



**NILE BASIN INITIATIVE**  
INITIATIVE DU BASSIN DU NIL

## **Terms of Reference**

**Implementation of workshops for stakeholders of the NBI to pilot the application of the climate service knowledge management hub**

**International/Regional Individual Consultant – Climate Proofing Trainers**

**June 2021**

## 1. Background

The Nile Basin Initiative (NBI) is a regional intergovernmental partnership of 10 Nile Basin countries, namely Burundi, DR Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, The Sudan, Tanzania and Uganda. It was established on 22 February, 1999, by Ministers in charge of Water Affairs in the Nile Basin countries to work towards a Shared Vision Objective: **To achieve sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources**". The shared belief is that countries can achieve better outcomes for all the peoples of the Basin through cooperation rather than competition. At the heart of this challenge is the imperative to eradicate poverty.

The NBI provides the Member States with the only basin wide and impartial platform to discuss with trust and confidence how to jointly take care of and utilize the shared Nile Basin water resources for win-win socio-economic benefits and to promote regional peace and security.

The Nile Council of Ministers (Nile-COM) of Water Affairs in the NBI Member States is the highest decision-making body and provides policy guidance to the NBI. The Nile Technical Advisory Committee (Nile-TAC), comprising technical representatives from the partner states offers technical support and advice to the Nile-COM on matters related to the management and development of the common Nile Basin water resources.

The administration of the NBI works via three centers, namely a regional Secretariat, the Nile Basin Initiative Secretariat (Nile-SEC) located in Entebbe, Uganda; the Eastern Nile Technical Regional Office (ENTRO) based in Addis Ababa, Ethiopia and the Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU) based in Kigali, Rwanda. In each country, the National NBI Office headed by the respective Nile-TAC member serves as the focal point for all NBI-related activities.

To achieve the Shared Vision Objective, NBI implements three core functions:

- **Facilitating Basin Cooperation:** Provide a common platform for countries to engage, consult and deliberate with each other and other Nile stakeholders on a regular basis. The aim is to build broad political and civic support for transboundary water cooperation in the basin.
- **Water Resource Management:** Provide critical services in building basin wide technical competencies and capabilities and supporting science/ knowledge-based decision making to monitoring, protecting and sustaining the Nile water resources.
- **Water Resources Development:** Identify and prepare cooperative water resources investments that demonstrate to the basin population the benefits accruing from cooperation.

Capacity development has been one of the key areas of activities of the NBI. These activities range from targeted institutional support of national NBI offices, country to country experience sharing visits, and study tours, short and long training courses. Several hundred NBI stakeholders have benefitted from these capacity development events. A focus has emerged on the topic of climate risk management, particularly, how to invest in climate resilient water management related infrastructure in the Nile Basin. In the past years, the NBI has invested resources to build capacity of project managers, planners and designers in how to integrate climate risk considerations into the different phases of infrastructure investment planning as

well as how to assess climate risks of multi-purpose dams. In a series of 5 workshops with NBI stakeholders climate risk assessments were piloted, focusing on procedures of how to assess risk as well as ways to deliver climate information to be used for risk assessment. The activities carried out were designed and delivered as instructor-led face-to-face learning sessions and were often not directly connected to overall processes of institutionalizing climate proofing and accordingly provide advisory services. To work towards institutionalization, there is a growing need for clustering technical advisory, training and peer learning, networking and collaboration, and climate service delivery into a holistic service offer accessible to a diverse group of stakeholders. Especially, in the course of climate change and ambitions to reduce greenhouse gas emissions as well as the current Covid-19 pandemic, face-to-face advisory brings high transaction costs. Leveraging accelerating digitalization on the continent, NBI has been carrying out a digitalization campaign and implemented the so-called Climate Service Knowledge Management Hub (CSKMH) for NBI private and public stakeholders. The hub guarantees equal access to just-in-time as well as on-demand capacity development resources and services for a growing community. The hub's service includes

- (1) orientation and guidance on climate proofing processes throughout the infrastructure investment cycle,
- (2) peer exchange for collaboration and mutual exchange and networking,
- (3) orientation and access to NBI's climate services,
- (4) self-paced E-learning on climate proofing.

