



NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL

Nile Basin Initiative Secretariat (Nile-SEC)

TERMS OF REFERENCE

**Technical Officer for Organization of the eighth Nile Basin Development Forum
(Program Development, Papers' Selection, Event Management, and Reporting)**

1. **Preface:** the Eighth Nile Basin Development Forum (NBDF) is being organized in Dare Selam, Tanzania during 27 – 29 November 2026. The NBDF is a science – policy dialogue forum organized by NBI every three years to bring together decision makers, academics and researchers, experts and professionals, NGOs, and the leading donors and development partners to exchange experiences and draw lessons and recommendations on Nile Basin sustainability and good practices as well as strategic interventions. NBI seeks a professional technical officer to support the process before, during and after the forum. The consultant will lead the technical preparations, support the logistical arrangements, guide convening the sessions, compile the proceedings, and develop the final NBDF-8 report. The assignment will be undertaken between August through November 2026. He/she has to closely work with the NBI NBDF-8 Technical Sub-committee. This Terms of Reference lays out the scope of work and main deliverables.
2. **Background:** The Nile Basin Initiative (NBI) is a partnership of the riparian states of the Nile comprising Burundi, Democratic Republic of Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, Sudan, Tanzania and Uganda. Eritrea is participating as an observer. The NBI seeks to develop the river Nile in a cooperative manner, share substantial socio-economic benefits, and promote regional peace and security to achieve its Shared Vision of *“sustainable socio-economic development through equitable utilization of, and benefit from, the common Nile Basin water resources”*. The NBI operates a regional secretariat in Entebbe, Uganda and two sub-basin (SAPs) offices in Kigali, Rwanda and Addis Ababa, Ethiopia.
3. **The Nile Basin Development Forum (NBDF)** is a biennial event organized by the Nile Basin Initiative. The forum provides the platform for policy makers, researchers, academia, business and local communities for bringing forth and exchange ideas, research findings, novel practices and policies on the River Nile; addressing multi-dimensional and multi-scale application cases. The 8th NBDF shall take place in November 2026 in Dar es Salam , Tanzania.

The theme for the Eighth NBDF theme, organized around four sub-themes, is dedicated to transboundary cooperation among the Nile riparian countries in the river basin that is facing growing pressures in the midst of uncertain climate change impacts. The forum shall bring together diverse set of national, regional, and international stakeholders for whom the Nile matters most and can make constructive contributions towards ensuring its sustainable management.

Theme and Sub-theme

Theme

Building a resilient and inclusive Nile future: investing in people, innovation and cooperation for shared prosperity.

Sub themes

The 8th NBDF is structured along four key topics namely **Investing in People; Investment Financing; Integrated Water Resources Management for Climate Resilience and Disaster Risk Reduction in the Nile Basin and Shared Prosperity through Cooperative Water Management**. The topics are also in line with the six pillars of the NBI 10 Year (2017 – 2027) Strategy.

The Nile-Sec has formed a Regional Organizing Committee; a technical sub-committee, a logistical sub-committee, resources mobilization sub-committee and communication sub-committee. The committee will be working round the clock to timely complete the planned tasks. Preparations for the NBDF8 are at early stage. Call for abstracts is waiting for the launch of the NBDF8 by host country and will be posted after launching to our website and disseminated widely. Abstract selection – shortlisting - has to be completed and forum presentations will be received and archived within the Month of August, 2026. Identification of keynote speakers, panellists, moderators and rapporteurs needs to be done. A preliminary program design has to be prepared and thereafter finalized; with co-convening partners.

The Nile-Sec therefore intends to employ the service of an individual consultant (the Technical Officer) to strengthen and support the NBDF-8 Secretariat (Organizing Committee) for the preparation, conducting of, and reporting on the Forum.

4. **The Objective of this assignment** is to provide technical guidance and operational support to the preparation for, conducting of, and reporting on the NBDF-8.
5. **Scope of work:** the scope of work covers all aspects of technical preparation for the NBDF 8; technical oversight of the conduct of the Forum, compilation of reports, declarations, messages and other communications from the Forum; and documenting the entire exercise in a form of Final Report. The assignment is mainly divided into three inter-connected 'successive' phases; as follows:
 - A. The first phase which focuses on program design, review of abstracts and technical preparatory work for the forum. The consultant will work from the Nile Sec in Entebbe.
 - B. Immediately before the forum, during the third week of November, he/she will travel to Tanzania with the NBI team where he/she will set the scene for the sessions and contribute to the preparations. During the forum, he/she will be the principal rapporteur who shall provide guidance, administers running and reporting, coordinates the reporting, and compiles the sessions' reports and outcomes.
 - C. After the forum, he/she will work from home to produce the forum final report.

