##

**REQUEST FOR EXPRESSION OF INTEREST**

**SELECTION OF INDIVIDUAL CONSULTANTS/EXPERTS**

## REFERENCE NUMBER: AFDB/SADC/CSC-SAWIDRA PROJECT

**JANUARY 2018**

1. **The SADC Secretariat** is inviting interested and qualified Individual Consultants/Experts to submit their Application and CVs for the positions highlighted in Annex 1.

The Terms of Reference defining the minimum technical requirements for each of the positions are detailed in Annex 1 to this Request for Expression of Interest.

1. Only Individual Consultants are eligible for this assignment provided that they fulfil the following eligibility criteria:

a) they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;

b) they have not been convicted of offences concerning their professional conduct by a judgement which has the force of res judicata; (i.e. against which no appeal is possible);

c) they have not been declared guilty of grave professional misconduct proven by any means which SADC Secretariat can justify;

d) they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;

e) they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SADC Secretariat' financial interests; or

f) they are not being currently subject to an administrative penalty.

1. Your Application should clearly indicate the position being applied for in English language and accompanied by copies academic and professional supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

4. Electronic submissions are acceptable and should be made to the following email address individualexperts@sadc.int. Application in hard copies clearly marked the position being applied for should be submitted to the following address and be deposited in the Tender Box situated at the reception by Thursday, 16th February 2018 at 15:00 hours.

The Chairperson

SADC Internal tender Committee

P/Bag 0095

Gaborone

Botswana

**5.** Applications and CVs CV will be evaluated against the following criteria.

|  |  |
| --- | --- |
|  **Criteria**  |  **Maximum points allocated**  |
|  **Education and Training** |  35 |
|  **Specific Skills** |  45 |
|  **General Skills** |  20 |
|  Total  |  100 |

**6.** The award will be made to the applicant who obtained the highest technical score. Expressions of Interest/Applications not obtaining a minimum score of 70% will be rejected.

7. Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 4 above.

**8.** Additional requests for information and clarifications can be made until 15 days prior to deadline indicated in the paragraph 4 above, from:

 The Procuring entity: SADC Secretariat

 Contact person: Dr. Faka Nsandisa

 Telephone: 3951863

 Fax:3972848

 E-mail: fnsadisa@sadc.int

Copy: Mr Purpose Chifani at pchifani@sadc.int

The answer on the questions received will be sent to the Consultant and all questions received as well as the answer(s) to them will be posted on the SADC Secretariat’s website at the latest 7 working days before the deadline for submission of the applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 1:

## TERMS OF REFERENCE FOR EXPERTS AND PROJECT POSITIONS OF AFDB/SADC/CSC-SAWIDRA PROJECT

**I. Job Title: Chief Advisor or Team Leader**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SARCIS-DR, the Climate Services Centre will need to recruit a Chief Advisor (Team Leader). Its key functions will include the following:

* Responsibility for the overall management of the project and coordination/support to the planning, implementation, monitoring and reporting of SARCIS-DR-supported activities;
* Support and facilitation to the implementation of the activities;
* Support to the procurement processes;
* Ensuring good and continuous communication with SADC and other regional relevant organizations;
* Development and maintaining a contact network with the collaborators and relevant stakeholders and establishing cooperation with other programs and projects, as well as other potential development partners;
* Overseeing that cross cutting issues are taken into account in all programme activities
* Facilitating the meetings of the Supervisory Board and the Steering Committee and performing additional functions defined by the Steering Committee;

He/she shall manage the Project Implementation Unit (PIU) and provide expertise especially to the generation and the dissemination of climate information and Human Resource development. The CTA will also be responsible for coordinating work planning, financial management, monitoring and reporting.

**3. Scope Of Work**

The Project CTA or Team Leader will under the guidance of the SADC CSC Coordinator perform the following duties:

* have the overall management responsibility of the project implementation;
* report to the SADC CSC Coordinator;
* Supervise the execution of the supply contracts (delivery, installation and commissioning of equipment) on telecommunication equipment (Automatic Message Swifting System) , Automatic weather system, High Performance Computer and NWP and Climate Modelling software ;
* Supervise the generation and dissemination of extreme weather and climate information and trainings activities.

**4. Specific Tasks**

* Develop the technical specification of equipment and others ToR of procurement needs;
* Coordinate the procurement of items with the assistance of Procurement Expert;
* Follow up the implementation of the budget and the financial management;
* Superintend the generation and dissemination of weather and climate information;
* Coordinate the training programme and Monitoring and Evaluation process;
* Participate fully in the implementation of the SARCIS Project;

**5. Qualifications**

* Master Degree qualification in Meteorology or climate Modeling, with a strong experience in an appropriate field including one or several of the following: project and programme management; strategic planning and management; project and programme evaluation and monitoring; or any climate related field.
* At least 10 years of practical experience in one or several of the above fields, with some of that experience gained in international organisations, public sector institutions and/or funding agencies.
* Experience from working with SADC or a regional organisation will be an advantage.
* Proficiency in the Portuguese and/or French languages will be an advantage.
* A PhD will be an advantage

**6. Deliverables**

The following will constitute the list of deliverables:

* A detailed report on each component of the project;
* An operational system of the regional Meteo-alarm and DRR portal on automate mode;
* Project implementation final report.

**7. Duration and Timing**

Contract duration will be for three years. The Team Leader will be expected to start work in February 2018.

**8. Working team group**

S/He will be coordinating two working groups described as follows:

1. Technical Working Group (TG) comprises with at least the following expertise:

* Assistant Climate Forecasting Expert,
* Assistant Climate Modeling Expert
* Assistant IT and Database Expert
* Service Development Expert (Early Warning System Tool development)
* Disaster Management Expert (secondment)
* Hydrologist (secondment)
* GIS and Remote Sensing Specialist (Secondment)
* Weather forecast (secondment)

2. Project Implementation Unit (PIU) composes of:

* Finance Officer and Assistant Finance,
* Procurement Officer,
* M&E Officer
* Assistant Admin and Logistic

**II. Job Title: Assistant Forecasting Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SARCIS-DR, the Climate Services Centre will need to recruit a Climate Forecasting Specialist under the extreme weather and climate information generation component. These Terms of Reference (ToRs) describe the responsibilities for the Climate Forecasting Specialist position.

**3. Main Purpose and Objective of the Assignment**

The main purpose and objective of the assignment is for the Extreme weather and Climate Forecasting Expert to develop climate forecasting models and provide climate forecasts that will be applicable at the centre and SADC NMHSs as a whole.

**4. Specific Objectives**

Specific objective is to develop regional climate forecasting models, develop regional experts and train climate information users. In order to achieve this specific objective, the Expert has to perform the following tasks:

* Selection of the appropriate NWP and EPS model for Southern Africa Region;
* Run the selected model and validate the output with the country-based ground observation data;
* Generate localized and tailored severe weather and short-term weather information for users' contingency planning;
* Integrate satellite data into the Severe Weather Forecast System.
* Develop the contents of training curriculum manual on Meso-scale Weather Forecasting and seasonal Climate forecasting Training;

**5. Scope of Work**

The Climate Forecasting Specialist will under the guidance of the Project Coordinator perform the following duties:

* Develop regional weather and climate forecasting models, which CSC will use for climate forecasting within the SADC region.
* Carry out climate forecasting using the developed models.
* Developing tools for Monitoring and Evaluation of regional climate forecasting models at CSC.
* Ensure timely preparation and dissemination of weather and climate products and advisories.
* Assist NMHSs in the training of users on the application and on implications of LRF products.
* Assist in the introduction of appropriate decision models for end-users, especially as related to probability forecasts.
* Promote technical capacity building at NMHS level (e.g. acquisition of hardware, software, etc.), as required for implementation of climate services.
* Assist in professional capacity building (training) of climate experts for generating user-targeted products.
* Promote studies of regional climate variability and change, predictability and impact in the Region.
* Develop consensus practices to handle divergent climate information for the Region.
* Validate regional climate models, methods of downscaling and interpretation of global output products.
* Promote the use of proxy climate data in long-term analyses of climate variability and change.
* Promote application research, and assist in the specification and development of sector specific products.
* Promote studies of the economic value of climate information.
* Advising the Project Coordinator on matters that enhance climate forecast capability for CSC and SADC NMHSs.