All four key components are fully integrated, complementarily organized and allow for participatory knowledge sharing, learning and experimentation. The hub can be used as a collaborative platform for a user-community represented by project managers, planners, designers, ministerial staff who need to engage in climate proofing and seek for a community of practice. After having developed the newly established Climate Service Knowledge Management Hub (CSKMH) as a "final draft" and to become operational, it has to be tested and evaluated, refined, promoted, launched, as well as a user community has to be onboarded and capacitated on the functionalities and opportunities it provides. Confidence in the value of the Hub is required to arrive at a sustainable application and use to serve its overall intent.

## **2. Objective and approach of the assignment**

### **Overall objective of the assignment:**

The overall objective is to take the lead, manage and implement a series of workshops for stakeholders of the Nile Basin Initiative for testing and evaluating, launching, promoting, establishing a user community, as well as exercising the application of NBI's newly established Climate Service Knowledge Management Hub (CSKMH) through the application of the climate proofing methodology to up to 7 selected case studies. The consultants shall advise NBI on the best approach and strategy as well as take the lead in managing and implementing the above-mentioned tasks.

The specific objectives include;

- Validation of the newly established CSKMH by engaging selected experts in the testing and evaluation of the newly established CSKMH and proposing recommendations for improving the CSKMH;
- Launching of the newly established CSKMH by reaching-out to the relevant stakeholders, promote, raise awareness, as well as onboard and establish a user community.

- Exercising and routinizing the established CSKMH by executing case study risk assessments of up to 7 real life water infrastructure investment projects at pre-feasibility and feasibility stage as proposed by NBI-NELSAP (Nile Equatorial Lakes Subsidiary Investment Program). The guided and facilitated case study work process shall explicitly use the provisions of the established CSKMH, such as (1) the self-paced e-learning on climate proofing, (2) the climate proofing guideline, (3) the climate service help-desk, (4) the functionalities for exchange and networking of the User-community.

### **Overall approach to the assignment**

The human capacity development measures to be carried out aim at promoting the established climate service knowledge management hub (CSKMH) to the entire spectrum of potential users working in NBI's scope of engagement, that include transboundary water resource management, water infrastructure development and built there-in mechanisms of climate resilience. This is basically achieved by demonstration, testing & evaluation, as well as technical trainings for real case applications. The consultants shall act as organizers, coaches, promoters, trainers and facilitators to arrive at the desired outcome, which is supporting the sustainable use and application of the newly established Climate Service Knowledge Management Hub.

### **3. Scope of the assignment**

The consultants shall carry out the human capacity measures based on the following;

- **Develop a human capacity development strategy & plan of implementation:** The consultant shall review the established CSKMH and propose a written implementation strategy and plan that details the sequence of sessions, workshops and trainings to adequately test and evaluate, promote and onboard the hub's user community and apply the CSKMH to specific infrastructure investment project currently under planning (feasibility stage) through the executing bodies of the NBI.
- **Develop a methodology for testing and evaluation of the CSKMH:** The consultant shall study the CSKMH and propose a methodology for the testing and evaluating the established CSKMH. This includes the Climate Service, the E-learning, the climate proofing guideline, as well as the user community component.
- **Plan, implement, and report on a testing and evaluation workshop with selected key experts from the private and public sector:** The consultant shall conceptualize and implement a testing and evaluation workshops, thereby applying the elaborated testing and evaluation methodology with selected stakeholders. An evaluation report that also includes recommendations for improvement is compiled and communicated to NBI's climate proofing task team.
- **Prepare and implement an awareness, launching and onboarding workshop on the CSKMH for the anticipated user community and key national, regional and international stakeholders:** The workshop is structured into two parts. (1) The first addresses high-level decision makers to officially launch the CSKMH. The consultants shall develop a concept and facilitate the opening ceremony and official inauguration of the CSKMH. (2) The second part addresses the user community (from civil engineers, infrastructure planners, operators, process facilitators, subject matter specialists in resilient water infrastructure, trainers and climate service providers; and decision makers at ministerial levels) and shall provide orientation on the Hub, engage participants in user-registration and onboarding and ensure a plan for the sustainability of the hub and adopting the climate proofing.