The specification of the scope of work includes, but not limited to, the following:

Roles and Responsibilities of the NBDF Technical Officer

The Technical Officer will provide technical, coordination, and organizational support to the Nile Basin Initiative (NBI) Secretariat in the successful planning, execution, and documentation of the 8th Nile Basin Development Forum (NBDF-8) and its associated pre-Forum activities. The officer will work closely with the NBI Secretariat, the National Organizing Committee (NOC) of Tanzania, and thematic subcommittees to ensure that the Forum's objectives are achieved efficiently and to a high professional standard.

1. Forum Conceptualization and Design

- **Prepare the NBDF Concept Note:** Draft and regularly update the overarching concept note outlining the Forum's theme, objectives, structure, key messages, and expected outcomes.

Purpose: Provides the foundation for partner engagement, communication, and resource mobilization.

- **Develop the Forum's Thematic Framework:** Support the definition of sub-themes, plenary topics, and session formats in consultation with NBI experts and partners to ensure strategic alignment with NBI priorities and regional water challenges.

2. Call for Abstracts and Paper Management

- **Draft the NBDF Announcement and Call for Abstracts:** Prepare a clear and compelling public call inviting technical papers, case studies, and innovations relevant to the Forum theme. Ensure alignment with communication standards and wide dissemination through NBI's networks, website, and partners.
- **Develop Abstract Evaluation Criteria:** Establish transparent, objective, and balanced criteria for assessing abstract quality, relevance, and innovation.
- **Coordinate Abstract Review and Selection:** Manage the review process, including recruiting reviewers, consolidating scores, and preparing selection summaries.
- **Notify Authors of Outcomes:** Draft and send professional notification letters to both successful and unsuccessful authors, ensuring timely communication and feedback.
- **Provide Technical Guidance to Authors:** Offer guidance and feedback to authors on improving abstracts, preparing full papers, or developing PowerPoint presentations for NBDF sessions.

3. Program Development and Speaker Management

- **Identify and Recruit Keynote Speakers, Moderators, and Panelists:** with support from the NBI, conduct targeted outreach and headhunting of high-profile experts, practitioners, and

policymakers to participate in key Forum sessions.

Purpose: Ensures diversity, credibility, and depth of expertise across Forum discussions.

- **Prepare the Full NBDF Webinars Program:** Design and coordinate the sequence, topics, and participants of the pre-Forum webinars to generate momentum and refine technical content for the main Forum.
- **Provide Briefing and Guidance to Speakers and Session Leads:** Prepare briefing notes and offer guidance to keynote speakers, moderators, panelists, and rapporteurs to ensure clarity of roles, session coherence, and effective time management.
- **Coordinate Webinar Delivery:** Oversee all technical and logistical aspects of pre-Forum webinars — including scheduling, moderation, participant engagement, and troubleshooting during sessions.
- **Prepare Webinar Reports:** Document discussions, key takeaways, and recommendations from each webinar as input to the main Forum’s agenda and outcomes.

4. Forum Coordination and Implementation

- **Prepare the Full Program of the Physical Forum:** Develop a comprehensive Forum agenda integrating plenaries, thematic sessions, exhibitions, side events, and cultural activities. Work closely with session leads and partners to finalize details.
- **Coordinate Session Logistics and Content:** Collaborate with the NOC and event management team to ensure that all sessions are technically sound, well-resourced, and properly sequenced.
- **Support Speaker and Delegate Management:** Prepare and maintain the speakers’ database, coordinate travel and logistics (as needed), and ensure effective communication and briefing of participants before the event.
- **Coordinate Exhibition and Side Events:** Liaise with partners and sponsors to organize exhibitions, poster sessions, and side events aligned with the Forum’s objectives.
- **Ensure Gender and Youth Inclusion:** Integrate gender and youth participation across sessions and activities, ensuring representation in panels and speaking roles.

5. Documentation and Reporting

- **Draft the NBDF Declaration:** Prepare the first draft of the Forum Declaration capturing the main commitments, recommendations, and calls to action emerging from the discussions.
- **Prepare the NBDF Technical Report:** Compile a comprehensive report documenting the Forum proceedings, key messages, outcomes, and lessons learned.

- **Maintain Repository of Forum Materials:** Ensure all abstracts, papers, presentations, session summaries, photos, and recordings are archived systematically for dissemination and institutional memory.

6. Communication, Outreach, and Visibility

- **Support Communication Activities:** Collaborate with the NBI Communications Unit to ensure consistent messaging, visual identity, and visibility of NBDF events (including promotional content, newsletters, and social media updates).
- **Coordinate with the National Organizing Committee:** Provide regular updates, prepare briefing materials, and align technical activities with the national communication and outreach plans.
- **Document and Share Success Stories:** Capture short write-ups, photos, and human-interest stories from NBDF-related events to enhance visibility and outreach before, during, and after the Forum.

7. Monitoring, Evaluation, and Learning

- **Track Progress of Preparatory Tasks:** Maintain a detailed implementation schedule and monitor the completion of all preparatory milestones and deliverables.
- **Evaluate Participation and Impact:** Support data collection on participation, session feedback, media coverage, and engagement indicators to inform future Forum improvements.
- **Contribute to Post-Forum Review:** Participate in debriefing and lessons-learned sessions to improve planning and execution of subsequent NBDF editions.

