

**AUTORITE DU BASSIN DE LA  
VOLTA**



**VOLTA BASIN AUTHORITY**

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**Bénin- Burkina- Côte d'Ivoire- Ghana- Mali- Togo**

**TERMS OF REFERENCE**

**SELECTION OF CONSULTANT  
FOR RECRUITMENT OF EXECUTIVE DIRECTOR  
AND DEPUTY EXECUTIVE DIRECTOR  
OF THE VOLTA BASIN AUTHORITY**

**November 2016**

## 1.0 Background

The Volta is a transboundary river, which drains a basin of 400,000 km<sup>2</sup> unequally shared by six West African States (Benin, Burkina Faso, Côte d'Ivoire, Ghana, Mali and Togo) that are dependent on exploitation of its natural resources for their development. In order to promote sustainable development of the water resources of the basin, the Ministers responsible for water resources of the riparian countries approved a draft Convention and Statutes for the Volta Basin Authority (VBA) on 16 July 2006 in Lome. On 19 January 2007, the Heads of State and Government of the countries adopted the Convention on the Status of the Volta and Establishment of the VBA. Following this, the Council of Ministers, at its first meeting on 16 November 2007 in Ouagadougou, approved the Statutes and Institutional Framework of VBA. The Convention came into force in August 2004 with its ratification by four (4) out of the six (6) Member States. All the riparian countries have ratified the Convention since 2012. The headquarters of the Volta Basin Authority is in Ouagadougou, Burkina Faso.

According to Article 6 of the Convention, VBA has a mandate to:

- i. Promote permanent consultation tools among the parties for development of the basin;
- ii. Promote the implementation of integrated water resources management and the equitable distribution of the benefits resulting from their various utilizations;
- iii. Authorize the development of infrastructure and projects planned by the stakeholders and which could have substantial impact on the water resources of the basin;
- iv. Develop joint projects and works;
- v. Contribute to poverty alleviation, the sustainable development of the Parties in the Volta basin, and for better socioeconomic integration in the sub-region.

Also as stipulated in Article 8 of the Convention, the five permanent administrative organs of the Authority are:

- i. Assembly of Heads of State and Government
- ii. Council of Ministers Responsible for Water Resources
- iii. Forum of Parties Involved in Development of the Volta Basin
- iv. Committee of Experts
- v. The Executive Directorate

The Executive Directorate, as stated in Article 9 of the VBA Statutes, is the executive body of VBA, which applies the decisions of the Council and reports regularly on their implementation. The Executive Directorate also provides secretarial support for all the bodies of the Authority. It is headed by an Executive Director who is assisted by a Deputy Executive Director in charge of operations.

The Executive Director is appointed by the Assembly of Heads of State and Government for a four-year period renewable once on the recommendation of the Council of Ministers

in accordance with procedures set forth in the Staff Conditions of Service. Furthermore, Article 5 of the VBA Conditions of Service states that the Deputy Executive Director is appointed by the Council of Ministers

The 6<sup>th</sup> meeting of the VBA Council of Ministers held in Cotonou, on 10 June 2016, by its resolutions, decided among others, to launch a recruitment process by advertising for an Executive Director and Deputy Executive Director in charge of operations, to which the current Directors may apply.

## **2.0 The Mandate of the Consultant**

The consultant is assigned to analyze the applications and assess applicants to the position of Executive Director and Deputy Executive Director of VBA in order to shortlist qualified candidates for these positions.

## **3.0 Scope of Assignment and Expected Results and Schedule of Activities**

### ***3.1 Scope of Assignment***

The expected duration of the service is four (4) weeks including taking into account comments made by the Chairman of the VBA Council of Ministers. The Consultant shall receive a pre-tax lump-sum payment of five million (5,000,000) F CFA, excluding accommodation and transportation between the consultant's country of residence and the country of residence of the Chairman of the Council of Ministers. Reimbursement for transportation and accommodation costs shall be based on the rate applied to the VBA experts.

