



Nile Basin Initiative Secretariat –Nile-SEC

Terms of Reference for an Individual Consultant for Selection of Regional Water Resources Modeler.

1. Background

The Nile Basin Initiative (NBI) is an inter-governmental organization initiated and led by the Nile riparian countries to promote joint development, protection and management of the common Nile Basin water resources. NBI has a Shared Vision, namely: 'to promote sustainable socioeconomic development through the equitable utilization of', and benefit from, the common Nile Basin water resources. The NBI provides a unique forum for the countries of the Nile Basin to move toward a cooperative process to realize tangible benefits in the basin and build a solid foundation of trust and confidence.

The Water Resources Management unit (WRMD) of the Nile-SEC is the technical arm that is responsible for analysis, capacity building, knowledge management and policy formulations for addressing transboundary water resources issues in the Nile Basin.

The Nile-SEC is in the process of recruiting a qualified professional to take up the position of Water Resources Modeler. The vacancy announcement was made in June 2024 and the shortlisting has been finalized. The final selection of the candidate shall be through an interview of shortlisted candidates, which is planned to take place on September 26th to 30th September 2024 timeframe.

The Nile-SEC intends to employ the services of an individual consultant to assist in the preparation of the interview structure, interview questions, conduct of interview and evaluation of candidates' performance.

2. Objective

The objective of this assignment is to design and implement an objective, transparent and fair process for selection of the most suitable candidate to fill the vacancy of water resources modeler at the Nile-SEC.

3. Confidentiality

The design and conduct of the interview process shall be carried out in strict confidentiality to ensure a fair and objective process for selection of the most suitable candidate for the vacancy. No part of the draft interview structure shall be made available by the consultant before the interview date.

4. Scope of work

a) Before the interview

- Review the Terms of Reference for the WR Modeler position and synthesize required qualifications and work experiences
- Develop a scheme of how these requirements shall be assessed through the elements of the interview (oral interview, written/practical assessments, presentations) which will be disclosed on the day of the Interview, discussed and agreed with Interview Panel Members on 30th September 2024 at 8:00am
- Design the interview structure; improve the structure in consultation with Senior Management 27th September which will be discussed and agreed with Interview Panel Members on 30th September at 8:00am
- Develop questions for all components the interview; the interview questions ahead of Interview date which shall be disclosed on the date of the interview and finalized through inputs from the panel members on 30th September 2024 at 8:00am.
- Develop sample answers/solutions to interview questions for briefing and review with Interview panel.
- Prepare scoring sheets and interview guides for use by panel members on 30th September 2024.

b) During the interview

- Guide the interview process orienting the panel members on the conduct of the interview
 - Assist panel members in clarifying any issues they may have regarding interview process, questions and evaluation process
 - As a member of the panel, score the performance of each candidate Collect scoring sheets from panel members, compile and synthesize scoring results
 - Panel will be chaired by the Nile Technical Advisory Committee Chair
- c) Immediately after the interview
- Compile and present interview report, receive and incorporate feedback from the panel members and finalize the report.
 - Consolidate all interview results and final overall report with recommendations and present the same for signature by panel members.

5. Deliverables

No	Deliverable	Due by
1	Travel Date to Entebbe	26th th September 2024
1.1	<p>Preparation of Draft interview tools containing:</p> <ul style="list-style-type: none"> • Interview structure (a short document, Max 3 pages) outlining the key requirements for the Water Resources Modeler position and how these shall be assessed through the interview components • Interview Sample Questions • Interview Sample Answers • Scoring Sheets • Note: <i>The prepared tools are confidential and must not be shared with any panelist or other person</i> 	27 ^h to 29 th September 2024

	<i>prior to interview date. These are to be discussed and agreed with Panel Members during the interview day</i>	
2	Undertake Interview with other panel members on interview date: <ul style="list-style-type: none"> • Discuss and agree tools with interview panel • Administer interview tools eg. Written, presentations among others 	30 th September 2024
3	- Generate Interview report with recommendation on candidate selection	30 th September 2024
4	Travel Back Date	1 st October 2024
4	Submission of final consultancy report	2-3 days after interview completion

6. Academic/Professional Qualification and Experience

The consultant shall be a senior water resources specialist with strong background and hands-on experiences in water resources modeling covering aspects of hydrologic (rainfall-runoff), river-system, and hydro-dynamic modeling; optimization, economic cost-benefit analysis and multi-criteria analysis. The minimum required qualifications and experiences are given below:

6.1. Academic Qualifications

- Minimum a master's degree or preferably MSc in relevant fields of Water resources such as Civil Engineering, Water Resource Engineering and management, Hydrology or other technical related field.

6.2. Minimum Experience Required

- At least ten years of working experience in water resources engineering, or a related field, with recognized technical expertise. In addition, seven years post MSc hands on experience in the above fields is desirable.
- Proficiency in at least two modelling systems, such as RiverWare, RIBASIM, SWAT, Mike Hydro, GAMS, WEAP, TALSIM-NG
- Wide experience with water resources modelling for watershed and riverine applications; experience in database development, and Geographical Information System (GIS) is an advantage.
- Working knowledge of the Nile Basin DSS is an advantage
- Proficiency in at least one modern computer programming language

6.3. Skills Required

- Water resource modelling skills
- Data processing and analysis
- Technical writing
- Hydrology
- Processing and using climate change data in water resources modelling
- Excellent written and spoken English.
- Strong analytical and presentation skills.
- Excellent sense of initiative, ability to set priorities and work under pressure with accuracy and dedication

7. Level of effort and budget

The total level of effort for this assignment is expected to be 4 working days, including the 2 days needed for preparation of the interview materials, one day conducting of the interview and reporting and one day for the consultant final Interview report. The Nile-SEC shall pay a lump-sum of as arrived at daily rate of professional fee to be negotiated with the selected consultant ahead of the assignment. Nile SEC will cover travel related costs (economy class air-ticket to and from Entebbe, Daily Subsistence Allowance as per NBI rules, Visa and airport transfer). It is envisaged that the consultant shall make one travel to Entebbe as part of this

assignment and will also take up appropriate travel insurance while on travel for this assignment.

8. Application Procedure

Interested candidates should submit application/cover letter indicating the title of the assignment accompanied by a detailed curriculum vitae to reach the Executive Director through attention to: recruitment@nilebasin.org not later than 27th September at 12.00 PM (Local Time in Entebbe, Uganda).

9. Schedule

The interview process is expected to take a maximum of 3 days and is planned to be conducted on 30th September 2024.

10. Implementation arrangement

The consultant shall enter a lump-sum contract with the Nile-SEC. The consultant will work with the Administration and HR Officer under overall supervision of the Head of Corporate. All reports and communications shall be addressed to Executive Director at; nbisec@nilebasin.org. Contractual matters shall be addressed to the Nile-SEC Procurement Officer at embonye@nilebasin.org.