Key Expected Outputs

- Approved **NBDF Concept Note** and **program frameworks** (webinars and physical event)
- Comprehensive **abstract review report** and finalized list of accepted papers
- Fully coordinated and documented **webinar series**
- High-quality **Forum program, speakers' list, and session briefs**
- Draft **NBDF Declaration** and **Forum Report**
- Complete documentation and digital repository of Forum materials.

6. **Table 1: Deliverables:** the following are the deliverables of this assignment

Stage	Deliverable	Indicative due date/ Weeks from the Starting Date
Forum preparation	1) Forum preparation and organization plan (Forum Plan), including activity schedules, key milestones and resource requirements. Vital elements of the plan include the Forum program, session descriptions, guidance and notes, and other forum planning related contents as required by the client.	First draft <u>3 weeks</u> after consultancy start (to be updated every two weeks)
	2) Publishing ready abstract volume	September
	3) Compiled presentations submitted by authors, reviewed and finalized as per comments by forum Secretariat and other involved experts	September, tentatively
Forum	4) Successful completion of Forum	29 November
	5) Compiled (consolidated) session messages	29 November
	6) Final Forum declaration	29 November
	7) Final Forum Documentation – documentation of forum, process, key messages, lessons learned, and recommendations.	December 2026

7. **Level of effort:** the total level of effort for this assignment is expected to be 35-40 man-days distributed over the contract period 1August to 15th December 2026. The Client shall pay the consultant a total professional fee of USD (to be determined based on agreed daily professional fee rate). Cost for work related travels for the consultant shall be separately paid by the Client as per prevailing regulations of the NBI. It is estimated that the consultant shall undertake one trip to Tanzania. The total travel related costs shall not exceed USD 600. The consultant is required to spend up to 40 days of work at the Nile Sec (Entebbe) and Tanzania. All travels will have to be approved by the NBDF program task manager and arrangements for the Consultant shall be made by the Client, according to NBI rules and procedures.
8. **Implementation arrangement:** the consultant shall sign contract with the Nile-Sec. The contract shall be a lump-sum contract where payment shall be upon submission of acceptable deliverables (see deliverables list above). The Nile-Sec shall be responsible for the contracting of the consultant and technical oversight. The consultant shall work closely with staff of the NBDF-8 secretariat and report to Head of basin wide program.

The technical sub-committee will be intensively involved in the technical matters; e.g. selecting the abstracts, reviewing papers and presentations, provide feedbacks on NBDF-8 proposed program, propose speakers and moderators/facilitators, review and comment on the proceedings of NBDF-8 and the final report, participation in overseeing the sessions, etc. It is, however, the full responsibility of the consultant to manage and steer the entire process so that the forum is held successfully and the expected outputs are achieved.

The consultant shall work from his/her home venue and partly from the NBI secretariat. As the dates of the Forum approach, the consultant will be required to move to Tanzania and work closely with other members of the organizing committee in making final preparation and later provide technical oversight during the Forum. The NBDF-8 proceedings and final report will be developed at his/her venue. The consultant is required to plan for up to 40 days for work on-site at the NBI Secretariat (Entebbe) and Tanzania. Approximate dates of on-site presence of the consultant are given in Table 2.

9. **Payment schedule:** payment of professional fee shall be made against deliverables accepted by the client. The proposed payment schedule is given in Table 3.

Table 3: Payment schedule

Trigger	Percentage of professional fee
Acceptance of Deliverables 1 – 3 by client	30%
Acceptance of Deliverables 4 – 6 by client	40%
Acceptance of Deliverables 7 by client	30%

10. **Timetable:** the Eighth Nile Basin Development Forum (NBDF-8) shall take place 27 – 29 November 2026. All preparations for the forum have to be completed well ahead as shown in the deliverables schedule in Table 1.

11. Minimum qualifications and experience

The expert should meet the following academic and expertise as a minimum:

- An MSC or equivalent degree in water resources, regional development, environmental management (or engineering), or closely related fields.
- A minimum of 15 years of professional experience in transboundary water resources management and development.
- A demonstrated experience in preparation for, organization, administration, and reporting on scientific conferences and symposium.
- Experience working on issues and aspects of sub-themes identified for the NBDF5 (gauged by the number of years and relevance of the experience).

- Experience in leading multi-disciplinary and multi-cultural teams is required.
- Proven experience in technical writing.
- Considerable experience in reviewing scientific literature.
- Experience in concept development.
- Experience in using MS office package.
- Knowledge of the hydro politics of the NB is considered an asset.

12. Interested applicants are advised to submit an electronic application to the following email address wrmconsult@nilebasin.org. The application/cover letter along with a detailed curriculum vitae should reach the NBI Secretariat no later than 12 00 pm (Local time in Entebbe) by 16-08-2026. Women are strongly encouraged to apply