

COMMISSION DU BASSIN DU LAC TCHAD



LAKE CHAD BASIN COMMISSION

PO BOX 727 N'DJAMENA - CHAD

Tel. : 00235 22 52 41 45 / 22 52 40 29 Fax : 00235 22 52 41 37

E-mail : cab@cblt.org ; cbIt.Icbc@gmail.com

**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**

I. BACKGROUND AND RATIONALE

Established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria, the Lake Chad Basin Commission (LCBC) has the following mandate: (i) Managing the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin sustainably and equitably; (ii) Conserving the ecosystems of the Conventional Basin and; (iii) Promoting regional integration, and preserving peace and security in the Conventional Basin.

The Commission, which was joined by two new members—the Central African Republic (CAR) and Libya—in 1996 and 2008, respectively, is now faced with complex multidimensional challenges and issues resulting from a combination of structural and cyclical factors such as extreme poverty, insecurity, climate change, conflict exacerbation, inadequate basic infrastructure, and pandemics.

Aware that only global, innovative, inclusive, and integrative solutions can overcome these complex security, environmental, economic, and social problems, the LCBC, its Member States, and their partners have embarked on vast projects to strengthen and consolidate peace, security, sustainable development, and the institution's organizational transformation. To effectively respond to the needs of its member states and partners, and address the basin's daunting development and security challenges, the LCBC requires competent human resources and personnel.

In line with resolutions of the 69th session of the Council of Ministers of the LCBC, the Executive Secretariat is looking for a firm to support the process of recruitment of key personnel to fill vacant positions in the Commission. This term of reference is thus prepared to facilitate the process of mobilizing the services of a Consulting Firm specialized in HR recruitment, which will be responsible for assisting the Executive Secretariat in filling vacant positions, and completing the staff requirement of the Commission in a competitive, credible, and transparent manner.

II. OBJECTIVE OF THE MISSION

The overall objective of these ToRs is to recruit, through a competitive, credible, and transparent process, an HR firm to support the LCBC to fill the various vacancies in the Executive Secretariat.

The Recruitment Firm's mission is to support the LCBC Executive Secretariat by providing technical assistance in the recruitment process to mobilise and recommend the most qualified and competent candidates to fill the following positions:

1. Director of Administration and Finance (DAF);
2. Head of Division of Human Resources and Administration (HoD, HRA);
3. Head of Division of Cooperation and Projects (HoD, CP);
4. Rural Development Expert (RDE);
5. Water Management and Coordination Policy Expert (WMCP);
6. Environmental Expert (Env. Exp);
7. Project Management Expert (PME);
8. Communication Expert (Com Exp) ;
9. Protocol and Public Relations Officer (PPRO);
10. Modeler;
11. Budget Officer (BO);
12. Account Officer;
13. Human Resource Payroll Analyst (HRA);
14. Translator-Interpreter (French-English) and;
15. Bilingual Secretary (French-English).

The recruitment process will be based on competitive and transparent method, allowing for the hiring of the best candidates to the positions. It will help identify potential candidates promptly through an open, credible, and transparent selection process, and organize interviews following the standards and procedures in force at LCBC.

III. METHODOLOGY

In agreement with the LCBC Executive Secretariat, and under the conditions of this Terms of References, the Consulting Firm will outline the methodology (approach), considering the pre-selection of candidates following the basic criteria, the detailed evaluation of the applications of

the shortlisted candidates and the ranking in order of merit of the top 3 candidates for each position, personality test, and interview of individual candidates, etc. In addition, this methodology will include a detailed timeline based on this Terms of References and must consider the need for independence and integrity of the recruitment process.

IV. EXPECTED RESULTS

The expected results are:

- a. The methodology and selection strategy are clearly defined in conjunction with the LCBC Executive Secretariat and the Consulting Firm;
- b. The tools for analyzing and assessing applications have been identified;
- c. The selection report recommending a shortlist of three (3) potential best candidates for each position is available and forwarded to the Executive Secretary.

V. MODALITIES AND DEADLINES FOR THE EXECUTION OF THE MISSION

The mission of the Consulting Firm is to shortlist qualified candidates who meet the criteria required by the ToRs while respecting the principles of independence, integrity, and confidentiality of the recruitment/assessment process. It will use the appropriate methodology for the position and be approved by the LCBC Executive Secretariat.