The Consultant shall first collect the applications in hard or soft copies as received by the Minister of Energy, Water and Mines of Benin who will lead the process of recruitment of the two Directors. The submitted applications will be analyzed in a transparent manner, based on criteria of compliance with the requirements and qualifications of candidates as per the recruitment advertisement, which will result in selection of the best applications.

The second stage of the assignment will consist of checking, among others, the skills, experiences, knowledge especially in the field of transboundary water resources and the managerial capacities of the shortlisted candidates. The Consultant shall organize interviews for the candidates if necessary. The interviews may be face-to-face, by phone or by Skype, depending on circumstances. In all cases, measures shall be taken by the Consultant to ensure equal opportunities to the candidates.

After assessing the candidates, the Consultant shall propose to the VBA Council of Ministers, through the Chairman of the Council, the Minister for Energy, Water and Mines of Benin, a shortlist of those qualified for the position of Executive Director, and another shortlist of candidates for the position of Deputy Executive Director in a comprehensive report.

### **3.2 *Expected Results***

After the assignment, the following results are expected:

- All the applications received by the Chairman of the VBA Council of Ministers, Minister of Energy, Water and Mines of Benin are collected and examined by the Consultant;
- The criteria for shortlisting and final selection of candidates are specified;
- A maximum of five (05) candidates are shortlisted per position and classified in order of merit;
- Eligible candidates for the positions of Executive Director and Deputy Executive Director of VBA are clearly identified.

### **3.3 *Expected Products and Schedule of the Assignment***

The assignment will begin by a scoping meeting between Chairman of the VBA Council of Ministers, Minister of Energy, Water and Mines of Benin and the Consultant, which would lead to agreement on the method, tools and resources required. It may also lead to signing of a consultancy contract.

After signing the contract and acknowledging receipt of files, the consultant shall carry out the examination of all the applications received within one (1) week, after which he shall be expected to present a shortlist of qualified candidates. The list of candidates preselected for the two positions is expected after the deadline.

From the approval of this list, the Consultant shall further assess the shortlisted candidates within two weeks based on the already defined criteria. A draft report is expected at the end of this session (in French and English) with details of the recruitment process and accompanied by a list of qualified candidates recommended for the positions of Executive Director and Deputy Executive Director.

Finally, the Consultant shall update his draft recruitment report within one week from the date of reception of comments of the President of the Council of Ministers and submit the final report in English and French.

## **4.0 *Profile of the Consultant***

The assignment requires the competences of a specialized Consultancy Office based in one of the six riparian countries of VBA and possessing the following:

- Professional experience of at least ten (10) years in recruitment of high level staff in the public or semi-public sector;
- Good understanding of international transboundary water resources management trends;
- Good understanding of the francophone and Anglophone education systems in the VBA Member States;

- Familiarity with this type of assignments within the Volta Basin countries and the West African sub-region in general;
- Ability to deal with high ranking civil service administrative authorities;
- Proficiency in French and English and ability to work in the two languages.
- High collaborative ability and spirit of synthesis

## **5.0 Conflict of Interest, Professional rules and Ethics**

If in any way, in carrying out the recruitment process, the consultant happens to choose or if any of his representatives is related to any of the candidates on the list submitted by the Chairman of the Council of Ministers, the Consultant shall inform the latter by writing to excuse himself.

However, the Consultant shall apply every professional means necessary to accomplish this assignment. Hence, he shall follow professional rules and ethics prevailing in his field of activity.

If in the course of the recruitment process, the professional rules and ethics are not followed, the Chairman of the Council has the right to terminate the contract without prior notice or compensation for damage and interest. Also, he has the right to file a case against any Consultant who defies such rules.

## **6.0 Assessment Method**

The recruitment will be conducted according to the fixed budget method of selection. Technical proposals will be initially assessed. A minimum technical score of 80 points will be selected. Only the financial proposals of consultants who have obtained the minimum technical score of 80 points will be opened. Financial proposals exceeding the amount indicated in the budget will be rejected. Among the financial proposals of less than or equal to the amount determined in the budget, the one that ranks highest in terms of technicality will be accepted. The selected consultant will be invited to sign the contract.

