

**Terms Of Reference for Recruitment of Specialists & support staff**

N° 007/TDR/ACMAD/11-2011

**INSTITUTIONAL SUPPORT TO AFRICAN CLIMATE INSTITUTIONS PROJECT  
ISACIP/AFRICLIMSERV**

Grant ADF n° 2100155016866

Projet N° : P-Z1-CZO-003

**RECRUITEMENT OF EXPERTS SPECIALISTS & SUPPORT STAFF  
ISACIP/AfriClimServ**

This action is one of the technical assistance services provided for improved access to networks, operationalization of climate information system, downscaling global data & models and implementation of climate information dissemination strategy activities linked to the « production of climate related information » and « coordination » components

## NOTICE FOR RECRUITEMENT OF SPECIALISTS & SUPPORT STAFF FOR ACMAD

The African Centre of Meteorological Applications for Development is launching an advert for recruitment of specialists and support staff for the following positions:

### 1. POSITIONS TO BE FILLED

REF	POST DENOMINATION	ACTIVITY
<b>COMPONENT 1 : PRODUCTION OF CLIMATE RELATED INFORMATIONS</b>		
01/PCI/ACS	IT & Dbase Management System Specialist	Improved Access to Observation Network:
02/PCI/ACS	Weather Forecasting Specialist	Operationalization of climate information system
03/PCI/ACS	Climate Application Specialist	
04/PCI/ACS	Climate Modeling Specialist	
05/PCI/ACS	Communication Specialist	Downscaling global climate data scenarios
		Dissemination strategy development & implementation
<b>COMPONENT 3 : Coordination of the project</b>		
06/CRD/ACS	M&E Specialist	Coordination
07/CRD/ACS	Project Coordinator assistant 1 and 2	

### 2. GENERAL CONDITIONS OF APPLICATION (Applicable for all positions)

#### 2.1 APPOINTMENT AND EVALUATION

The call for nominations for the positions, the selection of candidates and their appointments are the responsibility of the Director General of ACMAD. The performance will be evaluated by the Project Coordinator

#### 2.2 Duration and nature of the contract

The contract period is one (1) year renewable within the project period and subject to good performance. The probation period is three (03) months. Recruitment will be in the form of service contract (SC).

#### 2.3 Working languages

The working languages of the ACMAD are French and English. The candidate must be fluent (written and oral) in of any of these languages and have knowledge of the other.

### 3. Application

#### 3.1 Requirements for application : Application must contain the following:

- Motivation letter
- Curriculum vitae (maximum 3 pages),
- Well filled basic information form (attached)
- Certified copies of degrees and other training certificates
- Employment evidence form.
- Medical visit and control evidence form.

#### 3.2 Other conditions:

- All Candidates must be under 57 years old, and from ADB member state.
- For the coordinator assistant position the candidate must be resident at Niamey

- Women applications are encouraged
- The deadline for receipt of application at the headquarters of ACMAD is set to April 25, 2012 at 18H00 and start of duty on June 1<sup>st</sup>, 2012.
- The application can be sent
  - ✓ by post to the address: ACMAD, Avenue des Ministères - BP 13184 Niamey - Niger, or
  - ✓ by email to [dgacmad@acmad.org](mailto:dgacmad@acmad.org) or
  - ✓ by fax to 227 20723627.

The detailed description of vacancies (duties and responsibilities, qualifications, compensation) can be downloaded from the ACMAD' web site at [www.acmad.org](http://www.acmad.org).

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## INTRODUCTION AND CONTEXT

The African Centre of Meteorological Applications for Development (ACMAD) was created in 1987 by the Conference of Ministers of the Economic Commission for Africa (ECA) and the World Meteorological Organization (WMO). It brings together 54 African countries. It is based in Niamey, Niger.

In agreement with the climate policy of the African Development Bank (ADB), a grant agreement has been concluded between the African Development Fund (ADF) and the African Centre of Meteorological Applications for Development (ACMAD) for the establishment of an Institutional Support Project for African Institutions Climate (ISACIP AfriClimServ or project). This project aims to strengthen the capacity of African institutions for Climate to generate relevant and useful information on climate and provide better access to end users: These centers are

- ✓ The African Centre of Meteorological Applications for Development (ACMAD) based in Niamey, NIGER ;
- ✓ The IGAD Climate Prediction and Applications (ICPAC) based in Nairobi /Nairobi, KENYA;
- ✓ The Drought Monitoring Centre (DMC) based in Gaborone/BOTSWANA.
- ✓ The Regional Centre for Agro-Meteorology and Hydrology (AGRHYMET) based in Niamey / NIGER;

The project will strengthen the capacities of various African scientists to generate of appropriate climate information and make this information accessible to all users through appropriate channels and means. The project has three (3) components: the production of climate information, institutional strengthening of the beneficiary institutions and project coordination.

ACMAD, with its continental mandate, will act as implementing agency of the project and coordinate its implementation at the three other institutions involved in the project.