**6. Deliverables**

The expected deliverables include Climate Forecasting models for the region, forecast products and number of regional experts trained in the subject area. The following will constitute the list of deliverables:

* An updated database for rainfall and temperature;
* Updated homogenize zoning with the climatology training period of 1971-2000 and 1981- 2010;
* An adopted NWP and EPS model for SADC region;
* A set of seasonal models for rainfall and temperature;
* An updated verification tool for seasonal forecast;
* Update the statistical seasonal rainfall forecast procedure manual;
* Trained experts in SADC NMHSs; and
* An annual report on the assignment.

**7. Qualifications**

* Post graduate qualification in Meteorology/Climatology or any other relevant field;
* Knowledge of and experience in extreme weather events analysis, seasonal climate modeling, climate and environment dataset diagnosis and analysis;
* At least 10 years of practical experience in seasonal climate forecasting;
* Experience of working within SADC region on climate related field will be an advantage.

**8. Duration and Timing**

Contract duration will be for three years. The Seasonal climate forecasting Expert will be expected to start work in February 2018.

**9. Working team group**

S/He will be part of the Technical Working Group (TEG) comprises with at least the following experts:

* Assistant Climate Forecasting Expert,
* Assistant Climate Modeling Expert
* Assistant IT and Database Expert
* Service Development Expert (Early Warning System Tool development)
* Disaster Management Expert (secondment)
* Hydrologist (secondment)
* GIS and Remote Sensing Specialist (Secondment)
* Weather forecast (secondment)

**III. Job Title: Technical Assistance: Assistant Climate Modelling Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SARCIS-DR in SADC, the Climate Services Centre will need to recruit a Regional Climate Modelling Specialist. These Terms of Reference (TORs) describes the responsibility for the Regional Climate Modelling Specialist position.

Regional Climate Models (RCMs) are limited-area models with representations of climate processes comparable to those in the atmospheric and land surface components of AOGCMs, though typically run without interactive ocean and sea ice. RCMs are often used to dynamically downscale’ global model simulations for some particular geographical region to provide more detailed information. By contrast, empirical and statistical downscaling methods constitute a range of techniques to provide similar regional or local detail.

SADC Region does not yet have a calibrated and validated Regional Climate Scenarios output for the strategic climate change adaptation policies. This may require relatively high spatial and temporal resolutions in order to adequately inform vulnerability, adaptation, and mitigation assessments, which play an important role in determining how to safeguard against and prosper in a changing climate.

**3. Main Purpose and Objective of the assignment**

The main purpose of the assignment is for the Regional Climate Modeling Specialist to develop regional climate models and train regional experts in interpretation of global and regional climate models and their products.

**4. Specific objectives**

Develop climate models for use in the region and for training regional experts in interpretation and use of products from global and regional climate models.

The specifics tasks are:

1. To identify features pertaining to the continent/subregion that are not represented in current models and must therefore be incorporated into modelling systems;
2. To verify/validate selected models and document the models’ strengths and weaknesses over the continent, especially over southern Africa;
3. To see to the improvement of at least two open-source global models and two open-source mesoscale models over Africa in the short-term; and
4. To design multi-model systems (MMSs) for climate over African CORDEX Domain.

**5. Scope of Work**

The Regional Climate Modeling Specialist will, under the guidance of the Project Coordinator through the CTA (Team Leader), perform the following duties:

* Develop regional climate models which CSC and SADC NMHSs will use for climate forecasting for the SADC region;
* Interpret and assess relevant LRF products from Global Producing Centres (GPCs) (some of which can be obtained through the Lead Centres for LRFMME), make use of Lead Centre for Standard Verification System on LRF (see Attachment II-8), distribute relevant information to RCC Users; and provide feedback to GPCs;
* Generate regional and sub-regional tailored products, relevant to RCC User needs, including seasonal outlooks etc.;
* Perform verification of RCC quantitative LRF products, including the exchange of basic forecasts and hindcast data;
* Generate ‘consensus’ statement on regional or sub-regional forecasts;
* Provide on-line access to RCC products/services to RCC Users;
* Develop a climate Research and Development agenda and coordinate it with other relevant RCCs;
* Promote studies of regional climate variability and change, predictability and impact in the Region;
* Develop consensus practices to handle divergent climate information for the Region;
* Develop and validate regional models, methods of downscaling and interpretation of global output products;
* Develop a climate Research and Development agenda and coordinate it with other relevant RCCs;
* Advising the Project Coordinator on matters that enhance regional climate downscaling capability for CSC and SADC NMHSs.

**6. Deliverables**

Regional climate models and trained regional and national climate modeling experts. The following are the items to be delivered:

* document on developed regional climate models;
* document on generated regional and sub-regional tailored products;
* documented model evaluation performance metrics;
* training procedural manual; and
* Consultancy report.

**7. Qualifications**

* Post graduate qualification in climate modeling and downscaling and other relevant fields;
* Knowledge of and experience in climate downscaling, climate data management and environment domain;
* At least 10 years of practical experience in climate downscaling and forecasting;
* Experience of working within SADC region will be an advantage.

**8. Duration and Timing**

Contract duration will be for three years. The Seasonal climate forecasting Expert will be expected to start work in February 2018.

**9. Working team group**

S/He will be part of the Technical Working Group (TEG) comprises with at least the following experts:

* Assistant Climate Forecasting Expert,
* Assistant Climate Modeling Expert
* Assistant IT and Database Expert
* Service Development Expert (Early Warning System Tool development)
* Disaster Management Expert (secondment)
* Hydrologist (secondment)
* GIS and Remote Sensing Specialist (Secondment)
* Weather forecast (secondment)

 **IV. Job Title: International short-term Consultant on Meteo-Alarm System**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate informatio);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally, the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SARCIS-DR in SADC, the Climate Services Centre will need to recruit an **International Early Warning System Tool Development** Specialist under the development of meteo-alarm system component. These Terms of Reference (ToRs) describe the responsibilities for the **Early Warning System Tool Development** Specialist position.

The Project will be ran by hiring qualified international experts in a manner that the Meteoalarm system operates for SADC in order to maximize the share of experience from the European experts and avoid facing potential difficulties in missing the take-off of the initiative. S/He will work together with Numerical Weather Prediction Expert, IT Expert, Database Expert and GIS Expert in order to develop an internet based tool of SADC alert system.

**3. Objectives:**

Develop an Electronic Regional Risk Atlas to be installed and will be running at SADC CSC Climate data centre, for increased knowledge of risk exposure for five hazards (floods, wild fires, heavy rain, wind and tropical cyclone). The Electronic Regional Risk Atlas is an internet based tool designed to store hazard, vulnerability and critical infrastructure data, produce disaster risk assessment maps, assess the potential impact of disasters, monitor the real time progression of disaster, and provide inputs to determine the most effective use of resources and funds.

Develop an Information management and communication schemes to be used with the National Emergency Response Coordination Centre in the region prior, during and post disaster.

Propose a cross-boundary cooperation involving for instance national/local civil protection authorities, fire brigades, hydrological and meteorological services, representatives of health and education sectors, the private sector, etc dealing with trans-boundary disaster management.

Design and conduct capacity-building programme and provision of support for the approximation to the EU Floods Directive and Meteo-alarm system and the implementation of an integrated approach to flood risk management encompassing prevention, preparedness and response in accordance with the Integrated Flood Management.

To liaise with Database Management Expert in the 15 Member States and at SADC Secretariat level in the development of SADC Alert system website as well as other decision-making tools aimed at generating relevant information on climate risk management.

**4. Qualification and experience**

* Masters degree in Meteorology with specialization in NWP;
* Five (5) years of working experience in operational NWP;
* Evidence of good knowledge and applications of NWP models;
* A PhD degree will be an advantage.

**5. Key Skills and Competencies**

* Excellent computing skills including working with Fortran, Unix and Linux, other compiled computer languages such as. C, C++, Java, etc. are necessary
* Good programming systems
* Ability to communicate effectively orally and in writing
* Ability to prepare written reports in a clear, concise and meaningful manner
* Ability to work with minimum supervision
* Websites & portal
* Web management software and technologies
* Remote Sensing
* Competence with GIS applications

Other

* Knowledge of several high level programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols. Knowledge of interactive systems; good knowledge of organization's information infrastructure and IT strategy as it relates to user area(s).
* Strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity.

