



BP 727 N'DJAMENA – TCHAD
 Tel.: +235 2252-41-45 Fax: 2252-41-37
 E-mail: cab@cblt.org ; cblt.lcbc@gmail.com

Terms of Reference for the recruitment of a Consultant to develop a Code of Ethics and Internal Rules and Regulations for LCBC

GENERAL INFORMATION

Services/Work Description	: Individual consultant to develop 1. a Code of Ethics and 2. Internal Rules and Regulations.
Project/Program Title	: LCBC Secretariat
Duty Station	: Remote
Expected Places of Travel	: N'djamena - Chad
Duration	: One Month
Expected Start Date	: Immediately after signing the contract agreement
Reports to	: Executive Secretary through the Director of Administration and Finance

Background

The Lake Chad Basin Commission (LCBC) was established on 22 May 1964 by the four (4) Lake Chad riparian countries: Cameroon, Chad, Niger, and Nigeria. The Central African Republic joined the Commission in 1996, and Libya was admitted in 2008. Egypt, the Republic of Congo, and the Democratic Republic of Congo (DRC) are observer members. The headquarters of the Commission is in N'Djamena, Chad.

The Commission's mandates include managing Lake Chad and its shared water resources, preserving ecosystems and promoting regional integration, peace, security, and development in the Lake Chad region. The LCBC is a basin organisation that plays a vital role in promoting sustainable development and regional cooperation in Africa and is a member of both the African Network of Basin Organizations (ANBO) and the International Network of Basin Organizations (INBO).

At its 69th session held in Ndjamen, Chad, in April 2024, the Council of Ministers of the LCBC, through Resolution No. 6 relating to the revision of LCBC financial regulations and staff regulations, requested the executive secretariat to proceed with preparing Internal Rules and Regulations and Code of Ethics for the organisation in line with the revised staff regulations, and international norms and standards related to code of ethic and conduct.

A code of ethics is a set of guiding principles for professionals and organisations to help them conduct business fairly and honestly. It helps employees align their behaviour with socially acceptable norms and guides them on how to approach problems in their professional lives. Establishing and implementing a code of ethics can lead towards a

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healthy work environment and build a positive image of the organisation. A code of ethics ensures that employees are aware of the vision, objectives, and values of the organisation. Workplace ethics is a set of values, morals, principles, rules, and regulations that guide employee behaviour in an organisation.

These terms of reference are intended to guide the LCBC in the process of implementing Resolution 6 of the 69th session of its Council of Ministers. As such, the Lake Chad Basin Commission needs to recruit a consultant to prepare the 2 documents mentioned in the resolution, namely: 1. Code of ethics and 2. The Commission's internal regulations.

Scope of work

The consultant will produce a code of ethics as well as internal regulations that will regulate and maintain exemplary staff behaviour within the Commission. The 2 documents to be produced for the Commission should be benchmarked against those of regional and global institutions of the same ilk as LCBC, capitalising on best practices and the most recent innovations.

Specific tasks include, but are not limited to:

1. Analysing and understanding the Commission, its strengths, and weaknesses in terms of behaviour, including the use of basic instruments to master these behaviours,
2. Use this specific knowledge of the Commission as a basis for drafting the broad outlines of the Code of Ethics and the Internal Rules and Regulations in close collaboration with the Executive Secretariat, in particular the Administration and Finance Department,
3. Draft the 2 documents, ensuring that they cover information on employees' obligations and responsibilities, as well as sanctions, in accordance with existing rules, regulations and policies at the CBLT.

Expected Outputs and Deliverables

- A draft code of ethics in line with the Staff Regulations of the LCBC, as well as other LCBC policy and regulatory documents,
- A draft of Internal Rules and Regulations in line with the rules and Staff Regulations of LCBC, as well as other LCBC policy and regulatory documents,
- A report on the internal validation meeting with the Executive Secretariat,
- A report on the outcomes and recommendations to be presented to the Council of Ministers.

Institutional arrangements

The consultant will be under the overall supervision of the Director of Administration and Finance of the LCBC but will deliver on the terms of the contract in close collaboration with the HOD, Human Resources and the Legal Adviser.

Logistical and administrative support

The LCBC will facilitate access to the relevant documents and venue for internal validation.

The LCBC Internal Rules and Regulations and Code of Ethics document will be produced and submitted in French and English.

Duration of the work

The duration for this assignment is estimated at 25 days. However, the assignment will cover two months to cater for validation meetings and stakeholder consultations.

Methodology of work

The consultant will examine the various documents and working procedures of LCBC:

1. The Staff Rules
2. Financial Regulation
3. Manual of Administrative, Finance and Accounting Procedures
4. LCBC convention Status

The consultant will also conduct interviews with relevant management staff where necessary. Etc

Experience and qualifications

The successful candidate will have substantial experience in delivering consultancy services in public sector reforms, organisational behaviour, or legal practice.

1. Education:

An advanced university degree (MA/PhD or equivalent) in social science, Human Resource Management, International Development, Law, or related field

2. Experience:

- A minimum of 10 years' experience in administration, labour issues in any of LCBC member states,

- Good understanding of international practices in managing issues related to fraud and corruption, sexual harassment, and other ethical practices,
- Ability to communicate effectively with a variety of stakeholders,
- Excellent communication and report writing skills in English and/or French,
- Knowledge of the Lake Chad Basin Commission's context and operating environment is an advantage.

3. Language:

Fluency in spoken and/or written English or French.

4. Computer Skills:

Excellent computer literacy and skills in MS Word, Excel, and PowerPoint.