ACMAD will be responsible for the coordination, preparation, development and technical implementation of the project, in particular, the relationship between the beneficiary institutions and the Bank (ADB).

It is through the implementation of this project that the Centre ACMAD is seeking qualified candidates who are citizens of member countries of ADB, to fill vacancies professional specialists described below:

## 1. POST N° 01/PCI/ACS : IT & DATA BASE MANAGEMENT EXPERT

### 1.1. Contribution of the post to the project

The IT & Data Base Management Specialist will undertake activities related to:

- Implementation, management and maintenance of the new IT systems acquired
- Development and maintenance of Database.
- Support to other project planned activities related to IT.

### 1.2. Condition of remuneration:

The incumbent will be paid on the basis of the remuneration of project staff for a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained

### 1.3. DUTIES AND RESPONSIBILITIES

#### 1.3.1. Duties at the start: The incumbent will:

- Evaluate the current needs of development for the IT infrastructure of ACMAD
- Suggest improvement to IT system management & DBMS at ACMAD
- Propose a concrete implementation plan of activities and realization

#### 1.3.2. Specific duties

- Install, oversee, follow up and maintain IT infrastructure of the project.
- Integrate new systems to existing infrastructure to strengthen access to networks and delivery of information.
- Develop and install operational management of databases systems to meet project objectives taking into account the existing IT infrastructure;
- Contribute to development of dedicated training materials and IT operational procedures at ACMAD.
- Document activities and operations conducted during the overall IT and database processes.
- Document activities and operations in use and the processes for managing databases
- Ensure that procedures of data collection and tools are properly managed to organize incoming data, reports and any relevant information;
- Suggest methods and tools for improvement of the IT infrastructures.,and carryout necessary improvement.
- Contribute to the implementation of the ACMAD data program in support of countries needs.
- Provide regular reports on the status of the IT infrastructure,
- Conduct all tasks requested by the project coordinator.

### 1.4. QUALIFICATIONS AND EXPERIENCE REQUIRED

#### 1.4.1. Qualification Requirements

The applicant(s) should have a minimum of graduate degree in Computer Science, (Bsc + 5 years or more), Phd in computer science is desirable.

#### 1.4.2. Professional Experience

The candidate must have a minimum of 10 years of computer experience with at least 5 years of managing databases in a renowned institution.

#### 1.4.3. Competence

Candidate must be familiar with IT System Administration with different operating systems including Linux, windows and other OS distributions and with:

- Capacity to manage different OS systems
- Good knowledge in programming
- Experience of data Management activities.
- Good skill in the design of web applications for database, in web and database servers' configuration, and in Information systems Design Methodology Programming and programming language Environment for database development.
- Positive attitude towards working in a team and helping other people & Proficiency in written and spoken English, French.
- Demonstrated ability to
  - a) Work effectively with other discipline specialists in data management and delivery of weather and climate information and services to decision makers.
  - b) Network and access institutions' and expert databases



## 2. POST N°02/PCI/ACS : FORECASTING SPECIALIST

### 2.1. Contribution of the post to the project

The expert in numerical weather prediction, will contribute to:

- The development of meteorological products for key development sectors using limited area numerical weather prediction models tailored for different parts of Africa.
- Evaluation of performance models, the quality of products provided and their impacts on users.
- Training through supervision of trainees from the countries and production of curriculum and training materials (program, course notes, references ...).

### 2.2. Condition of remuneration

The incumbent will be paid on the basis of the remuneration of project staff a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained.

### 2.3. DUTIES AND RESPONSIBILITIES

Under the supervision of project coordinator and the Head of weather forecasting, the tasks to be performed include:

#### 2.3.1. Duties at the start

- Prepare an annual action plan setting out the deliverables (products) and with deadlines. This plan will be based on an inventory of existing data, tools and forecast products in ACMAD and selected numerical prediction models to achieve these products.
- Identify and describe the new prioritized products (product sheet) to be developed to meet the needs of countries and key development sectors
- Propose and select limited area NWP models (available in advanced centers in the world or in Africa), their accessibility and responsiveness to the area including installation, implementation and adaptation

#### 2.3.2. Specific duties

- Developing products for forecasting, short and medium term (up to ten days), for regional and continental users for use in key development sectors, by applying limited area numerical weather prediction models.
- Contribute to the development modeling and other activities in the areas of forecasting and meteorological applications,
- Develop methods for assessing operational weather forecast products and outputs of numerical weather prediction models in Forecasting and Prediction Department,
- Contribute to training and capacity building of on the job trainees in the areas of forecasting and meteorological applications including preparation of contents of training programs - based on the technical needs of trainees and supervision.
- Contribute to the improvement of bulletins and other monitoring and weather forecasting products,
- Contribute to case studies and documentation of extreme weather events,
- Participate in the preparation and organization of workshops and seminars done by prediction and weather forecast Department.