**6. Deliverables**

* Development of the online "meteo-alarm system component" to be running on CSC website;
* Development of an Electronic Regional Risk Atlas to be installed and running at SADC CSC website;
* Compilation of the training manual on the operation of the meteo-alarm for early warning system.

**7. Duration and Timing**

Contract duration will be for twelve (12) months during two years. The **International Early Warning System Tool Development Specialist** will be expected to start work on April 1, 2018.

**8. Working team group**

S/He will be part of the Technical Working Group (TEG) comprises with at least the following experts:

* Assistant Climate Forecasting Expert,
* Assistant Climate Modeling Expert
* Assistant IT and Database Expert
* Service Development Expert (Early Warning System Tool development)
* Disaster Management Expert (secondment)
* Hydrologist (secondment)
* GIS and Remote Sensing Specialist (Secondment)
* Weather forecast (secondment)

**V. Job Title: Assistant Database and IT Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

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3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SARCIS-DR in SADC, the Climate Services Centre will need to recruit an **Database and IT Expert** under the improvement of meteorological infrastructure equipment component. These Terms of Reference (ToRs) describe the responsibilities for the **Database and IT Expert** position.

**3. Responsibilities**

Coordinate IT networking and system administration services; Development, maintain and ensure security of IT infrastructure; Administer Internet and Web Servers to ensure 24 hours none interruption of modelling services running on HPC; Coordinate the functioning of Data centre and task centre on HPC and the acquisition of new IT resources, regular improvements or upgrades and also customize software programs for internal needs. Maintain and update Climate Processing System Unit (CIPS) and Climate Data Analysis System (CLYSIS). Schedule and implement preventative hardware maintenance activities and undertake/co-ordinate repairs in response to hardware failures. Constantly review the IT needs and requirements against emerging technological trends and advice management on how the needs can be met using the latest technology. Prepare technical manuals, periodic progress reports and annual reports as required by SADC CSC. Maintain an inventory of all SADC CSC IT resources, including service agreements and contracts. Carry out basic training on relevant IT systems to ensure the efficient execution of tasks and efficient use of the available and new software by SADC CSC staff and users. Support IT related capacity building activities of SADC CSC and NMHSs (National Meteorological and Hydrological Services).

**4. Qualifications and experience**

* At least a Degree in Computer Science or equivalent in Information Technology with a specialization in networking and system administration
* At least seven years of working experience in an operational institution, especially handling large number of users providing application services to external users/clients; Good knowledge of Windows Server 2008, Unix, Linux, etc.
* A PhD will be an advantage.

**5. Required Skills and Competencies**

* Team player with a distinction for professional growth and self-management
* Flair for computer networking, system administrations, and software installation
* Server maintenance and administration (Linux, Windows 2003/2008 server)
* Knowledge of Script Languages (IDL, Perl/Python, tcl/tk, bash, etc.)
* Database maintenance (MySQL, PostgreSQL, Oracle, etc.)
* Network installation and administration
* Website and web services development (PHP, CSS, Javascript, etc.)
* Knowledge of SW Development Tools; (make, build, version control, deployment, bug-tracking, debugging, QA, document management)
* Ability to communicate effectively orally and in writing
* Ability to prepare written reports in a clear, concise and meaningful manner
* Ability to work in an international environment

Specific Tasks

Coordinate and conduct early warning climate monitoring and disaster preparedness activities, including facilitating data share and information dissemination, timely distribution of remote sensing and early warning raw and analysed data & GIS information on Meteo-factory to Disaster Management Units and other stakeholders during the rainy seasons; by liaising and looking for synergies with regional and international partners (eg. WMO), and by taking stock of established information flow mechanisms (institutional collaboration mechanisms and regional/national committees for data flow and sharing);

Coordinate the processing and analyses of Early Warning datasets i.e. agro meteorological and agricultural / livestock, wildfire, Drought and flood risk maps, market & livelihood information and data in support of the regional early warning systems for climate change, food security, food availability, drought monitoring, disaster preparedness and vulnerability assessment,

Contribute to the development of detailed system and other functional specifications and user documentation for major systems, in particular analysis database and applications that could be used to strengthen the institutional production of climate-related information;

Facilitate development of moderately complex systems (database, maps) and technological solutions to support the coordination, monitoring and follow- up of tasks related to existing systems to facilitate the taskforces climate production process;

* Assist in facilitating the activities of the CSC project in the sub-region
* Provide relevant IT technical implementation support to project activities in beneficiary countries in Southern Africa
* Build coherence and synergies with existing Information and communication management initiatives and related activities in the sub-region
* Facilitate timely production of maps, atlases, bulletins and reports
* The candidate should have a strong sense of user interface and web design, website usability, and the ability to translate complex project needs into high quality mockups and website designs.
* Based on designed tools and mechanisms, establish a harmonized system/website aimed at collecting information on spot checks/microassessments of implementing partners;

**6. Competencies**

Excellent facilitation skills, good IT skills, ability to communicate effectively orally and in writing; ability to prepare written reports in a clear, concise and meaningful manner; and ability to work with minimum supervision.

**7. Deliverables**

* Development of the IT system in support of the regular update of products and services on the website;
* Development of the regional platform network linking CSC Data Centre with National Data Centre at NMHSs
* Support to the development of online "meteo-alarm system component" to be running on CSC website;
* Support to the development of an Electronic Regional Risk Atlas to be installed and running at SADC CSC website;
* Compilation of the training manual on the IT system administrator and network operation linking SADC CSC Data centre with National Data Centre at NMHSs.

**8. Duration and Timing**

Contract duration will be for three years. The **IT System engineering Specialist** will be expected to start work in February 2018.

**9. Working team group**

S/He will be part of the Technical Working Group (TEG) comprises with at least the following experts:

* Assistant Climate Forecasting Expert,
* Assistant Climate Modeling Expert
* Assistant IT and Database Expert
* Service Development Expert (Early Warning System Tool development)
* Disaster Management Expert (secondment)
* Hydrologist (secondment)
* GIS and Remote Sensing Specialist (Secondment)
* Weather forecast (secondment)

**VI. Job Title: National Expert on attachment (Disaster risk Management Expert)**

1. PURPOSE OF ATTACHMENT

The “attachment” provision of qualified professionals from National Meteorological & Hydrological Services or from sister institutions or Universities to SADC-CSC is a two-way strategy of filling in the position in the Centre to allow it to discharge its mandate and at the same time improve the capacity of national expert on-job training. The national experts on attachment continue being a staff member of their mother institution, while working for SADC-CSC.

This provision has two purposes and benefits:

* SADC-CSC benefit from qualified human resources to support regional integration and economic growth in their operational and development activities in the field of production, management and dissemination of information and services related to weather and climate for the user-community to apply climate information;
* SADC-CSC provide the opportunity to SADC National technical staff and scientists to improve their expertise by working in a conducive regional environment.

1. SCOPE OF THE WORK

The work programme to be assigned to those experts in attachment relates to the specific tasks needed to achieve the SADC CSC Regional Climate Centre (RCC) requirements and contribute to the fulfilment of the functions of the SADC Climate Services Centre such as improvement of existing products for weather and climate monitoring and forecasting , forecasts verification methods at different time scales, monitoring and evaluation of the use of the products, development of new services and products, data management and information dissemination to end users.

1. SPECIFIC TASKS

The CSC requires the position of a Disaster Risk Management Expert to be filled. The attached staff member will perform the following specific tasks:

**1. Responsibilities:**

Implement SADC CSC related applications of climate products and services needed by the Disaster risk and related sectors.

Assist the project implementation and conduct gaps and needs assessment and assist the development of regional strategy for enhanced applications of climate products and services in Disaster Risks Assessment and Management.

Assist in the capacity building activities related to applications of severe weather forecast in Disaster Risks Assessment and Management.

Assist the development and use of Climate Information Systems in Disaster Early Warning and Disaster risk Management practices including Decision Support Tools (Systems).

Prepare periodic progress reports as required by SADC CSC. Undertake any other related duties as may be assigned by the CSC Coordinator.

**4. Qualifications and experience:**

Advanced university degree (Masters Degree or equivalent) in social sciences or a subject related to DRM. Minimum 5 years experience in programme management, programme design and formulation is required. Preference will be given to a candidate having practical experience in implementation of Disaster Risk Management Programme. Familiarity and knowledge of working with the development community, NGOs and other players in the development sector and possessing knowledge and experience of participatory project management approaches will be considered as advantage.

