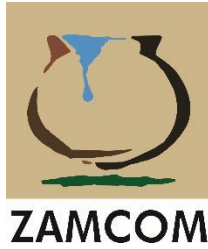


# Zambezi Watercourse Commission



## REQUEST FOR EXPRESSION OF INTEREST (Consulting Services – Individual Selection)

**Country:** Zimbabwe, with project scope encompassing eight Zambezi River Basin Countries

**Assignment Title:** ZAMCOM Capacity Building Needs Assessment Study

**Reference Number:** ZAMCOM/4161/00

The Zambezi Watercourse Commission (ZAMCOM) has received financing from DANIDA toward the cost of the Danish Support to Water Management in the SADC/Zambezi Region (Regional Support Programme), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include a systematic assessment and determination of the capacity building needs (human, institutional and organisational) of ZAMCOM; as well as proposing solutions by way of a strategy and indicative plan.

The Consultant (individual) will be expected to work closely with the ZAMCOM Secretariat. The specific services to be provided will include but not limited to:

- (a) Identification of ZAMCOM stakeholders and their needs;
- (b) Presentation of a needs overview
- (c) Presentation of a needs description
- (d) Through a gap analysis, determination of the prioritized needs; and
- (e) Development of a capacity building strategy and indicative plan to address the prioritized needs

The ZAMCOM now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the expertise and experience to perform the Services.

The minimum expected qualifications are as follows:

- (a) Master's degree or equivalent combination of education and experience in human capacity development through substantial (a minimum of 10 years) professional experience in managing, and/or working with relevant transboundary river basin organisations, and/or related governmental and non-governmental water and/or environmental management and development organisations.
- (b) Broad-based work experience and thorough knowledge of water resources management and the related institutional and organisational requirements.
- (c) Evidence of preparation of capacity development strategies/plans during the past 5 years.
- (d) Practical experience of working closely with government line ministries, stakeholders, as well as with multilateral and bilateral development partners will be useful.
- (e) Familiarity with the socio-economic, bio-physical and water governance contexts of the SADC Region, and the Zambezi River Basin countries in particular, is advantageous.
- (f) Demonstrated capacity in applying multidisciplinary expertise and critical analysis to complex water resources management challenges, most often in the context of river basin management.
- (g) Excellent oral, written and presentational skills and fluency in English, knowledge of Portuguese would be an advantage.
- (h) Exceptional skills in dialogue with diplomacy

The attention of interested consultants is drawn to the ZAMCOM Procurement and Asset disposal guidelines setting forth the ZAMCOM Policy on conflict of interest.

Interested potential Consultants are invited to submit Expression of Interest (EOIs), Covering Letter (Not more than 2 Pages) and CV (Not more than 3 Pages) in English. The Expressions of Interest must be accompanied by copies of all the required supporting documents. If the supporting documents are not in English, these shall be accompanied by certified translations in English. The CV shall conform to the format below.

A consultant will be selected in accordance with the "Selection of Individual Consultants (SIC)" method as set out in the ZAMCOM Procurement and Asset Disposal Guidelines.

Further information can be obtained at the address below during office hours: *0900 to 1700 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by post or by email) by Friday, 14<sup>th</sup> August, 2015.

***Zambezi Watercourse Commission***  
***Attention: The Executive Secretary***  
***128 Samora Machel Avenue***  
***Harare, Zimbabwe***  
***Tel: [+263 4 253 361 to 3](tel:+26342533613)***  
***Voip: +263 867***  
***Email: [tender@zambezicommission.org](mailto:tender@zambezicommission.org)***

## FORMAT OF CV

1. **REOI Reference NO.**
2. **Name of Consultant:**
3. **Full Contact Details:** Address, E-Mail, Phone Nos
4. **Profession:**
5. **Date of Birth.....Nationality.....**
6. **Membership of Professional Societies:**
7. **Key Qualifications/Capability Statement:**  
(Give outline of experience and training most pertinent to the assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page)
8. **Education:**  
(Summarise college/university and other specialized education giving names of schools, dates attended and qualifications obtained. Use about a quarter page)
9. **Employment Record:**  
(Starting with present position, list in reverse order every employment held giving dates and names of employing organisations, title of positions held, and locations of assignment. For employment in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages)
10. **Languages:**  
(For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing)
11. **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature:.....

Date.....

Full Name:.....

Day/Month/Year