

AUTORITE DU BASSIN DE LA VOLTA

VOLTA BASIN AUTHORITY



Bénin- Burkina- Côte d'Ivoire- Ghana- Mali- Togo

TERMS OF REFERENCE

RECRUITMENT OF A CONSULTANT FOR PRESELECTION OF PERSONNEL OF THE VOLTA BASIN AUTHORITY

1. Background

The Volta is a transboundary river, which is shared by six countries in West Africa - Benin, Burkina Faso, Cote d'Ivoire, Ghana, Mali and Togo - that are dependent on its natural resources for their development. To institute measures for sustainable transboundary water resources management, the Governments of the riparian countries established the Volta Basin Authority (VBA) in 2007, with its headquarters in Ouagadougou, Burkina Faso.

The VBA has a mandate to:

- i. Promote permanent consultation tools among the parties for the development of the basin;
- ii. Promote the implementation of integrated water resources management and the equitable distribution of the benefits resulting from their various utilizations;
- iii. Authorize the development of infrastructure and projects planned by the stakeholders and which could have substantial impact on the water resources of the basin;
- iv. Develop joint projects and works;
- v. Contribute to poverty alleviation, the sustainable development of the Parties in the Volta basin, and for better socioeconomic integration in the sub-region.

Towards achieving the above mandate and also in order to coordinate the activities of the various projects and programmes many of which were initiated before its establishment, VBA and its partners have developed a Strategic Plan for the period 2010 to 2014, which aims to facilitate its partners to better focus on priorities of the Volta basin while avoiding duplication of efforts. The five Strategic Objectives of the 5-year Strategic Plan are:

- i. Strengthening policies, legislation and institutional framework;
- ii. Strengthening the knowledge base of the basin;
- iii. Coordination, planning and management;
- iv. Communication and capacity building for all stakeholders;
- v. Effective and sustainable operations.

Strategic Objective 5 requires among others, recruitment of the necessary high calibre technical and administrative staff, to provide VBA with the technical competence to carry out its responsibilities according to the needs of the Strategic Plan. Also, the VBA is a young institution

and is yet to complete recruitment of its full complement of staff according to its approved organizational chart.

At its 4th meeting on 27 February 2012 in Abidjan, the VBA Council of Ministers by its Resolution 5, requested the Executive Directorate to initiate the process of recruiting the following priority international staff:

- i. Director of Planning and Integrated Water Resources Management;
- ii. Director of Administration and Finance;
- iii. Head of Fisheries and Aquaculture Unit;
- iv. Head of Legal Unit;
- v. Head of Communication and International cooperation Unit;
- vi. Information Technology Specialist – Systems Administrator.

Following the closure of advertisements for recruitment to the above positions, VBA is seeking to recruit a consultant to conduct a pre-selection of the applicants.

2. Objective of Assignment

The objective of the assignment is to review the applications received by VBA for the various positions and pre-select the suitable staff through ranking of the applicants according to the requirements of the advertisements.

3. Scope of Work

The Scope of Work shall include but not be limited to the following:

- i. Collection of electronic or hard copies of applications with the corresponding advertisements from VBA;
- ii. Review of applications in a transparent and fair manner;
- iii. Ranking of applicants in the various categories of posts;
- iv. Recommendations on applicants to be selected for the various categories of posts;
- v. Presentation of a Draft Report to VBA

For the various categories of posts, the numbers of complete applications received by VBA for review are as follows:

- i. Director of Planning and Integrated Water Resources Management - **28**;
- ii. Director of Administration and Finance - **57**;
- iii. Head of Fisheries and Aquaculture Unit - **19**;
- iv. Head of Legal Unit - **23**;
- v. Head of Communication and International cooperation Unit - **24**;
- vi. Information Technology Specialist – Systems Administrator - **55**.

4. Expected Outputs of the Consultant

The expected outputs shall comprise the following:

- i. A Draft Report, in English or French, based on the requirements of the Scope of Work and other relevant issues to be submitted not later than four weeks after the signing of the agreement for the assignment;
- ii. A Final Report, in English or French, to be submitted not later than one week after taking into account comments received from VBA.

5. Experience and Knowledge Requirements

The consultant for this assignment shall be a firm from outside the six VBA Member States. The key qualifications shall include:

- i. Experience in conducting reviews of this type;
- ii. Familiarity with and working experience in the riparian countries of the Volta basin and the West-African sub-region in general;
- iii. Good understanding of both Francophone and Anglophone educational system in the Member States;
- iv. Good understanding of developments in international transboundary water resources management;
- v. Excellent knowledge of either French or English and ability to work in the other.

6. Mode of Application

Interested consultants should submit the following documents, in English or French, to the VBA not later than 28 February 2013:

- i. Technical Proposal that should include:
 - A Work Plan for carrying out the assignment within the allocated timeframe;
 - The Consultant's interpretation of the Scope of Work;
 - Any other comments that may improve the final outcome of the assignment;
- ii. Financial Proposal detailing the budget for the assignment in F CFA.
- iii. Curriculum Vitae of the representative of consulting firm who would be responsible for the assignment.

Applications should be forwarded to one of the following addresses:

- i. By email to : secretariat.abv@abv-volta.org and secretariat.abv@gmail.com;
- ii. By post: 10 BP 13621 Ouagadougou 10, Burkina Faso
- iii. By direct deposition at the Executive Directorate of the VBA at Ouaga 2000, Ouagadougou, Burkina Faso; Tel. + 226 50376067

For more information, you may consult the VBA website: www.abv-volta.org