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## CALL FOR EXPRESSION OF INTEREST

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### SELECTION OF A CONSULTING FIRM TO RECRUIT STAFF OF THE EXECUTIVE SECRETARIAT OF THE LAKE CHAD BASIN COMMISSION

The Lake Chad Basin Commission (LCBC) is a regional organization established on 22nd May, 1964 by the four riparian countries, of Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) joined the Commission in 1996 while Libya was admitted in 2008. The secretariat of the LCBC is based in N'Djamena, Chad.

The Mandate of the Commission is to manage the waters of the Lake Chad and other transboundary water resources of the basin in a sustainable and equitable manner; to conserve the ecosystem of the conventional basin; and to promote regional integration, and safeguard peace and security in the conventional basin.

The purpose of this publication is to request for the submission of expression of interest from competent human resource management firms willing to support the Executive Secretariat of the Commission in its ongoing efforts at recruiting suitably qualified candidates to fill existing senior staff vacancies in the Commission.

The staff recruitment process will last 30 calendar days, at the end of which the consultant will submit to the Executive Secretary of the LCBC, a list suitable candidates to occupy the underlisted positions:

1. Director of Administration and Finance.
2. Head of Division of Human Resources and Administration.
3. Head of Division of Project Cooperation.
4. Rural Development Expert.
5. Water Resources Management and Coordination Policy Expert.
6. Environmental Expert.
7. Project Management Expert.
8. Communication Expert.
9. Protocol and Public Relations Expert.
10. Modeler.
11. Budget Officer.
12. Accounts Officer.
13. Human Resources Payroll Analyst.
14. Translator (French-English); and
15. Bilingual Secretary.

The task to be accomplished by the prospective consulting firm, its methodology, the composition and qualification of the HR firms' team are contained in the Terms of Reference for the recruitment of the firm.

Interested human resources management firms should forward written expressions of interest with the following:

- (i) A letter of introduction detailing the area of competence, expertise and human resources available (area of expertise and resources) at the disposal of the firm for the conduct of the assignment.
- (ii) Relevant experiences in similar assignments, including description of the missions, countries mission and duration of mission.
- (iii) The composition, skills and responsibilities of members of the recruitment team with their CVs.
- (iv) Knowledge of LCBC.

The eligibility criteria, the shortlisting and the selection procedure shall comply with LCBC's Administrative, Financial and Accounting Procedures.

Interested firms may wish to get additional information from the Lake Chad Basin Commission's website: [www.cblt.org](http://www.cblt.org).

All submissions of expression of interest should be clearly indicated by "Expression of Interest in the Selection of a human resources management consulting firm to support the executive Secretariat of the LCBC in the Recruitment of Senior Staff" and be submitted latest on **15<sup>th</sup> September 2024** at

**Executive Secretariat of the Lake Chad Basin Commission,**

Place de la Grande Armée,

PO BOX 727

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**Mamman NUHU, (Amb.)**  
Executive Secretary