**5. Competencies:**

* A good understanding of Disaster Risk Management concepts and approaches and their relationship with sectorial and sustainable development;
* Highly developed analytical skills, particularly from a multi-disciplinary perspective, with the ability to integrate multi-disciplinary knowledge;
* Ability to communicate effectively orally and in writing; Ability to prepare written reports in a clear, concise and meaningful manner; and
* Ability to work with minimum supervision

6 Expected Outputs and Deliverables

During the period of attachment:

The Disaster Risk Management Expert is expected to produce the following deliverables:

* + DRR needs assessment report;
	+ Compilation of the training material on risk assessment and Management;
	+ contribution to the development of risk atlas for SADC region.

7. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The attached staff member will report overall to the SADC CSC Coordinator using the stipulated SADC channels, processes and procedures. At the end of the attachment period, SADC will be required through the CSC to provide a detailed report of the contribution of the staff member to the work of the SADC CSC and achievements made.

# 8. TRAVEL

SADC will meet the cost of the most direct economy class air ticket for the staff to travel to SADC HQ in Gaborone, Botswana at the start and back at the end of their attachment.

# 9. QUALIFICATIONS AND EXPERTISE REQUIRED

Applicants eligible must at least have:

* An Advanced degree in Climate Risk Management or any related to Disaster Risk Management or equivalent;
* A minimum experience of seven (7) years;
* Must be nationals from SADC Member States
* Fluent in written and spoken English
* Knowledge in French is an added advantage

Female candidates are encouraged to apply.

# 10. DURATION OF THE ATTACHMENT

The attachment will start upon signing of the Contract by the staff member for the period of 6 Months renewal once off.

11. CRITERIA FOR SELECTING THE BEST OFFER

In response to the Request for applications by a Procurement Notice, qualified DRR experts are expected to submit a letter from the Director of the National Meteorological & Hydrological Services / Disaster Risk Management Agency or Sister Institution or University confirming and supporting their availability for the attachment, a CV and letter of motivation for the attachment. Accordingly; the applications will be evaluated based on the following criteria:

* Responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation.

|  |  |
| --- | --- |
| Evaluation Criteria | Max. Points |
| Technical Competence (based on CV, technical Proposal) | 100% |
| * Criteria a: Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal
 | 40 |
| * Criteria b. Relevant qualification and experience
 | 40 |
| * Criteria c. Relevant competences
 | 20 |
| Total Score  | 100 |

12. RENUMERATION

The attached staff member will be paid a monthly all-inclusive living allowance equivalent to Two thousand six hundred Euros per month.

At the end of their stay, Experts on attachment becomes members of the SADC-CSC focal-points network. The attached staff will play an important role in enhancing the collaboration between SADC CSC and their home institution. The role includes:

Monitoring the use and relevance of products developed and disseminated by SADC-CSC

* + Assessing quality of products and services (forecast verification in the country)
	+ Evaluating and transmitting users’ needs and requirements (types of services, preferred dissemination channels, formats, products and services, new needs,)
	+ Formulating proposal to improve SADC-CSC services.

**VII. Job Title: National Expert on attachment (Hydrological specialist)**

1. PURPOSE OF ATTACHMENT

The “attachment” provision of qualified professionals from National Meteorological & Hydrological Services or from sister institutions or Universities to SADC-CSC is a two-way strategy of filling in the position in the Centre to allow it to discharge its mandate and at the same time improve the capacity of national expert on-job training. The national experts on attachment continue being a staff member of their mother institution, while working for SADC-CSC.

This provision has two purposes and benefits:

* SADC-CSC benefit from qualified human resources to support regional integration and economic growth in their operational and development activities in the field of production, management and dissemination of information and services related to weather and climate for the user-community to apply climate information;
* SADC-CSC provide the opportunity to SADC National technical staff and scientists to improve their expertise by working in a conducive regional environment.

2. SCOPE OF THE WORK

**2.1 Rational**

A number of Regional Initiatives aimed at minimising the impacts of natural disasters including the reduction of the impacts of floods and droughts have recently been undertaken. One of these initiatives is the ‘Integrating SADC HYCOS into Regional Flood Risk Management Strategies in Support of Disaster Risk Reduction (DRR)’ project, which includes the revitalisation of the SADC HYCOS network of stations – particularly in the Zambezi basin -, DRR regional preparedness assessment and road map for creating resilience, the development of a regional flood atlas and other specific flood management tools. This project has developed databases, models and tools which will be transferred to and installed at the SADC CSC headquarters in Gaborone. In addition, a regional base station, for the real time capturing and storage of raw river flow and related hydro-meteorological data from the revitalised SADC HYCOS stations, will also be established at CSC. This base station will be part of a regional hydro-meteorological data management system, which will also be managed and maintained by CSC.

The institutional capacity and competency of CSC is critical in the sustainability and usefulness of the products and services that it will be managing. However, there are currently no hydrologists and related scientists that can manage the base station, databases, models and related tools mentioned above. The SADC CSC, therefore, wishes to have on attachment an experienced hydrologist to undertake various Regional Hydrological Tasks mainly focusing, but not solely, in the first instance on SADC HYCOS FRM implementation.

**2.2. Specific Objectives**

* Manage CSC SADC HYCOS Base Stations;
* Develop and manage Regional hydrological database;
* Develop, Management and periodically updating of the hydrological web portal;
* Advise member states on the use of hydrological and FRM tools and other relevant issues;
* Undertake relevant hydrological analysis; and
* Develop training and advocacy materials.

2.3. **Specific Tasks**

The attached staff member will perform the following specific tasks:

* Liaison with the SADC Member States on Regional and trans-boundary watercourse hydrological issues;
* Management of CSC SADC HYCOS Base Station, including quality control checks and dissemination of information;
* Management of the Regional hydrological database - This will include both raw data obtained directly from the gauging stations through the base station and quality controlled, historic archive data obtained from the Member States;
* Support management and periodic updating of the web portal / HTML information tool database developed through the SADC HYCOS FRM project;
* Advise the Member States on the rehabilitation and revitalization of existing and establishment of new SADC HYCOS gauging stations;
* Assist member States with the review and development of rating curves;
* Advise Member States on the use of the hydrological and FRM tools developed under the SADC HYCOS FRM project including the Regional Flood Atlas and models developed or proposed for two flood hot spot areas of Chokwe in Mozambique and Katima Mulilo/Kasane in Namibia and Botswana;
* Advise on and where appropriate undertake the use of hydrological models for both drought and flood forecasting, warning and analysis;
* Undertake statistical analysis of hydrological data and extreme flow analysis;
* Undertake analysis of long term hydrological data to try and identify changes in hydrological behaviour e.g. due to land use changes or climate variability, and estimate the impact of such changes on future hydrological patterns;
* Assist member States with the provision of hydrological training when appropriate, either directly or by identifying specific specialists in the training required; and
* Undertake any other relevant duties appropriate to the post.

3. EXPECTED OUTPUTS AND DELIVERABLES

* CSC HYCOS base stations status report;
* Setup of the CSC Regional hydrological database;
* A functioning hydrological web-portal; and
* Relevant training materials.

4. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The attached staff member will report overall to the SADC CSC Coordinator using the stipulated SADC channels, processes and procedures. At the end of the attachment period, SADC will be required through the CSC to provide a detailed report of the contribution of the staff member to the work of the SADC CSC and achievements made.

# 5. TRAVEL

SADC will meet the cost of the most direct economy class air ticket for the staff to travel to SADC HQ in Gaborone, Botswana at the start and back at the end of their attachment.

# 6. QUALIFICATIONS AND EXPERTISE REQUIRED

Applicants eligible must at least have:

* A degree in Civil Engineering, Environmental Sciences or similar and a post-graduate qualification in Hydrology.
* A minimum of five years relevant postgraduate experience is required. In addition.
* In addition the person appointed must demonstrate good communications (both spoken and written), working knowledge of IT, hydrological modelling and analytical skills.

The successful candidate’s experience shall include the following:

* The processing, quality control and management of hydrological data;
* Use of hydrological data management systems;
* Practical field hydrometry including field monitoring experience and the design, specification, operation and maintenance of gauging stations;
* Analysis of hydrological data including statistical and stage-discharge rating analysis;
* Hydrological and hydraulic modelling; and
* HYDSTRA experience would be advantageous but not essential.

Female candidates are encouraged to apply.