- **Prepare risk assessment case studies of proposed water infrastructure projects by NBI-NELSAP:** The consultants shall coordinate with the assessment team and a subject matter specialist in water infrastructure (experienced with the application of the risk assessment methodology of the Public Infrastructure Engineering Vulnerability Committee, PIEVC) and a water resource modeler the coaching and training for applying up to 7 case studies proposed by the Nile Equatorial Lakes Subsidiary Investment Program (NELSAP).
- **Prepare and implement climate proofing training workshops using the provisions of the CSKMH:** The consultants shall use the established CSKMH to apply its different components for providing support and coaching to the assessment team to carry out the risk assessment in an independent manner of up to 7 case studies proposed by the Nile Equatorial Lakes Subsidiary Investment Program (NELSAP). Thereby, the self-paced e-learning course on climate proofing as well as the digital climate proofing guideline shall be utilized during the training and coaching exercise. Overall facilitation shall be carried out together with a subject matter specialist in water infrastructure experienced with the application of the risk assessment methodology of the Public Infrastructure Engineering Vulnerability Committee (PIEVC).

#### 4. Deliverables

The consultant shall deliver the following deliverables;

- a) Inception report presented and facilitated online kick-off meeting (online) .
- b) Proposal of a human capacity development strategy and overall methodology
- c) Conceptual approach for testing and evaluation of the CSKMH
- d) Implemented online testing and evaluation workshop, including an evaluation report (2 days)
- e) Conceptual approach for launching, onboarding / awareness / promotion workshop for user community and decision makers in the NBI context
- f) Implemented online launching / onboarding / awareness / promotion workshop (1 day)
- g) Prepared case studies for case study application training
- h) Implemented online training & coaching workshops on water infrastructure risk assessment (3 online workshops, 2 days each, and up to 18 participants)

#### 5. Qualifications and Experience

The qualified expert shall have the equal qualifications stated below.

Qualifications of expert

- **Education/training:**
  - Master degree in geography, climatology, meteorology, water resources engineering,, / or any other related fields .
- **Professional experience:**
  - 5 years' experience with conceptual knowledge about risk, vulnerability and adaptation, as well as climate proofing of infrastructure investments.
  - 3 years' experience on climate services

- 5 years of experience with carrying out human capacity development for adults in the area of climate information, climate proofing, climate change adaptation planning. Knowledge on Harvard Case adult learning method is an added value
- Two years of experience with the application of online trainings using participatory adult learning methods;
- 8 years of experiences in the **management and leadership** of personnel and teams in the area of training development, training implementation and ToT.
- Oral and written fluency in English is a prerequisite.

## 6. Level of effort, Schedule

This assignment is expected to be 5 months of duration (1st of August 2021 – 31st of December 2021). The assignment shall take up to 39 man-days from the signing of the contract with Nile-SEC. A detailed schedule shall be developed at the beginning of the consultancy.

No travel for the consultant to the client’s premises will be required. The assignment shall be done remotely, and deliverables communicated electronically to the client as shown in table 1

Table 1: Level of effort – Milestones

No.	Deliverable	Person days (up to)
1	facilitation of the online kick-off meeting (online)	1
2	Inception report (Proposal of a human capacity development approach and strategy, Conceptual approach for testing and evaluation of the CSKMH, and Conceptual approach for onboarding / launching / awareness / promotion workshop for user community and decision makers in the NBI context)	5
3	Process steering - Overall coordination between stakeholders	3
4	Online testing and evaluation workshop, including an evaluation report	5
5	Implemented online launching / onboarding / awareness / promotion workshop	3
6	Prepared case studies for case study application training	7
7	Training workshops and report on case study results	15

## 9 Implementation arrangements

The Consultant shall sign a lumpsum contract with the Nile-SEC under the supervision of the Deputy Executive Director/Head of Basin-wide Program of the Nile-SEC. However, the consultant will work with the Regional Water Resources Modeler, and the NBI task team on a day-to-day basis.

### 10 How to apply

Interested applicants are advised to submit applications electronically through [vacancy@nilebasin.org](mailto:vacancy@nilebasin.org) Application/cover letter indicating the title of the assignment accompanied by detailed curriculum vitae should reach the Secretariat latest 20th July, 2021, not later than 5:00 pm (Local time in Entebbe, Uganda).