



NELSAP-CU
NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL



26/06/2024

The Regional Rusumo Falls Hydroelectric project (RRFHP) is one of the priority regional projects in the Nile countries and aims at development of low – cost power generation and regional electricity trade as a means to improve productivity Promote Economic Growth in the region. The Proposed project consists of construction of (i) a run – of – river hydropower facility with an installed capacity of 80 MW to be equal shared between the three shareholder countries of Rwanda, Burundi and Tanzania. The power plant and associated hydraulic infrastructure will be situated at the Rusumo, where the Kagera River forms the boundary between Tanzania and Rwanda, and ii transmission facilities connecting the power plant to the national grids of Rwanda, Burundi and Tanzania.

The Local Area Development Plan (LADP), is a benefit sharing program designed to enhance regional economic and sociala developmement in the project area. The LADP project area includes Ngara District in Tanzania, Kirehe and Ngoma District in Rwanda and communes of Giteranyi (Muyinga Province) and Busoni (Kirundo Province) in Burundi.

The Ngara District Executive Director is announcing the following vacancies under LADP Tanzania to be filled soon by competent Tanzania.

1. Postion: (1) LADP Tanzania Coordinator

1.1 Objectives

These Terms of Reference (ToRs) related to the postion of LADP Coordinator, to support the day to day activities related to the implementation of Local Area Development Plan (LADP) in Ngara District, Tanzania. The officer to be recruited will work in Ngara District under supervision of the Ngara Executive Director with support of technical, financial, procurements and safeguard as per World Bank guidelines and pollicieses requirements.

1.2 Scope of Work

Providing technical support to achieve the targets and outputs for the timely implementation of the LADP in Tanzania.

Specific tasks includes, but are not limited to:

- i. Participate in the general planning processes for the execution of the tasks related to LADP implementation.
- ii. Liaise and coordinate with district authorities and particularly the LADP steering Communities and formed LADP team to ensure that good practice of LADP implementation is adhered to, including that LADP investment is oriented to identify priorities and contribute to achieve its objectives of livelihoods improvement in the project area as per prepared standard Operation Procedures.
- iii. Reach out and coordinate LADP activities with key stakeholders the communities, district leadership and other relevant government bodies. (Associations, cooperatives, community based organizations. NGO, etc) to enhance the LADP investment.
- iv. Ensure regular Monitoring, Evaluation on quarterly basis and reporting weekly, monthly and quarterly of the LADP implementation progress at the District and NELSAP
- v. Any other task as may be assigned

1.3 Reporting

The officers shall work under the supervisor of District Executive Director and reporting to LADP investments progress to NELSAP PIU. Lead Environment and social safeguards specialist as per signed MoU. The officers shall be located specially in Ngara for Tanzania.

On an an output basis, the officer will be expected to submit: (i) a brief narrative/monthly report (maximum of 10 pages), outlining the work accomplished in delivering the specific monthly output; (ii) an outline of the work expected to be completed for the next deliverable/ month; (iii) comments or recommendation relating to monitoring reports and progress of the implementation of LADP activities.

1.4 Duration and Nature of Appointment

The appointment of the Officer will be for an initial period of 06 months with a probation period of 3 months, commencing July, 2024 and a probable extension subject to satisfactory performance and availability of fund. The staff will travel within the project area. Remuneration is negotiable.

1.5 Qualifications

- i. A bachelor's Degree in sociology, Development studies, Social anthropology community Development, or related field.
- ii. Expertise in the development and use of participatory approaches at all levels (nation and community), preferably in complex projects i.e infrastructures with tangibles positive impact on project implementation.

- iii. Excellent consensus – building, multi- cultural, and inter – personal skills. Strong team building and mentoring capabilities. Knowledge and skills in the use of consensus building tools will be an asset.
- iv. Must be fluent knowledge in the Tanzania administrative setting and hierarchy in addition to having a deep understanding of the cultures, livelihoods strategies of the communities that will be converted by the LADP activities.
- v. Good computing skills including knowledge of software package for word processing, database, and spreadsheets, Familiarity with modern communication system (such as internet, worldwide web, email, etc.
- vi. Experience working within international and donor organization contexts and especially familiarity with the policies, procedures and practices of major bilateral and multilateral development agencies is an advantage.
- vii. Also experience on management of environment and social in the construction infrastructures projects will be an added advantage
- viii. Willing to work and reside within the project area, as work demands.