## **7.0 Consultant Selection Committee**

A Selection Committee will be established comprising of the Focal Points of the six VBA Member States. To avoid any conflict of interest, any member of the Committee involved in the recruitment process as a candidate for the position of Executive Director or Deputy Executive Director, or linked to any of the candidates, must declare by notifying the Chairman of the Board and necessarily be represented.

Members of the Selection Committee shall communicate with each other by phone, Skype or by physical meetings.

## **8.0 Publication of Offer**

The tender notice shall be published in a government newspaper in each VBA member country, on the website of VBA and the Ministries in charge of water in each VBA country.

## **9.0 Presentation and Submission of Bids**

The technical and financial offers (each comprising one (01) original and four (04) copies) shall be submitted in two sealed envelopes and both in turn sealed in a large envelope.

The envelope shall be marked outside at the top left corner as follows:

- **"SELECTION OF A CONSULTANCY FIRM FOR THE RECRUITMENT OF EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR OF THE VOLTA BASIN AUTHORITY".**
- **"TO BE OPENED STRICTLY ONLY BY THE BIDDING COMMITTEE".**
- In the middle of the envelope: **"TO THE PRESIDENT OF THE COUNCIL OF MINISTERS OF THE VOLTA BASIN AUTHORITY"**

The outer envelope shall contain:

- Envelope 1 - sealed (closed and stamped) and marked: "TECHNICAL OFFER"
- Envelope 2 - sealed (closed and stamped) and marked: "FINANCIAL OFFER".

## **10.0 Content of the Offers**

### **Technical Offer:**

The technical offer shall include all information necessary for evaluation, that is:

#### **a) The presentation of the Consultancy Firm and its credentials**

- Overview of the Consultancy Firm (name, area of activity, etc.)
- The required administrative documents: registration, certificate of labor inspection, certificate of regular payment of social security contributions, tax clearance certificate and certificate of reliability;
- List of permanent staff of the firm indicating educational and professional experiences;
- General experience in terms of recruitment;
- References in recruiting high ranking executive staff in the public sectors and semi-public sectors (include reference sheets, contracts and testimonials of satisfaction for execution of similar assignments);

**b) Methodology**

- Understanding of the mission (observations/suggestions of the ToR);
- Methodology stating the criteria for evaluation of candidates;
- Planning of activities indicating timeframe of the mission;

**c) The team of Consultants:**

- Composition of the team;
- Curricula vitae and certificates;

**Financial Offer:**

The financial offer shall include:

- A signed submission letter;
- Detailed financial proposal, expressed in CFA francs pre-tax.

**10.0 Documents available at VBA**

List of documents available to facilitate the preparation of the assignment includes:

N°	Title of document	Source	Year
1	Organic Texts: Convention on the Status of the Volta River; VBA Statutes; Headquarters Agreement; Financial Rules ; Staff Working Conditions; Organizational Chart, Job Description; Salary Scale, allowances	VBA	2006 - 2009
2	Resolution no 7 of the 6 <sup>th</sup> VBA Council of Ministers relating to the renewal of mandates of Executive Director and Deputy Executive Director	VBA	2016
3	Final Communiqué of the 6 <sup>th</sup> VBA Council of Ministers dated 10 June 2016 in Cotonou, Benin	Council of Ministers	2016
4	Recruitment advertisement for the positions of Executive Director and Executive Director	VBA	2016

Additional documents are available on the VBA internet site: <http://www.abv-volta.org:10000/abv2/documents/>

**11.0 Submission of Offers**

The offers shall be submitted at the following address:

Ministry of Energy, Water and Mines  
01 BP 385 Cotonou  
Tél : +229 21 31 32 98

The deadline for submission of offers is 3 weeks from the date of publication ..... 2016  
at 4.30 pm GMT.