# 7. DURATION OF THE ATTACHMENT

The attachment will start upon signing of the Contract by the staff member for the period of 6 Months renewal once off.

8. CRITERIA FOR SELECTING THE BEST OFFER

In response to the Request for applications by a Procurement Notice, qualified Hydrologist experts are expected to submit a letter from the Director of the National Meteorological & Hydrological Services / Disaster Risk Management Agency or Sister Institution or University confirming and supporting their availability for the attachment, a CV and letter of motivation for the attachment. Accordingly; the applications will be evaluated based on the following criteria:

* Responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation.

|  |  |
| --- | --- |
| Evaluation Criteria | Max. Points |
| Technical Competence (based on CV, technical Proposal) | 100% |
| * Criteria a: Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal
 | 40 |
| * Criteria b. Relevant qualification and experience
 | 40 |
| * Criteria c. Relevant competences
 | 20 |
| Total Score  | 100 |

9. RENUMERATION

The attached staff member will be paid a monthly all-inclusive living allowance equivalent to Two thousand six hundred Euros per month.

At the end of their stay, Experts on attachment becomes members of the SADC-CSC focal-points network. The attached staff will play an important role in enhancing the collaboration between SADC CSC and their home institution. The role includes:

Monitoring the use and relevance of products developed and disseminated by SADC-CSC

* + Assessing quality of products and services (forecast verification in the country)
	+ Evaluating and transmitting users’ needs and requirements (types of services, preferred dissemination channels, formats, products and services, new needs,)
	+ Formulating proposal to improve SADC-CSC services.

**VIII. Job Title: Visiting Scientist on Secondment**

1. PURPOSE OF VISITING SCIENTIST ON SECONDMENT

The “Visiting Scientist on secondment” provision of qualified professionals from National Meteorological & Hydrological Services or from sister institutions or Universities to SADC-CSC is a two-way strategy of filling in the position in the Centre to allow it to discharge its mandate and especially to develop new products and services during the secondment. The national experts on secondment continue being a staff member of their mother institution, while working for SADC-CSC.

This provision has two purposes and benefits:

* SADC-CSC benefit from qualified human resources to support regional integration and economic growth in their operational and development activities in the field of production, management and dissemination of information and services related to weather and climate for the user-community to apply climate information;
* SADC-CSC provide the opportunity to SADC National technical staff and scientists to improve their expertise by working in a conducive regional environment.

2. SCOPE OF THE WORK

**2.1 Rational**

Visiting scientists develop collaborations and research contributions that last long after they leave the host institution. Whether graduate students, postdoctoral fellows, or established senior scientist, the visiting scientists apply to pursue research interests alongside our scientists.  On a case-by-case basis, SADC CSC may provide office space, infrastructure facilities and other related logistic arrangement for a good working environment. SADC CSC's Visiting Scientist Programme brings together scientists to solve interdisciplinary problems – often making use of new and innovative technologies developed abroad.

The purpose of the programme is the exchange of scientific information in the areas of planetary sciences; geophysics; hydrology, meteorology and climate change. The Programme is open to international, regional and national visitors. They come for a well-defined scientific purpose, which may be to collaborate with a specific individual, to access unique data, or to use specialized facilities.

**Climate Application is one of the area of interest for visiting scientist activities at SADC CSC.** This aims for translating the climate services to sectoral tailored climate impact assessment;

SADC Region does not yet have a calibrated and validated Regional Climate Scenarios output for the strategic climate change adaptation policies. This may require relatively high spatial and temporal resolutions in order to adequately inform vulnerability, adaptation, and mitigation assessments, which play an important role in determining how to safeguard against and prosper in a changing climate.

**2.2. Main Purpose and Objective of the assignment**

The main purpose of the assignment is for the Impact Assessment Specialist to develop regional climate impact assessment models and train regional experts in interpretation of global and regional climate models and their products.

**2.3. Specific objectives**

Develop climate impact assessment models for use in the region and train regional experts in interpretation and use of products from global and regional climate impact assessment models.

The specifics tasks are:

* To identify features pertaining to the Representative Concentration Pathways (RCP) or emissions scenarios that are relevant or representative to Africa socio-economic, demographic, technologic represented in current models and must therefore be incorporated into modeling systems.
* To verify/validate selected scenarios and models and their application in impact assessment on water management, food security, energy, health, and Disaster Risk Management, in documenting the models’ strengths and weaknesses over the continent, especially over southern Africa.
* To advice on the scenario and impact assessment model for southern Africa.

**3. Scope of Work**

The *Regional Climate Impact Assessment* *Specialist* will, under the guidance of the CSC Coordinator, perform the following duties:

* Test different scenarios on regional climate models which CSC and SADC NMHSs will use for climate change impact assessment projection for the SADC region;
* Generate regional and sub-regionaltailored products, relevant to RCC User needs, including climate impact assessment etc;
* Generate ‘consensus’ statement on regional climate impact assessment or sub-regional forecasts;
* Provide on-line access to RCC products/services to RCC Users;
* Develop a climate Research and Development agenda and coordinate it with other relevant RCCs;
* Promote studies of regional climate variability and change, predictability and impact in the Region;
* Develop consensus practices to handle divergent climate information for the Region;
* Develop and validate regional climate impact assessment models, methods and interpretation of output products;
* Advising the CSC Coordinator on matters that enhance regional climate impact assessment capability for CSC and SADC NMHSs.

**4. Deliverables**

 The followings are the items to be delivered:

* A documented model evaluation performance metrics;
* A document on climate impact assessment for GFCS four priority pillar;
* A training procedural manual; and
* A consultancy report.

**5. Qualifications**

* Post graduate qualification in climate modeling and Impact Assessment and other relevant fields;
* Knowledge of and experience in climate scenario development, climate data management and environment domain;
* At least 10 years of practical experience in climate scenario development and vulnerability and impact assessment;
* Experience of working within SADC region will be an advantage.

6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The seconded staff member will report overall to the SADC CSC Coordinator using the stipulated SADC channels, processes and procedures. At the end of the secondment period, SADC will be required through the CSC to provide a detailed report of the contribution of the staff member to the work of the SADC CSC and achievements made.

# 7. TRAVEL

SADC will meet the cost of the most direct economy class air ticket for the staff to travel to SADC HQ in Gaborone, Botswana at the start and back at the end of their secondment.

# 8. DURATION OF THE SECONDMENT

The secondment will start upon signing of the Contract by the staff member for the period of 6 Months renewal once off.

9. CRITERIA FOR SELECTING THE BEST OFFER

In response to the Request for applications by a Procurement Notice, qualified Visiting Scientist experts are expected to submit a letter from the Director of the National Meteorological & Hydrological Services / Disaster Risk Management Agency or Sister Institution or University confirming and supporting their availability for the attachment, a CV and letter of motivation for the secondment and a Technical Proposal on how they will produce the expected deliverables and contribute to the CSC new products and services development. Accordingly the applications will be evaluated based on the following criteria:

* Responsive/compliant/acceptable, innovative approach, and
* Having received the highest score out of a pre-determined set of weighted technical criteria specific to the solicitation.

|  |  |
| --- | --- |
| Evaluation Criteria | Max. Points |
| Technical Competence (based on CV, technical Proposal) | 100% |
| * Criteria a: Understanding the Scope of Work (SoW); comprehensiveness of the new methodology/approach; and organization & completeness of the proposal
 | 40 |
| * Criteria b. Relevant qualification and experience
 | 40 |
| * Criteria c. Relevant competences
 | 20 |
| Total Score  | 100 |

10. RENUMERATION

The seconded staff member will be paid a monthly all-inclusive living allowance equivalent to three thousand Euros per month.

At the end of their stay, Experts on attachment becomes members of the SADC-CSC focal-points network. The attached staff will play an important role in enhancing the collaboration between SADC CSC and their home institution. The role includes:

Monitoring the use and relevance of products developed and disseminated by SADC-CSC

* + Assessing quality of products and services (forecast verification in the country)
	+ Evaluating and transmitting users’ needs and requirements (types of services, preferred dissemination channels, formats, products and services, new needs,)
	+ Formulating proposal to improve SADC-CSC services.

**IX. Job Title: Finance Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit a **Finance Expert** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Finance Expert** position.

**3. Main Purpose**

The Finance Expert shall provide financial management services to support the implementation of the SADC AfDB/SAWIDRA Project under I&S Directorate within the SADC Secretariat organisational structure.

