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**TERMS OF REFERENCE FOR THE SELECTION OF A CONSULTING FIRM  
RESPONSIBLE FOR THE RECRUITMENT OF STAFF OF THE EXECUTIVE  
SECRETARIAT OF THE LAKE CHAD BASIN COMMISSION**

**1. BACKGROUND**

The Lake Chad Basin Commission (LCBC) was created on May 22, 1964 by the four countries bordering Lake Chad: Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) joined the organization in 1996 while Libya was admitted in 2008. The LCBC is headquartered in N'Djamena, the capital city of Chad.

The mandate of the Commission is to manage Lake Chad and the other shared water resources of its basin in a sustainable and equitable manner, to preserve the ecosystems of the conventional Lake Chad Basin and to promote regional integration, peace and security over the whole basin.

As part of the implementation of its missions, the LCBC seeks to select a Consulting Firm which will be in charge of filling the existing vacancies in accordance with the Final Communiqué of the 65th Ordinary Session of the Council of Ministers held in Yaoundé, Cameroon on December 19, 2019.

**2. Objectives of the assignment**

**2.1 Overall objective**

The general objective of the mission is to allow the Executive Secretariat of the LCBC to have a sample of potential candidates with a view to filling the posts of:

- Technical Director;
- Head of Division of Finance and Accounting;
- Head of Division of Human Resources and Administration ;
- Fishery Expert;
- Agricultural Expert;
- Expert in Agro-pastoralism;
- Expert in Monitoring and Evaluation;
- French to English Translator;
- Assistant to the Financial Controller.

**2.2 Specific objective**

- Propose an effective working methodology to facilitate the process of selecting potential candidates for the above-mentioned positions (tools for analyzing and

assessing applications, other standards and techniques for selecting candidates);

- Demonstrate the relevance of the way candidates are assessed in line with job requirements and generally accepted standards as well as with LCBC's basic documents;
- Select at least three (03) potential candidates for each position;
- Produce a substantiated confidential report recommending a list of the first three potential candidates for each position and send it under cover to the Executive Secretary of the LCBC.

### **3. Expected results**

The following results are expected from this expertise:

- The working methodology is clearly defined and adopted by the Executive Secretariat of LCBC ;
- The selection tools and procedures are deemed effective and relevant by the Executive Secretariat of LCBC;
- Candidates are tested in accordance with the methodology and tools selected ;
- The selection report is available in the required time.

### **4. Methodology**

The process of selecting potential candidates in all its stages shall be entirely led by the selected Consulting Firm. The firm shall ensure that the personnel whose CVs were presented during the submission effectively carry out the process. However, the support of any resource person can be sought if necessary.

The final selection report shall be produced in three (03) original copies in both languages (French and English) and sent to the Executive Secretary of the LCBC under confidential cover.

The firm shall specify in its offer, the methodological approach that it intends to implement for the accomplishment of this assignment.

### **5. Duration of the mission:**

The execution time for this assignment is 30 days. The main place of work is the Headquarters of the Executive Secretariat of the LCBC based in N'Djamena (CHAD) where applications will be received.

### **6. Consultant's profile: Qualification and skills**

#### **6.1 Consulting Firm profile**

The consultant shall:

- Be a consulting firm in management and development of human resources or a duly accredited and highly renowned recruitment firm from LCBC's member States;

- Demonstrate relevant experience in international recruitment and especially for the positions of leaders of sub-regional or similar organizations;
- Propose a multidisciplinary team with relevant qualifications in human resources management and training;
- Have a good knowledge of African sub-regional organizations, in particular Basin organizations;
- Have proven skills in written and oral communication;
- Present relevant professional references;
- Be predisposed to work with a strong sense of confidentiality;
- Be a company duly created and in good standing vis-à-vis the tax administration of its country and social organizations for social security contributions;
- Be able to meet deadlines.

### **6.1 Qualifications and skills of key personnel**

The Consulting Firm shall propose a team of four (04) consultants with the following profiles:

- A Specialist in Human Resources Management with a University Diploma equivalent to (BAC + 5 or Master Degree) and having at least ten (10) years of professional experience. The Human Resources Management Specialist must have participated in at least five (05) executive recruitment assignments;
- A Psychologist holding a University Diploma equivalent to (BAC + 5 or Master Degree) in Psychology and having participated in at least five (05) top ranking officers recruitment processes using approved psychological tests;
- A Specialist in Natural Resources Management (Hydrologist, Hydro-Geologist, Environmentalist or Agricultural Expert) with a University Diploma equivalent to (BAC + 5 or Master degree) and having at least ten (10) years of professional experience;
- A Finance and Accounting Specialist with a University Diploma equivalent to (BAC + 5 or Master degree) in Accounting and Finance, and having at least ten (10) years of professional experience.

The curriculum vitae (CVs) signed by the proposed persons must be attached to the firm's offer. CVs should also include details of recruitment processes carried out by staff.

The Experts selected must have a perfect command of French and / or English.

## **7. Deadline for submission of offers**

Offers must be sent to the following address:

Address (es): Secretariat Exécutif de la CBLT

Place de la Grande Armée,

Boite Postale: 727

N'Djamena -Chad

Email : [cab@cblt.org](mailto:cab@cblt.org) ou [cblt.lcbc@gmail.com](mailto:cblt.lcbc@gmail.com)

Offers must be submitted by (date and time) .....

## **8. Availability of documents**

In order to help the selected firm plan its work, the LCBC will have to provide at least the documents and information listed below:

- LCBC' s basic instruments, notably the Fort-Lamy Convention, the Headquarters Agreement, the Staff Rules and the Financial Regulations;
- The Manual approved by the Council of Ministers in terms of Financial Management, Procurement Management and Human Resources Management;
- The Resolutions of the Councils of Ministers.

## **9. Evaluation of offers**

The evaluation of firms 'proposals shall be made according to the criteria and sub-criteria appearing in the table below:

<b>Evaluation criteria</b>	<b>Scores</b>
<b>Consulting Firm' s experience and references</b>	<b>20</b>
<i>General experience</i>	<i>10</i>
<i>Proven references in terms of senior staff recruitment in the last five years</i>	<i>10</i>
<b>Proposed Methodology</b>	<b>25</b>
<i>Consistency of the proposed methodology with the ToRs</i>	<i>10</i>
<i>Relevance with the proposed recruitment tools</i>	<i>15</i>
<b>Skills of proposed key personnel</b>	<b>50</b>
<i>Specialist in Human Resources Management (diploma: 10 points and 2 points per recruitment assignment achieved with a maximum of 5 assignments)</i>	<i>20</i>
<i>Psychologist (diploma: 5 points and 1 point per recruitment assignment achieved with a maximum of 5 assignments)</i>	<i>10</i>

Specialist in Natural Resources Management ( <i>diploma: 5 points and 0.5 point per year of professional experience with a maximum of 10 years</i> )	10
Specialist in Finance and Accounting ( <i>diploma: 5 points and 0.5 point per year of experience with a maximum of 10 years</i> )	10
<b>Knowledge of the LCBC</b>	<b>5</b>
<b>GRAND TOTAL</b>	<b>100</b>