ToRs for Short-term Consultancy
Support NB-DSS National and Regional Trainings

Terms of Reference for Individual Consultant

Consultancy Title: Assisting in NB-DSS national and regional trainings
Position: Short term consultant
Reports to: Head, Water Resources Management Department (HWRMD)

1. BACKGROUND

The Nile Basin Initiative (NBI) is a partnership of the 10 riparian countries of the Nile basin to develop and manage the shared water resources of the Nile in a cooperative manner; with a shared vision: “to achieve sustainable socioeconomic development through the equitable utilization of, and benefit from, the common Nile Basin water resources”.

The current “Nile Cooperation for Results (NCoRe) project” focuses – among others – on strengthening the analytic capacity basin-wide. NB-DSS lies at the center of this area; intensive training and capacity development on NB-DSS applications is being carried out. A short-term consultant will be contracted to support this activity and will be mainly assisting in delivering national and regional NB-DSS trainings.

2. INTRODUCTION

The Nile Basin Decision Support System (NB-DSS) is a comprehensive analytic system designed to support water resources planning and management. The NB-DSS is primarily intended for use by technical staff from the Member State Ministries responsible for water, environment, hydropower, agriculture, and economic planning, as well as academic and research institutions. It is perfectly applicable to regional, sub-basin, and national levels.

To date, the NB-DSS has been distributed in 9 NBI member countries. In order to fully operationalize the NB-DSS, considerable capacity building is needed for all NBI countries through an intensive capacity development program in all NBI Member States. Within this context, training on NB-DSS to both NBI centers as well as NBI member states is being carried out systematically. The first round of ‘basic’ training, during which NB-DSS users from the NBI countries are introduced to the general features and applications, have been completed by the end of January 2014.

During the remaining time of 2014, considerable number of DSS trainings is planned, both nationally and regionally. In view of the limited capacity of the modeling team, in terms of staff number, involving short-term experts in order to further strengthen the modeling team and also to effectively and timely complete the second round of trainings is being initiated and mobilized.
Therefore, the Nile-SEC is desirous to contract a short-term consultant to assist the modeling team in successfully conducting NB-DSS national and regional training programs and activities in accordance of the WRMD work plan.

3. PURPOSE OF THE ASSIGNMENT

The general objective of this consultancy is to strengthen the capacity of the NBI Member States in applying the NB-DSS in resolving water resource planning and management problems at national as well as regional levels. The main emphasis of this consultancy assignment is to provide support to Nile SEC in the regional and national NB-DSS training programs and activities.

4. SCOPE OF WORK

The consultant shall assist the WRMD team in conducting DSS multi-level trainings in the 10 NBI countries according to the approved NCoRe work plan. The role of the consultant covers the entire domain of delivery of trainings; including preparing for the training workshops, conducting the training, and follow-up on the feedback and technical support required after the training. S/he should also support evaluation and improvement cycle.

The scope of work includes three major interlinked parts:

A. Support the Nile-SEC in delivering national and regional DSS trainings
B. Conduct selected NB-DSS training sessions; both nationally and regionally
C. Assist in the preparation for the NB-DSS standard trainings

The consultant has to block his time spans that synchronize with the detailed NB-DSS training work plan that will be made available at the beginning of the assignment.

The tasks to be undertaken by the consultant are, but not limited to, the following:

1. Meet with the Nile SEC WRM team to discuss, understand, and agree on the scope, methodology and expected outputs of this assignment
2. Support the WRMD tasks and activities related to NBI-DSS trainings:
   a. Participate in selected NB-DSS regional training workshops and assist in preparation for and conducting the training workshops;
   b. Assist and contribute to conducting national trainings for the DSS users in the NBI member states; the modality for each co-training will be agreed between the Nile-Sec and the consultant; the consultant may be assigned particular sessions to conduct, parallel to the other sessions, or assist in conducting specific sessions such as role play, group assignments, demos or collective exercises
   c. Support in the preparation for and reporting after the regional and national training
   d. Prepare selected reports on DSS trainings, including assessment and evaluation, analysis and indicators, suggestions and recommendations, etc.
   e. Participate in the revisions and finalization of the NB-DSS standard training modules
   f. Assist the NB-DSS team in providing first level technical support to NB-DSS users through the helpdesk and contribute solutions to the knowledgebase as required
5. DELIVERABLES

The key deliverables of this assignment are:

a) Training work plan, to be agreed with the regional modeler and approved by the HWRMD
b) Delivery of 7 one-week trainings at different Nile Basin countries within 2014
c) Final report that summarizes the findings and experience, remarks and suggestions, and justifiable recommendations for the forthcoming cycle of DSS trainings

6. DURATION

The assignment duration will be up to 10 months, the main working station will be Entebbe, Uganda. The work will be undertaken in the ten NBI member countries. The envisaged schedule of training activities, locations, and timing will be supplied by the HWRMD at the beginning of the assignment.

7. QUALIFICATIONS AND EXPERIENCE

- Masters level degree or higher in hydro-informatics, water resources engineering, water resources knowledge management, communication and IT or closely related fields
- In-depth knowledge and understanding of capacity development approaches and processes
- Proficiency in advanced tutorial and vocational training techniques is a significant advantage
- Seven (7) years of qualifying experience in water resources modeling, training design and delivering; involving Decision support Systems
- Experience working with knowledge transfer and training manuals
- Prior knowledge of the NB-DSS and Mike family models (Mike Hydro, NAM, Mike 11) is an advantage
- Five (5) years’ experience in DSS applications, preferably in the field of water resources
- Strong multi-cultural and inter-personnel skills; experience in working in multidisciplinary team is a significant advantage
- Demonstrated technical writing, analytical, presentation and reporting skills; ability to communicate complex technical concepts to multi-level audiences is required
- Strong English language skills (spoken and written); working knowledge of French is an advantage
- Experience working in Africa, particularly the Nile Basin countries, is preferred
- Willingness to travel in the region; as required

8. REPORTING

The Consultant shall report to Head, Water Resources Management Department, Nile-Sec, email: aseid@nilebasin.org; plot 12, Mpigi Road, Entebbe, Uganda; Tel: + 256 414 321 424; P O Box 192.

9. LEVEL OF EFFORT AND BUDGET

The contract period for this consultancy will extend from on 1 May, 2014 to 31 December, 2014. The total level of effort for this assignment during this period shall not exceed 60 man-days. Nile SEC Shall
pay the consultant USD xxx per each day worked based on submission of fee claim by the consultant and approved by the HWRMD. The total reimbursable expenses for the consultant shall not exceed USD xxx. Reimbursable expenses shall be used to cover international travel costs (economy class, most direct route - prior approval by the client on the itinerary and the ticket cost required) including daily subsistence allowances, and agreed miscellaneous expenses for consumables. Reimbursable expenses shall be paid upon approval by the client of statement of incurred expenses with supporting evidence (receipts) submitted by the consultant. All payments shall be made against fee claims submitted by the consultant that has been approved by the Head, Water Resources Management, Nile Basin Initiative Secretariat.