Any team member from the recruitment Firm must declare any conflict of interest he/she may have in this recruitment process.

The Firm will proceed with the evaluation process and submit the results to the Executive Secretariat at each stage. The final selection report, with a ranking in order of merit (in ascending order), will be submitted to the Executive Secretary of the LCBC for final selection.

VI. LOCATION AND DURATION OF THE MISSION

The recruitment mission will take place at the Headquarters of the LCBC Executive Secretariat in N'Djamena, Chad.

The time frame for the execution of the mission is Thirty (30) calendar days.

VII. DELIVERABLES

The following deliverables are expected:

- i. Inception report, including selection criteria.
- ii. Pre-selection report (analysis of candidates' applications), including a detailed evaluation of each candidate's application.
- iii. Detailed evaluation report on each shortlisted candidate (interviews/written tests and personality tests,) including, among others, CVs and letters of motivation.
- iv. Final report including recommendations regarding the three (3) best candidates for each position.

VIII. PROFILE OF THE CONSULTING FIRM

A consulting firm that specializes in human resource management and development or a duly approved and well-known recruitment firm. The Firm shall:

- i. Be a duly established company and in compliance with the tax authorities of its country.
- ii. Demonstrate relevant experience in international recruitment, especially for Senior Management and Managing Directors/Project Coordinators and Technical staff positions on behalf of sub-regional or similar organizations.
- iii. Have at least 10 years of proven experience in recruitment and have carried out at least three (3) similar missions.
- iv. A proven track record of transparency, integrity and professionalism.
- v. A large database of high-level professionals and contacts in the public, private, and non-governmental sectors in one or more LCBC Member States.
- vi. At least one experience supporting a regional institution's recruitment process.
- vii. Justified experience supporting recruitment in a public and para-public institution will be an asset.

In addition, the Firm will have to offer a multidisciplinary team with relevant qualifications in Human Resource Management and training below:

- i. A Human Resource Management Specialist with a University Master's degree and at least ten (10) years of professional experience. The Human Resource Management Specialist must have participated in at least five (05) Senior Staff recruitment missions;
- ii. A Psychologist with a University Master's degree in Psychology and who has participated in at least five (05) missions to recruit senior executives using approved psychological tests;
- iii. A Natural Resource Management Specialist (with background training in Hydrology, Hydrogeology, Environment, or Rural Engineering) with a University Master's Degree (Equivalent to BAC + 5) and at least ten (10) years of professional experience;
- iv. A Finance and Accounting Specialist with a University Master's Degree in Accounting and Finance and at least ten (10) years of professional experience.
- v. Finally, a Specialist in Project Management with a University Master's Degree has participated in at least three (03) Senior Staff recruitment missions.

The proposed candidates to constitute the recruitment team must have copies of their signed CVs attached to the Consulting Firm's proposal. The CVs should include details of the tasks carried out by the personnel.

The chosen Experts to conduct the recruitment must have good command of French and/or English languages.

IX Evaluation of offers

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

Evaluation criteria	Scores
Consulting Firm' s experience and references	20
General experience	10

Proven references in terms of senior staff recruitment in the last five years	10
Proposed Methodology	25
Consistency of the proposed methodology with the TORS	10
Relevance with the proposed recruitment tools	15
Skills of proposed key personnel	50
Specialist in Human Resources Management (diploma: 10 points and 2 points per recruitment assignment achieved with a maximum of 5 assignments)	20
Psychologist (diploma: 5 points and 1 point per recruitment assignment achieved with a maximum of 5 assignments)	10
Specialist in Natural Resources Management (diploma: 5 points and 0.5 point per year of professional experience with a maximum of 10 years)	10
Specialist in Finance and Accounting (diploma: 5 points and 0.5 point per year of experience with a maximum of 10 years)	10
Knowledge of the LCBC	5
GRAND TOTAL	100

X. TO APPLY

Expressions of interest should be sent to:

**The Executive Secretariat,
Lake Chad Basin Commission,
01 Place de la Grande Armée,
N'Djamena – Chad, P.O. Box 727
Tel: +235 22 52 41 45 / 22 525 40 29
Or by email at: vacancy@cblt.org**

Please indicate the reference code of the offer in question in the envelope or the subject line of your email.

For more information, please visit our website at www.cbilt.org. The deadline for receipt of tenders is **15th September 2024**.

IMPORTANT: Only shortlisted Firms will be contacted