**4. Reporting Relationships**

The Finance Expert shall report to the Director of Budget & Finance. who shall designate a supervisor in Coordination with the Project/I&S.

**5. Specific Tasks (Scope of Services)**

The scope of services of the Financial Expert will include financial and administrative duties, but not limited to the following:

1. preparing the annual and quarterly budgeting and work plans;
2. Implementing sound accounting systems, maintaining up to date project accounts, day-to-day administration of project funds and ensuring that these conform to the administrative and financial requirements and procedures of the financial and accounting procedure manual of the project, in line the African Development Bank-funded projects financial management standards.
3. African Development Fund’s requirements;
4. SADC Secretariat;
5. Prepare annual and quarterly financial and admin reports on the basis of implementation of corresponding work plans and budget;
6. Prepare regular reports on expenditure and budget control;
7. Controlling income financial resources inflows, expenditures and liquidity position periodically and preparing related reports;
8. Prepare detailed cost estimates and lead reconciliation, budget analysis and projections as required by standards for financial management of projects funded by the ADF Grant resources AfDB and SADC Secretariat;
9. Process and monitor payment requests ensuring that necessary clearance is obtained and payments are effected promptly and in accordance with applicable regulations of the financial and accounting procedure manual of the project of the AfDB and those of the SADC Secretariat;
10. Ensure that disbursement requests are prepared and submitted to the AfDB in a timely manner, good time in order to maintain the necessary cash-flows to support the implementation of project activities;
11. Ensure that all advances and direct payments to the benefit of the Project are well recorded and justified in accordance with the financial and accounting procedure manual of the project AfDB and SADC Secretariat procedures;
12. Facilitate and support the Project Coordinator and PMT in organizing the logistics for Project Steering Committee meetings, Joint Steering Committee meetings and any other meetings related to and requiring logistical support from the projects.
13. Advise, facilitate and support project staff, consultants, and meeting delegates on all aspects related to allowances, salary advances, travel claims and other financial matters;
14. Prepare all necessary financial and admin management correspondence and be responsible for follow-up;
15. Arrange for the project’s annual external audit and make sure that the audit report is approved before the submission expiry date, corresponding to six (06) months following the audited fiscal year; of the Project once a year;
16. Carry out any other duties as may be delegated by the Director of Budget and Finance and or the supervisor, under the project.

**6. Qualifications**

The Expert will possess the following qualifications:

A minimum of Bachelor’s Degree in Accounting, Finance, business management with a professional qualification as CA, Master’s in Business Administration (MBA), or of or any other equivalent degree;

Professional qualification e.g. ACCA, CA, CIMA, CPA or equivalent;

Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent;

Gender candidates with same qualifications and experience will have an added advantage;

**7. Experience**

The Expert will possess the following experience:

1. At least eight (8) years’ demonstrable experience as a finance expert and or a position with similar scope of responsibilities, of-which three (3) should be with donor funded projects;
2. Specific work experience in projects funded by the African Development Bank Group or World Bank, EU and or similar International Cooperating Partner would be required;
3. Specific working knowledge and experience with the Institutional Support to African Climate Institutions (ISACIP) is an added advantage;
4. Experience of working in international projects/organizations dealing with multiple currencies.

**8. References**

Verifiable references and membership of professional organization(s).

**9. Other**

Fluency in English, knowledge of Portuguese and French would be an added advantage;

**10. Eligibility**

(i) In addition to fulfilling the qualifications and experience requirements,

(ii) National and female candidates are encourage to apply for this position, however any other candidates who are interested, also qualify, under the ADF revised eligibility criterion must be nationals of countries that are members of the African Development Bank; and

(iii) Candidates from the SADC region in particular are encouraged to apply.

**11. TERMS OF EXECUTION**

(i) Upon notification of the contract, the expert will review the terms of consultancy and report all points requiring additional information or clarification. She/he will contact the Director of Budget and Finance to collect all the information, instructions, guidelines and governing the conduct of the consultancy.

**12. REPORTING**

1. Expert shall issue a monthly report comprising:
2. Monthly bank reconciliation;
3. Monthly financial report based on the format stipulated by Director of Budget and Finance; and
4. Claim stating compliance with the above requirements.

**X. Job Title: Procurement Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit a **Procurement Expert** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Procurement Expert** position.

**3. Specific Tasks of Procurement Expert**

The Procurement Expert will be part of the Project Team working on the implementation of the project’s activities and will assume ongoing activities including activities yet to be initiated.

Under the supervision and coordination of the Project Coordinator, she/he would be responsible for the specific procurement activities needed for program implementation. The Procurement Expert would carry out the following specific tasks without them being exhaustive:

* Develop a comprehensive list of all acquisitions of goods and services provided on the financing of the project SAWIDRA for all components;
* Follow up with recipients of technical services for the acquisition of the unit or project coordination, preparation and finalization of terms of reference (TOR) for the procurement of consultancy service, and technical specifications for goods and works;
* Complete records of tender and requests for proposals (based on the models provided by the AfDB) to be subjected to no objection from the Bank and ensure their transmission / sale as appropriate;
* Proceed with the launch of tenders (if applicable to the call for expressions of interest or screening), in the manner agreed in the grant agreements;
* Ensure proper management of calls for tender;
* Supervise and monitor the evaluation of bids and proposals received;
* Prepare contracts, after obtaining no-objection if it is required, and ensure their signatures by persons qualified to do so;
* Design, implement a database of providers and ensure the update, and develop management statistics that will allow donors to measure the level of project performance in terms of procurement;
* Plan, prepare and coordinate the timing of acquisition of consulting services and goods and works;
* Prepare reports of activities prescribed by the manual of procedures for acquisition, but also any other reports related to the procurement that the lessor may seek in connection with the performance of project;
* Develop and maintain the procurement plan on a model consistent with AfDB procedures, including the provisional estimate, in Protocol of Agreement signed between AfDB and SADC;
* Develop records of tenders for works, supplies and requests for proposals for consultancy services as provided in the grant agreement;
* Prepare, implement and update general reviews and advice specific procurement, expressions of interest for consultancy services, works and supplies;
* Implement activities in accordance with the approved Procurement Plan;
* Participate in committees receiving supplies, works and services, and to ensure that these goods and services received comply with contract specifications;
* Monitor the implementation of service - and supply contracts;
* Produce periodic reports on the market situation and suppliers’ performance;
* Keep an up to date and accurate register of all the project property;
* Assist in dealing with claims and litigation to contracts and procurement.

**4. Main Purpose**

Shall be responsible for the coordination of all procurements under the Project. Shall advise and assist the Project Coordinator on all procurement issues in connection with the implementation of the SADC/AfDB /CSC Project within the I&S Directorate.

**5. Reporting Relationships**

The Procurement Expert shall report to the Project Coordinator – SADC/AfDB CSC Project.

**6. Scope of Services**

The scope of services of the Procurement Expert will include, but not limited to the following:

* Make sure that the procurement files receive necessary approvals from AfDB under the thresholds and deadlines agreed in the donation agreement and procurement plan
* Ensure the inclusion in the agenda of the committee stage of the evaluation process of procurement (opening of bids, evaluations and assignments);
* Ensure the confidentiality of reports evaluating bids up to the award of contracts;
* Make sure that the unsuccessful bidders receive the necessary information immediately after the decision to award of contracts;
* Reporting practices contrary to good governance in the process including cases of influence peddling, conflict of interest or insider trading;
* Ensure that the procedures outlined in the agreement with the lessor are respected at all stages of the procurement of goods and services;
* Participate as external expert to the committee of Project Management Team meetings.
* Carry out any other duties as may be delegated by the Project Coordinator.

**7. Qualifications and Experience**

The Procurement Expert will be from one of the SADC Member Countries and will have the following qualifications and experience:

* A minimum of first degree in procurement or supply chain management or engineering or administration or law or any other relevant field and post graduate training in procurement or related subject, or equivalent by experience;
* Good knowledge of standard procurement methods and procedures following UNCITRAL model law. Specific knowledge and experience in AfDB procurement procedures will be a distinct advantage;
* Minimum Ten (10) years relevant working experience, of which five years continuous experience is in procurement management at senior level, preferably in an international organisation;
* Knowledge of AfDB and World Bank Guidelines as well as SADC procurement procedures and documentation will be an added advantage;
* Experience in training, capacity building and setting up procurement systems in a new organisation will be a distinct advantage;
* Computer literacy and competence, Microsoft Word, Excel, Access, Power Point;
* Proven ability to work and interact with people from diverse, professional, social and cultural backgrounds;
* Fluency in written and spoken English. Knowledge of Portuguese and French would be an added advantage;
* Excellent analytical skills and report writing.

