



## **Terms of Reference (ToR) for an Individual Consultant**

### **To support the Recruitment (interview level) of Deputy Executive Director/Head of Basin Wide Programme (DED/HBWP)**

**October 2024**

#### **1. Background**

The Nile Basin Initiative [NBI] is an intergovernmental partnership of the riparian States of the Nile comprising Burundi, Democratic Republic of Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. It was established in 1999 as a Transitional Mechanism by the Council of Ministers on Water Affairs to foster cooperation and sustainable development of the Nile River for the benefit of the 10 countries. The NBI shared vision is to achieve “**sustainable socio-economic development through the equitable utilization of, and benefit from, the common Nile Basin water resources**”. NBI has three Centres: NBI SEC based in Entebbe, Uganda, NELSAP-CU based in Kigali, Rwanda and ENTRO based in Addis Ababa, Ethiopia.

NBI Secretariat is in the process of recruiting a highly qualified and competent professional for the position of Deputy Executive Director/Head of Basin Wide Program (DED/HBWP). This is a regional recruitment position to be based at the NBI Secretariat (Nile SEC) at Entebbe in Uganda.

##### **1.1 Job Purpose/Role:**

The position of Deputy Executive Director/Head of Basin Wide Program at NBI Secretariat is a Key Position in Senior Management. The main purpose of this job is to spearhead and coordinate programmes and projects, ensure continuous, sustainable, effective and efficient implementation, enhance the WRM development of the Basin as an engine of development in realization of its shared vision. The DED/HBWP will ensure that NBI Objectives and Actions are constantly aligned to Global and regional commitments to which Member countries are signatories. The DED will also lead resource mobilization efforts for NBI Secretariat programs in close liaison with the two (2) NBI Investments arms.

The Jobholder will provide Basin wide leadership in strategic planning, water policy and water resource management functions of the NBI. Guide the participatory and sustainable development of the Nile Basin through provision of strategic analysis and strategic planning services, participatory policy formulation, sound planning for sustainable and equitable development of water and related natural resources, and development of best practices in sound management of Nile Basin Initiative programs.

The Nile-SEC intends to employ the services of a short-term consultant to assist in the recruitment/Interview process of the shortlisted applicants, preparation of the interview structure, interview questions, and 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 position of Deputy Executive Director/Head of Basin Wide Program at the Nile Basin Initiative Secretariat (Nile SEC).

## **3. General Approach**

### **a. 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 questions or tools shall be made available by the consultant to any panelist or staff of Nile-SEC before the interview date.

### **b. Aligning the interview structure to the experiences and skills required**

The interview structure is required to include oral (verbal interview), presentation skills (power point preparation and presentation), and practical/hands-on skills (written assessment). The practical/hands-on competence test shall be designed to gauge candidates' competence of the key requirements of the ToR, i.e. on practical experiences in program management & Water Resources Management specific to NBI's context. The Job holder (DED) will ensure that NBI Objectives and actions are constantly aligned to Global and regional agreements /conventions to which member countries are signatories. DED will also lead resource mobilization efforts for Nile SEC programs and provide leadership in strategic planning, water policy and water resource management.

## **4. Scope of work**

### **a) Before the interview**

- Identify competency requirements from the ToR and job description for the position of DED/HBWP and Basin Wide Program.
- Develop an interview structure that will match the requirements of the position (vacancy) and ensure an objective and appropriately rigorous interview process.
- Develop draft questions for all components of the interview in confidentiality; the interview questions shall only be disclosed on the day the interview component will be implemented.
- Develop sample answers/solutions to interview questions, which will be discussed by interview panel members on the date of the interview.
- Prepare and submit to the Interview panelists scoring sheets and interview guides for their use during the interview.

### **b) During the interview**

- Guide the interview process orienting the panel members on the conduct of the interview
- Provide Technical expertise in respect of the position being assessed

- Assist panel members in clarifying any issues they may have regarding interview process, questions and evaluation process
- Collect scoring sheets from panel members, synthesize scoring results
- As a member of the panel, score the performance of each candidate for an oral interview
- Mark written Interviews for all candidates
- Prepare summary of strengths and weaknesses of candidates, discuss with panel and finalize

**c) Immediately after the interview**

- Compile and present interview report, accommodate feedback from the panel and finalize the report on the same date as the interview
- Consolidate all interview results and report and present the same for signature by panel members that same day
- Prepare a short (maximum 4 pages) overall report of the assignment with recommendations

**5. Deliverables**

No	Deliverable	Indicative Due date	Responsible
1	Travel date to NBI at Entebbe	<b>28th October 2024</b>	Consultant and Procurement Unit
1	<p><b>Draft Interview structure:</b></p> <p>Preparation of Draft interview tools containing:</p> <ul style="list-style-type: none"> <li>• Interview structure (a short document, Max 4 pages) outlining the key requirements for positioned/HBWP and how these shall be assessed through the interview components.</li> <li>• Interview Sample Questions</li> <li>• Interview Sample Answers</li> <li>• Scoring Sheets</li> </ul> <p><i>Note: The prepared tools are confidential and must not be shared with any panelist or other person prior to interview date. These are to be discussed and agreed with Panel Members during the interview day.</i></p>	<b>29<sup>th</sup> – 30<sup>th</sup> October 2024</b>	Consultant
2	<p><b>Support and Undertake Interview:</b></p> <p><b>i) Sharing Documentation to panelists</b></p>	<p><b>31st October 2024</b></p> <p>To be submitted to the panel on date of</p>	Consultant/Interview Panel