2. Position: (1) LADP Ngara Procurement Officer

2.1 Accountability and Reporting

The procurement Officer will report and be accountable to the LADP Coordinator Ngara, Tanzania in a formal and schedule as required.

2.2 Scope

The functions and responsibilities includes, but are not limited to;

1. Ensure the implementation of all procurement provisions in memorandum of Understanding (MoUs);
2. Prepare and regularly update the project procurement plan in liaison with the components.
3. Manage the tendering processes by providing advice regarding preparation and verification of tender document, adherence to donor procurement and financial regulations, timely preparation of all required communications, finalization of contract and ensure proper filing, maintenance and protection of documents and best practice.
4. Develop and oversee the implementation of guidelines for the management and administration of the procurement process including the development of specification/Terms of Reference (ToRs), the set – up of evaluation committee and evaluation, the documentation and filing at all stages of the procurement cycle; preparation of bidding document, pre qualification of bidders, notification and advertising, bid opening and evaluation, award of contract, reviewing claims and review of payment Certificates.
5. Develop and oversee the implementation of guidelines for the supervision, management and monitoring contracts for goods ,work or services at component level including the receipts , review and the clearance of payments.
6. Manage and administer the selection of consultants under the project including initiating the setup of evaluation of committee and managing all stage of the procurement cycle; shortlisting of consultants, preparation of request for

proposals, evaluation of technical and financial proposal, preparation of draft contracts, supervision of consultancy contracts, reviewing claims and certification consultants, invoice after the technical sector specialists have approved the consultant's report;

7. Liaise with NELSAP/PIU to seek and obtain approval for key stages in the procurement Cycle.
8. Prepare all procurement reports regularly and timely in line with the MoU And Any Other Project requirements.
9. Develop and oversee the implementation of documents and best practice;
10. Any other duties as may be assigned by management.

2:3 Qualifications and Experience

- At least Bachelor degree in procurement, Business Administration, Civil Engineer or similar qualification.
- At least five years of experience in the field procurement;
- Demonstrable experience in a business environment in procurement services in either public or private sector, Experience gained in organization with a region dimension is an added advantage.
- Have a strong ability to work in a team environment with a results – based orientation and to bring tasks to completion under tight dialing
- Has demonstration ability to follow World Bank Procurement procedures or other multilateral donor.
- Knowledge of MS Officer Software, MS Project, windows etc.
- Fluency in English, Working knowledge of French is an advantage.
- Knowledge of National Public Procurement procedures is an Advantage.

N.B it's recommended to attach copies of certificate, degree and proof of their professional experience.

2.4. Duty Station

The procurement Officer will be based at Ngara District Head Office.

2.5 Employee's appointment will be on period of 06 months. The contract may be extended based on satisfactory performance, availability of funds and need for services Remuneration is negotiable.

3. Postion: (1) LADP Environmental Expert

3.1 Objectives of this Assignment

The objective of the ToRs is to hire Environmental Expert who will responsible for supervision and support of day to day activities related to the implementation of Local Area Development projects in the Ngara District, Tanzania. The position will be at national level and the Environment Experts will be working in LADP Project of Ngara District, Tanzania.

The successful candidates will a

- ✓ Supervise the environmental, health and safety issues and due diligence by the contractors and contract compliance of contractors on safeguard issues during implementation of LADP projects.
- ✓ Support the District and communes to ensure monitoring and implementation of World Bank environmental and social safeguard policies based on the approved ESMPs by the Bank.

3.2 Scope of Work

The environmental Expert will have the following responsibilities:-

- ✓ Participation in the preparation and review of environmental and social safeguards documents including the ESIA,s and ESMPs for LADP Projects
- ✓ Participation in the preparation of bidding documents and contract requirements.
- ✓ Reviews and recommend on the Contractors Environmental and social Management Plan (CESMP), to include measures that fulfill contract requirements as well as the measures identifies in the ESIA and ESMP that are the responsibility of the Contractor.
- ✓ Undertake compliance monitoring and supervision of contractors' implementation of CESMP.
- ✓ Monitoring availability of Protective Equipment (PPE) onsite and proper use of PPE by all workers.
- ✓ Follow up on health and safety working condition (including) welfare arrangement) for contractors personnel and any others visiting the project site.
- ✓ Monitor contractor's compliance with the nation and international occupation health and safety legal requirements (OSHA)
- ✓ Perform inspection to ensure water quality of the subproject (for safety of the future users), air emission and dust contract measures as well as waste management follow Tanzania regulations, WB Policies and standards and are implemented as stipulated in the approved contract and CESMP.
- ✓ In collaboration with contractors ESHS team, the Environment Expert is to ensure regular ESHS training are provided to construction workers
- ✓ Follow up on environmental, occupational, health and safety related grievances in relation to workers and their proposed closure actions.
- ✓ Participation in site meeting with contractors to discuss occupation and ESHS issues
- ✓ Work with NELSAP ESHS team to ensure contractors are complying to the requirements.
- ✓ Reviews and recommend on the contracts ESHS weekly, monthly and other progress reports.
- ✓ Prepare environment, health and safety reports on weekly, monthly and quarterly for individual projects and ensure that reports are submitted on time. The reports to have the content and information to be agreed related to EHS Metrics
- ✓ Develop a data storage system with all sub projects documentation, permits, ESMP APPROVED, etc
- ✓ Ensure consultation are performed per country regulation and OP 4.01 and review the ESIA/ESMP based on these consultations.