**8. Other Requirements:**

* + Excellent planning, organising and writing skills;
	+ Strong management skills, particularly ability to provide strategic direction and technical supervision,
	+ Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
	+ Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment;
* Excellent coordination and negotiation skills;
* Excellent organizational and recordkeeping skills;
* Experience in dealing with senior business executives and government officials;
* Good team player while being independent and able to work autonomously; and

**9. References**

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage.

**10. Performance criteria**

The performance of the Procurement Expert will be evaluated quarterly. The criteria used to measure his/her performance will be:

* Timely processing of procurement requisitions;
* Ability to meet deadlines in terms of procurement;
* Compliance with procurement procedures foreseen in the Grant, measured by the number of rejected submissions for prior examination and post-review audit findings (technical and financial);
* Delivery of tendered supplies and services.

**11. Expected Deliverables**

The Procurement Expert is expected achieve the following key deliverables at the minimal (list not exhaustive):

|  |  |  |
| --- | --- | --- |
| Duration (days) | Type of Procurement | Key Deliverable  |
|  | Prepare procurement plan and bids documents  | Approved procurement plan and launching of bids doc |
|  | Implement procurement plan and supervision of the panels sing Quality and Cost Based Selection (QCBS) | Subject to none delays by supplier – contracts management up to commissioning of the renovation works. |
|  | Procure Goods (equipment) of integrated computer system and Telecom using AfDB International Competitive Procedure  | Purchase Order/Contract submitted to supplier |
|  | Procure Goods (equipment) of Automatic Weather Station (AWS) using shopping Procedure | Purchase Order/Contract submitted to supplier |
|  | Procure Services – Direct sourcing for Technical Assistance and Contractual services using shortlist for individual consultants. | Subject to approval of ‘no objection,’ contract offered and signed by Consultant.  |
|  | Procure Goods for the office facilities | Subject to none delays by supplier – receipt of goods ordered, acknowledged to that effect by GRN. |
|  | Administrative works on filing of all tenders documents and supporting documents for previous tenders | Filing completed and signed by relevant signatories |

11. Terms of Execution

Upon notification of the contract, the expert will review the terms of its mission and report all points requiring additional information or clarification. He will contact the Project Management Team (PMT) to collect all the information, instructions, and guidelines governing the conduct of the assignment.

12. Duration and Timing

Contract duration will initially be twelve (12) months with a possibility of an extension should the project require the further services of a procurement expert and upon satisfactory performance. The Procurement Expert will be expected to start work in February 2018. The PMT of SAWIDRA will oversee the implementation of the assignment.

**XI. Job Title: Monitoring and Evaluation Expert**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit a **Monitoring and Evaluation Expert** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Monitoring and Evaluation Expert** position.

**3. SCOPE OF WORK**

The Project Planning Monitoring and Evaluation (M&E) Expert will under the guidance of the Project Coordinator perform the following duties:

* have the overall administration management responsibility of the project implementation;
* support to produce M&E system that defines standards, track, approaches, methods, tools and application plan to allow systematic participatory monitoring and evaluation of project achievements, results, changes and impacts.
* He/she will play a catalyst role to support building M&E capacity, and together with the project team, to implement the M&E system, planning, recommending adjustments and reporting.
* Supervise the execution of the supply contracts and civil work (delivery, installation and commissioning of equipment) on computer system and telecommunication, Automatic Weather System and maintenance of the Early Warning System Laboratory.
* support the external mid-term review and closing of the SADC-SAWIDRA as appropriate;

**4. SPECIFIC TASKS**

* Develop a strategic plan for the implementation of the Project and upload it onto the SADC Information System (SIMS);
* Develop the verifiable performance indicators for the SAWIDRA Project;
* Update Project M&E status on SADC Information System (SIMS);
* The M&E expert will closely collaborate and work with PIU team ensuring that the entire project M&E system is developed in accordance with the design principles and implemented in the most appropriate way;
* Study and analyze the project documents available, draft impact chains, operational plan, annual work plans with special emphasis on indicators;
* Develop forms for data collection & analysis, M&E reporting structure;
* Conduct the project’s impact chains, including breaking achievements of indicators into benchmark in terms of time;
* Design the framework for the physical and process monitoring of project activities.
* Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in project implementation;
* Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts;
* Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;
* Recommend important changes/revision for better achievement of project objectives;
* Support to organize and together with SADC team to implement successfully the M&E plan on SADC Information Management System (SIMS), ensure the collection of the opinions of all related stakeholders, analyze the results of monitoring and effective use of this analysis;
* Cooperate with CTA to organize and provide trainings in M&E for project and implementing partner staff, local organizations and primary stakeholders;
* Provide coaching for M&E staff during the implementation of M&E process;
* Prepare a final report including assessment and recommendations.

The Project Planning Monitoring and Evaluation Expert shall work under the supervision of and report to the Project Coordinator on all matters relating to the planning and implementation of activities and tasks.

**5. Qualifications**

* Post graduate qualification in an appropriate field including one or several of the following: project and programme management; strategic planning and management; project and programme evaluation and monitoring; or any climate related field.
* At least 7 years of practical experience in one or several of the above fields, with some of that experience gained in international organizations, public sector institutions and/or funding agencies.
* Knowledge of and experience in climate/environment domain;
* Experience from working with SADC or a regional organization will be an advantage.
* Strong background in M&E, project management, good knowledge of climate system is an advantage;
* Demonstrated skills in writing M&E reports;
* Strong experienced with community development and capacity building projects;
* Skills and experience in training M&E including curricula designing, facilitating training workshops etc. for project staff and local stakeholders;

**6. References**

Verifiable references and membership of professional organization(s); Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage;

**7. Other**

Fluency in English, knowledge of Portuguese and French would be an added advantage;

**8. Eligibility**

In addition to fulfilling the qualifications and experience requirements,

Candidates for this position must be nationals of countries that are members of the African Development Bank. Candidates from the SADC region in particular are encouraged to apply.

**9. Performance criteria**

The performance of the M&E Expert will be evaluated annually. The criteria used to measure his/her performance will be:

* Timely processing of quarterly report requisitions;
* Ability to meet deadlines in terms of reporting;
* Compliance with M&E procedures foreseen in the Grant, measured by the number of rejected submissions for prior examination and post-review audit findings (technical and financial);

**10. Expected Deliverables**

The Project Planning Monitoring and Evaluation Expert is expected to prepare and submit the following key deliverables at the minimal (list not exhaustive):

|  |  |  |
| --- | --- | --- |
| **Duration (days)** | **Type of Activities** | **Key Deliverable**  |
|  | Development of work plan and annual work plan and budget  | Adopted annual budget and work plan  |
|  | Development of performance indicators and M&E work plan  | Adopted M&E work plan . |
|  | Implementation of the M&E work plan  | delivery, installation and commissioning of equipment done and Site Acceptance test done |
|  | Follow up and acquisition of Goods (equipment) under the supply contract  | delivery and installation done, Site Acceptance test done |
|  | Quarterly report prepared and submitted to PMT and Donors | Endorsement of Quarterly reports by donors and SADC Management  |
|  | Prepare the midterms review mission  | Mid-terms Aide-memoire signed by parties  |
|  | Progress report on the verifiable performance indicators for the SAWIDRA Project | Key Performance Indicator used in Quarterly report |
|  | Implementation of SAWIDRA Project  | Quarterly and annually reports submitted |

**11. TERMS OF EXECUTION**

Upon notification of the contract, the expert will review the terms of its mission and report all points requiring additional information or clarification. He will contact the PMT to collect all the information, instructions, guidelines, governing the conduct of the mission.

12. **Contract duration** is for three years. The PMT of SAWIDRA will oversee the consultation.

**XII. Job Title: Assistant Finance Expert: Accountant**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit an **Assistant Finance Expert** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Accountant** position.