	<p><b>including:</b></p> <ul style="list-style-type: none"> <li>- Interview Sample Questions</li> <li>- Interview Sample answers</li> <li>- Scoring sheets</li> </ul> <p><b>ii) Undertake Interview with other panel members on interview date:</b></p> <ul style="list-style-type: none"> <li>- Discuss and agree tools with interview panel</li> <li>- Administer interview tools e.g. Written, presentations among others</li> </ul>	<p>interview,</p> <p>The document shall be reviewed by the panel; After review by panel, consultant will revise or improve and re-submit the document to the panel in case of need to.</p>	
3	<p><b>Interview report</b></p> <p>Generate Interview report with recommendation on candidate selection</p>	<p><b>31st October 2024</b></p> <p>Day of interview; the report will be signed by Interview panel</p>	<p>Consultant/Interview Panel</p>
4	<p><b>Final consultancy report outlining:</b></p> <ul style="list-style-type: none"> <li>• Observations during the Interview process</li> <li>• What needs to be improved</li> <li>• Future recommendations</li> </ul>	<p>One day after interview completion</p>	<p>Consultant/Interview Panel</p>
	<p>Travel Back date</p>	<p>1st<sup>st</sup> November 2024</p>	<p>Consultant-Admin/HR</p>
	<p>Submission of final consultancy report</p>	<p>2-3 days after interview completion</p>	<p>Submission of final consultancy report</p>

## 6. Qualifications and Experiences required

The consultant shall be a Water Resources Management Expert with strong background and hands-on experiences in Water Resources covering aspects of Organizational/ Programme Management, River Basin wide Management, Donor funds management and Human Resources.

### The minimum required qualifications and experiences are:

- Advanced university degree preferably PhD in Water Resources Management/Planning and Development; River basin management; or closely related fields.
- At least 12 years of work experience in Water Resources Planning, Development & Management, Hydrology, and river basin management or closely related areas.
- Hands-on experience on water resources/hydrologic modeling and its use in water resources planning and management is a significant advantage.

- Experience working with multi-lateral institutions is desirable
- International experience within the Nile Basin Countries
- Experience in Project Management.

### **Competency**

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to maintain neutrality and independence
- In-depth knowledge of transboundary water resources management, economics, and corporate governance and trends at national, regional and international levels, including in-depth understanding of river basin initiatives in the global marketplace
- Ability to effectively manage technical and administrative teams; work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Strong knowledge about the political and socio-economic context related to the Nile Basin (significant advantage).

### **Skills and Competencies**

- In-depth knowledge of transboundary water resources management, economics, and corporate governance and trends at national, regional and international levels, including in-depth understanding of river basin initiatives in the global marketplace
- The ability to represent all Nile Basin countries is critical for ensuring the effectiveness of the NBI and its Secretariat, as well as for maintaining the broad support and confidence of member states and the international community.
- Strong leadership and skills to foster teamwork; develop and motivate staff, resolve conflicts as well as ability to provide direction, guidance, momentum and vision in order to achieve organizational objectives
- Strong communication and presentation skills, including ability to develop proposals, concept papers, position papers as well as write reports and prepare relevant publications.
- High level interpersonal and cross-cultural skills including ability to build alliances and collaborative relationships with sensitivity to diversity.
- Strong expertise in strategic management, project planning and budgeting, resource management, implementation as well as monitoring and evaluation
- Proficiency in computer applications and Information, Communication and Technology (ICT) Skills.
- Ability to develop and implement performance management systems, giving candid performance feedback, rewarding desirable behaviours and providing support to professional development efforts linked to strategic objectives.
- Ability to motivate and empower staff by removing obstacles hindering the achievement of strategic objectives, focusing on results and delivering what is promised, on time and within budget
- Ability to maintain high standards of ethics and integrity; establish straightforward, productive relationships; treating individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences.

- Ability to initiate and implement planned organizational changes, adapt to rapidly changing conditions as well as align programs in the appropriate direction with cohesiveness and a sense of urgency.
- Strong interpersonal skills and ability to create and maintain relevant networks and collaborative relations internally and externally.
- Ability to work in a multi-cultural and diverse environment

### **7. Level of Effort and Compensation**

The total level of effort for this assignment is expected to be 04 working days, including the days needed for Analyzing Evaluation report, Job Description and related review of relevant documentation on this recruitment, drafting questions/ interview material (for Written, Oral and Presentation), Participate and guide in the Interviews process, Prepare an Interview Report for approval by the Panel.

The Nile-SEC shall pay a lump-sum on 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. Schedule**

The interview preparations and process is expected to take a maximum of 04 days and is planned to be conducted on 31<sup>st</sup> October 2024 or any other date to be advised in writing.

### **9. Implementation arrangement**

The consultant shall be engaged on a lump-sum contract by Nile-SEC. The consultant will be supervised by the Head of Corporate Services under overall supervision of the Executive Director. All reports and communications shall be addressed to Executive Director at; [nbisec@nilebasin.org](mailto:nbisec@nilebasin.org). Contractual matters shall be addressed to the attention of Nile-SEC Procurement Officer at [recruitment@nilebasin.org](mailto:recruitment@nilebasin.org)

### **10. How to apply:**

Interested and Suitably qualified individuals are invited to visit the NBI website at [www.nilebasin.org](http://www.nilebasin.org) to download the full description/Terms of Reference and submit their application/ cover letters with CV electronically addressed to the Executive Director at: [recruitment@nilebasin.org](mailto:recruitment@nilebasin.org) and copied to [nbisec@nilebasin.org](mailto:nbisec@nilebasin.org) not later than 24<sup>th</sup> October 2024. Kindly indicate the name of the Consultancy you are applying for under the subject of your application letter.