**SRHAY**) in ECOWAS".

To ensure the effective implementation of this Project, an analysis of WAHO's organisational capacity (OCA) was carried out, one of the main recommendations of which is to implement both electronic and physical archiving of the data and documents of the West African Health Organisation covering the period from 2014 to the end of December 2018 with the implementation of a dynamic modern archiving policy within the Institution.

The OCA evaluation carried out in November 2017 shows that the last archiving exercise carried out at WAHO covers the years 2009 to 2013 and that there is no institutional policy in this area. This situation sometimes leads to a loss of time and important documents and makes archival research and some monitoring and evaluation missions ineffective, all of which have an adverse effect on the efficiency and performance of the Institution.

Archives (current, intermediate, final or historical) refer to all documents (paper documents, photographic documents, electronic data) produced or received by a company throughout the course of its activity.

¹ Benin, Burkina Faso, Cape Verde, Côte d'Ivoire, The Gambia, Ghana, Guinea, Guinée Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo

The purpose of archiving is, on the one hand, to preserve and keep the Institution's documents in good condition and, on the other hand, to find or return them whenever the need arises. This is why it is not reduced to simple storage in order to respect the legal period of paper conservation, but is based on a comprehensive management of paper archiving that is part of an efficient and sustainable archiving policy, from the creation to the destruction of the archives.

The management of current and intermediate archives for administrative purposes requires in particular specific tools and methods that take into account all the constraints related to document management. This archiving procedure requires more rigour and logic, as it includes:

- **Document processing:** from creation to destruction
- **Keep them in good condition:** avoid accidental damage or loss
- **Accessibility:** making current and intermediate archives available for consultation or retrieval, in order to ensure the accessibility, reliability and integrity of documents.

An effective method can take the form of a physical archiving system that requires:

- An **archiving policy** including a card-based **conservation policy** as in most libraries, amongst others.
- A **filing plan**

This system ensures that the document is appropriately handled from its creation to its archiving. It offers many possibilities such as the establishment of procedures and access rights.

Concerning the regulations to be complied with, there are ISO standards specific to archiving and in particular ISO 15489 which guarantees:

- The choice of a filing plan and its implementation in compliance with the regulations
- The **conservation of documents** with the security of documents in order to protect them from any risk of loss and damage
- The organisation and management of documents by the **Documentary Archives** department.

In addition, WAHO aims to enhance and update the digitisation of its documents.

It is therefore in this context and as part of the implementation of this recommendation that WAHO is considering a consultation to engage the services of a Consultant to carry out both electronic and physical archiving of its data and documents covering the period from 2014 to the end of December 2018 and to put in place a dynamic, efficient and sustainable modern archiving policy.

The terms of reference contained herein specify the objectives and conditions for carrying out the mission.

II. MISSION OBJECTIVE

Overall Objective :

The general objective of the mission is to carry out the electronic and physical archiving of the data and documents of the West African Health Organisation covering the period from 2014 to the end of December 2018 with the implementation within the Institution of a dynamic, efficient and sustainable modern archiving policy.

2.2. Specific Objectives

WAHO, through this mission, has the following specific objectives:

- Put in place appropriate measures, provisions and tools to preserve and keep the Institution's documents and data in good condition, and to retrieve or restore them at any time.
- Establish within WAHO an effective procedure and method for managing the Institution's archives and data.
- Develop a modern, dynamic, efficient and sustainable archiving policy for WAHO.

III. TASKS TO BE UNDERTAKEN BY THE CONSULTANT

The Consultant's role will be to put in place the most appropriate tools, methods and procedures for WAHO and a modern, dynamic, efficient and sustainable archiving policy.

Specifically, the Consultant's intervention will consist of:

- identifying documents to be archived and digitized.
- updating the existing archiving and digitisation system.
- implementing of appropriate management tools for efficient, modern archiving.
- archiving and digitisation of documents from 2014 to the most recent possible date at the end of March 2019.
- establishing a procedure for the processing and conservation of WAHO archives.
- setting up an archive filing plan
- proposing a policy for modern, dynamic and sustainable digitisation and archiving

The consulting firm shall drive the entire process, in collaboration with the WAHO steering group, with a view to achieving the results set out below:

IV. EXPECTED OUTCOMES

- The documents to be archived and digitized are identified and categorised.
- The existing archiving and digitisation system is updated .
- appropriate management tools for efficient, modern archiving are in place.
- archiving and digitisation of documents from 2014 to the most recent possible date at the end of March 2019 is achieved.
- a procedure for the processing and conservation of WAHO archives is established.
- an archive filing plan is set up
- a policy for modern, dynamic and sustainable digitisation and archiving is in place at WAHO.

DELIVERABLES

At the end of their work, the Consulting Firm shall provide the following to WAHO:

- a detailed report on the progress of the mission to digitize and archive WAHO documents for the period January 2014 to December 2018 is available;

- a policy for modern, dynamic and sustainable digitisation and archiving is in place at WAHO.

VI. METHOD AND TOOLS

The Consultant, selected on the basis of his technical and financial proposal meeting the requirements of the ECOWAS Code of Procurement, will take an inventory of the archives of WAHO documents for the period January 2014 to December 2018, identify those to be archived and digitized, propose appropriate digitisation and archiving equipment. The work will be performed at WAHO headquarters in Bobo-Dioulasso.

A scoping meeting will be held at WAHO headquarters to validate the working method and tools as well as the modalities for the conduct of the mission.

At the end of the work, a preliminary report will be submitted to WAHO for its inputs and comments, to be incorporated by the Consultant into the final full report, which will also include the outline of a digitisation and archiving policy for WAHO.

VII. Consultant's Profile

This mission will be entrusted to an individual Consultant with proven skills in the field of document digitisation and archiving.

It shall specifically have:

- training in documentation and archiving engineering (archival studies).
- proven experience in the digitisation and archiving of documents, especially of an Institution.
- sound knowledge of the African health sector. Knowledge of WAHO's activities would be an added advantage;
- experience in setting up a digitisation and documentation system.

VIII. DURATION OF ASSIGNMENT

The mission shall be carried out in the premises of WAHO, in Bobo-Dioulasso, in Burkina Faso and Headquarters of WAHO, and shall cover all of its offices. The contract shall be for 90 days.

A detailed provisional time schedule shall be proposed in the Consulting Firm's technical proposal.

IX. Funding

The mission will be financed from the 2018 budget of the WAHO SRHAY Project financed by the Kingdom of the Netherlands from line W40001904005 and in accordance with established ECOWAS procedures.