**3 Function**

Under the supervision of Finance Officer, the Project Accountant will carry out the accounting and administration tasks of the project. The Project Accountant is responsible for maintaining the budget, recording and reflecting fully, accurately, clearly and in a timely manner the funds that are allocated and the disbursements made to support project implementation, in accordance with the approved documents and the liquidation of expenditures on an annual and quarterly basis as well as upon project termination. The Project Accountant will ensure the use of standard financial and accounting procedures in line with the Harmonized Programme and Project Management Guidelines and the most updated AfDB rules.

**4. Responsibilities:**

**a) Planning and budgeting:**

* Participate in preparation of annual and quarterly work plans of the Project;
* Participate in quarterly work planning and progress reporting meetings with the Directorate in charge of the superintending the project;
* Assist the FO and the Project Manager in budget monitoring and revision;

**b. Accounting Work**

* Establish a robust project accounting system, including reporting and filling systems, in accordance with the Project Document and donor procedures;
* Assist the Finance Officer (FO) in preparation of disbursement plans in accordance with the Hamonized Programme and Project Management Guideline;
* Maintain petty cash transactions, including writing receipts, preparing payment request forms, disbursement of cash and clearance of advances;
* Prepare quarterly financial forecasts and requests for advancement of funds;
* In-coordination with FO to review and revise the project budget when required and periodically;
* Prepare budget estimates for all project activities, trainings/workshops/seminar;
* Review, arrange payment and record all the project expenditure’s vouchers in accordance with financial regulations of AfDB and SADC;
* In-coordination with FO to summarise project expenses and prepare periodic and ad hoc financial reports required by Donor and SADC secretariat;
* Carry out procedures regarding reimbursement of VAT according to the exemption due to diplomatic status of SADC Secretariat;
* File all financial documents and prepare necessary conditions to work with audit agencies or financial inspection agencies as required;
* prepare the audit mission; and
* perform any other relevant activities related with financial and administration issues.
* Manage banking transactions related to the project, including preparing bank transfer requests, submitting them to the bank, monitoring transfers and preparing monthly bank reconciliation statements and reporting;
* Reconcile all balance sheet accounts and maintain records on file;
* Prepare project financial reports for agreement by the Project Chief Accountant, the Project Manager, and clearance by NPD as required;

**c) Control:**

* Monitor and ensure expenditure of project funding is made in accordance with donor procedures and approved by the Bank Team Leader, as appropriate;
* Carry out any other duties as may be delegated by the Director of Budget and Finance and or the supervisor, under the project
* Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
* Ensure documentation relating to payments are duly approved by the appointed officer;
* Report any actual or potential financial issues to the FO, the Project Manager, as appropriate;
* Monitor expenditure of petty cash and ensure records on file are up-to-date;
* Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements;
* Maintain an inventory file to support purchases of all equipment/assets;
* Undertake other relevant matters assigned by the Project Manager.

**5. Key performance indicators**

* Annual and quarterly Project budget plans timely developed and approved to ensure good project progress;
* The PMU timely get quarterly advance to implement the endorsed work plan as scheduled;
* Project disbursement strictly follows relevant regulations as issued by the donor and endorsed by SADC;
* Budget estimation and advance are made available for timely implementation of project activities;
* Project financial reports prepared and approved as required;
* No critical audit findings in project finance management;
* Requests for ad-hoc financial reports or project disbursement explanations from the donors or SADC timely granted;
* Equipment and service needed for project implementation procured in compliance with regulations.

**6. Qualifications**

* University degree with knowledge in accounting, finance or a related field.

**7. Experience**

The Expert will possess the following experience:

1. At least five (5) years’ demonstrable experience as a finance expert and or a position with similar scope of responsibilities, of-which three (3) should be with donor funded projects;
2. Specific work experience in projects funded by the African Development Bank Group or World Bank, EU and or similar International Cooperating Partner would be required;
3. Specific working knowledge and experience with the Institutional Support to African Climate Institutions (ISACIP) is an added advantage;
4. Good knowledge of administrative and accounting regulation and procedures;
5. Good computer skills in common word processing (MS Word), spreadsheet (MS Excel), and accounting software.
6. Working English language skills in both writing and speaking.
7. Experience of working in international projects/organizations dealing with multiple currencies.

**8. References**

Verifiable references and membership of professional organization(s).

**9. Other**

Fluency in English, knowledge of Portuguese and French would be an added advantage;

**10. Eligibility**

(i) In addition to fulfilling the qualifications and experience requirements,

(ii) National and female candidates are encourage to apply for this position, however any other candidates who are interested, also qualify, under the ADF revised eligibility; and

(iii) Candidates from the SADC region in particular are encouraged to apply.

**11. Duration**

Contract duration is for three (03) years.

**12. REPORTING**

1. Expert shall issue a monthly report comprising:
2. Monthly bank reconciliation;
3. Monthly financial report based on the format stipulated by Director of Budget and Finance; and
4. Claim stating compliance with the above requirements.

**XIII. Job Title: Assistant Admin and Logistic**

**1. Background**

The purpose of this project is to increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, food security, environmental protection, and water security. The overall objective of the project is to decrease the negative impacts of extreme weather and climate related phenomena and risks in the SADC region and contribute towards sustainable development of the societies. The specific objectives are to:

1. Improve meteorological infrastructure equipment for catering early warning system in Member States countries;
2. Generate extreme weather and climate information for Disaster Risk Reduction;
3. Develop a regional meteo-alert system (dissemination of climate information);
4. Build capacity in early warning system of National and regional Experts

**2 Impacts**

The project will increase the capability of SADC countries to respond to the challenges such as disaster mitigation and early warning, for food security, environmental protection, and water security. National technical staff working in national level of hydro-meteorological institutions from 15 member states will be involved in the generation and management of climate data, and trained advanced weather forecasting techniques. This will improve preparedness, early warning systems and establish systems for understanding how disaster losses are generated in order to avoid them in the future, saving lives and economy losses. Finally the project will contribute to reducing impact of floods, droughts, cyclones and sea level rise in the SADC region.

As part of implementation of SAWIDRA in SADC region, the Climate Services Centre will need to recruit a **Assistant Admin and Logistic** under the Project Implementation Unit (PIU). These Terms of Reference (ToRs) describe the responsibilities for the **Assistant Admin and Logistic** position.

**3. Duties and responsibilities**

The Project Administrative Assistant will be responsible for providing administrative assistance in general project implementation and management and day-to-day liaison with counterparts. He/She will provide comprehensive administrative support to the Finance Officer, including drafting correspondence, making travel arrangements and related tasks. The Project Administrative Assistant carries out his/her functions under the direct supervision of the Project Coordinator. Specifically, the incumbent will:

* Monitor project asset and ensure that their use are in conformity with the donor procedure. Liaise with Finance Officer on financial and administrative matters and ensure that all administrative and logistic transactions are properly carried out according to the requirements. Produce administrative reports; communicate with the Finance Officer on the financial issues.
* Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing evaluation reports, annual project reports, and update projects files. Prepare all documentation for contract issuance.
* Assist in preparation of international experts missions to the region, render logistic support.
* Collect and analyzes data, prepare and update briefs, records and other documents on project implementation. Provide inputs for publication materials and collect information related to the Project.
* Liaise with project counterparts on day-to-day implementation of project activities.
* Perform other duties as determined by the Project Coordinator.

**4. Competencies**

Professionalism - Knowledge of the SADC Secretariat systems. Demonstrated ability to manage processes and maintain accurate records. Ability to work independently and to maintain flexibility in working hours.

Planning and Organising – Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet deadlines.

 Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with counterparts. Communication – Ability to write in a clear and concise manner and to communicate effectively orally.

**5. Skills and qualifications**

*5.1 Education*

University degree in business systems, social sciences, public or business administration or other related area.

*5.2 Work experience*

At least 4 years of administrative assistance experience, of which preferably; experience in donor funded institutions.

*5.3 Language proficiency*

Fluency in written and spoken English.

*5.4 Other skills*

Computer literacy (Microsoft Office, Internet) is essential; Familiarity with SADC Secretariat will be an added advantage.

**6. Eligibility**

(i) In addition to fulfilling the qualifications and experience requirements,

(ii) National and female candidates are encourage to apply for this position, however any other candidates who are interested, also qualify, under the ADF revised eligibility; and

(iii) Candidates from the SADC region in particular are encouraged to apply.

**7. Duration**

Contract duration is for three (03) years.

**8. REPORTING**

Assistant shall issue a monthly report comprising:

* Monthly admin activities, including vehicle logbook, logistic assistance, status of office facilities ;
* Claim stating compliance with the above requirements.