- ✓ Coordinate the publication of final safeguard documents and coordinate their publication in government websites.
- ✓ Ensure COVID 19 plans are followed during preparation and construction sites.
- ✓ Coordinate GRM resolution in relation to EHS issues
- ✓ Coordinate work with the social specialist
- ✓ Ensure compliance with Tanzania regulations for all all relevant topics (water, waste, safety, etc)
- ✓ Perfumed other duties as assigned.

3.3 Duration and Nature of Appointment

The appointment of the Environment Expert will be for an initial period of 06 Months with a probation periods of 3 months and a probable extension subject to satisfactory performance and availability of funds. Remuneration is negotiable.

3.4 Qualifications

The Environment Experts will be selected on the basis of the following criteria:

- ✓ Must have bachelor's Degree in Environmental Science, Environmental Management or related field from a recognized University.
- ✓ Must have at least 7 years of work experience in EIA/ESMP Preparation and supervision
- ✓ Must have at least 5 years of experience in the supervision of infrastructure and construction projects.
- ✓ Must have knowledge and experience of 5 years in occupation health and safety issues.
- ✓ Must have team work spirit and be able to work independently and under minimal supervision.
- ✓ Must have good writing, analytical, presentation and reporting skills, Excellent ability to prepare reports and critical review of documents.
- ✓ Must have excellent oral and writing communication skills in English and /or French depending on the country of work. Good working knowledge of local languages (Kiswahili, Kinyarwanda and Kirundi) will be an added advantage.
- ✓ Must have computer literacy in the MS Office suite of applications including Excel, Word, and PowerPoint.

3.5 Candidates Reporting Obligations

The environment Experts shall work under direct supervision of and to LADP District Coordinator. The Environment Experts shall be located in the Ngara District (TANZANIA).

Deliverables

The candidates is expected to produce and submit:

- ✓ A brief narrative/ weekly/monthly report outing the work accomplished in delivering the specific weekly/monthly/quarters.
- ✓ An outline of the work expected to be completed for the next deliverable week/monthly/quarter.
- ✓ Any document requested guideline, ESMP, progress reports, among others

- ✓ Approved all related to contractors' ESMP, monitoring and progress reports during implementation.
- ✓ Weekly, monthly and quarterly ESHS monitoring reports for individual projects submitted to NELSAP through LADP Coordinator that will report to agreed EHS Metrics.
- ✓ All other reports and documents related to implementation of LADP projects as might be needed from time to time.

How to apply:

1. Interested Applicants should apply by submitting:
 - (i) A cover of letter with statement on applicant's interested in the given assigned and suitable based on the given ToR to be addressed to:-

**District Executive Director,
Ngara District Council,
P.O.BOX 30,
NGARA,
KAGERA**

- (ii) Curriculum Vitae (CV) includes date of birth and nationality
- (iii) Copies of academic & professional training certificates

2. Detailed Terms of Reference (ToR) can be accessed on the following websites:
www.ngaradc.go.tz <http://nelsap.nilebasin.org> and www.rusumoproject.org

3. Deadline for submission is on 09th July 2024 before 18:00 PM hours Tanzania time through the email: ded@ngaradc.go.tz with a copy to nelsaprocurment@nilebasin.org (In the application letter clearly mark the position you are applying for, example application of LADP Ngara Procurement Officer, etc)

Only candidates who meet the requirements and are short-listed for the interview –will be contacted.



Costantino F. Msemwa
Ag.DISTRICT EXECUTIVE DIRECTOR

**DISTRICT EXECUTIVE DIRECTOR
NGARA DISTRICT COUNCIL**