### 2.4. QUALIFICATIONS AND EXPERIENCE REQUIRED

#### 2.4.1. Qualification Requirements

He/ She must have a university degree obtained from a recognized institution in meteorology, engineering degree equivalent to WMO Class 1.

Specialized training in numerical weather modeling or numerical weather prediction will be considered as an added advantage.

#### 2.4.2. Professional Experience

The applicant must have :

- A minimum experience of ten (10) years in a national, regional or international level weather production or development center and a minimum of three (3) years experience in a management position of technical and scientific aspects;
- Technical competence and proven scientific knowledge of numerical modeling and product development (meteorological applications);
- Experience in data processing and mastery of GRIB2 formats, netCDF, BUFR;
- Good knowledge of software and languages such GrADS, GIS, R, MathLab, FORTRAN, PERL, LINUX.

#### **2.4.3. Competence**

The Specialist in Numerical Weather Prediction candidate must have:

- A good knowledge of tropical meteorology and forecasting on Africa and support products for general and specific sectors
- Excellent experience in the treatment of digital products for forecasting, meteorological data collection and dissemination of climate information to end users;
- Experience in organizing and conducting capacity building training of forecasters Meteorological and Hydrological Services (NMHSs) in modeling and numerical weather prediction and conducting seminars, conferences, workshops and expert meetings ;
- A Strong interpersonal skills, and ability to teamwork in a multidisciplinary and international environment;
- Good ability to work and collaborate with specialists in the management of risk and disaster early warning system, adaptation to climate change ...;

### 3. POST N° 03/PCI/ACS: CLIMATE APPLICATIONS SPECIALIST

#### 3.1. Contribution of the post to the project

Climate Applications Specialist will undertake:

- 1) The development of climate products (monitoring) at different scales of time and space with aim to improve risk management and climate-related disasters and climate change adaptation;
- 2) The tailoring and delivery of targeted climate information and prediction products to key development sectors
- 3) Production of seasonal climate forecasts for regional decision making in the fields of agriculture and a food security, water resources and energy, health and ecosystems.

#### 3.2. Condition of remuneration

The incumbent will be paid on the basis of the remuneration of project staff a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained.

#### 3.3. DUTIES AND RESPONSIBILITIES

##### 3.3.1. Duties at the start

- Prepare detailed annual action plan with milestones and deliverables
- Conduct / update the analysis on the inventory of key stakeholders in the provision and use of climate information and services and related fields in Africa;
- Prepare an inventory of potential Partners and Collaborators in Climate Change and terms of collaboration.

##### 3.3.2. Specific tasks and responsibilities

- Participate in Regional Climate Outlook Forums (RCOFs) related activities and in particular produce consensus forecast;
- Carry out survey, in the ACMAD member states, on the usefulness and perception of COF seasonal forecasts in various sectors particularly Agriculture and food security, health and water resources and climate risks and disaster management;
- Carry out capacity building on climate extremes analysis in support of informed decision for adaptation.
- Prepare revised climatological statistics tables and maps for selected stations in the continent;
- Carrying out gap analysis of end-to end climate information dissemination between the producers and users;
- Devise strategy to strengthen existing climate information system through;
  - Strengthening format of climate products
  - Devising means to disseminate the information
  - Developing methods of empowering users by introducing and involving them in climate information system including the indigenous communities;
- Prepare concept on establishment of a continental Observatory in Evolution of Climate Change and impacts; Prepare 3-monthly reports on work progress and
- Conduct other duties and responsibilities as assigned by Project Coordinator.

#### 3.4. QUALIFICATIONS AND EXPERIENCE REQUIRED

##### 3.4.1. Qualification

The applicant(s) must have obtained

- An advanced university degree from a recognized institution in Meteorology or diploma equivalent to WMO Class 1 or related field.
- A PhD is desirable.

##### 3.4.2. Professional Experience

The applicant must have a minimum of ten (10) years experience in a regional or national African climate or national service in which he or she has:

- Three (3) years in developing/using & delivering of climate information and prediction products services for climate sensitive activities and/or climate risk management;
- Experience in developing, using and applying methods, tools and models (statistical and/or dynamical) in climate and
- Experience in collecting, analyzing, synthesizing, packaging and disseminating climate information and prediction products for effective utilization by end-users;

#### **3.4.3. Competence**

He / she must have:

- Good knowledge and skills to analyze issues related to climate variability, impacts of climate change vulnerability and adaptation
- A good practice of statistical tools used in the analysis and prediction of climate warming and a good knowledge of modeling;
- Capacity to undertake analytical work on climate data, including extreme weather events and their sectoral impacts to educate and advise African policymakers and negotiators on climate change;
- Ability to conduct seminars, workshops and expert meetings and activities for regional forums on climate forecasting;
- Experience in organizing and conducting training and capacity building of staff of National Meteorological and Hydrological Services (NMHS) in climate applications
- Ability to mobilize resources by ensuring preparation of project proposals for submission for funding and meet the expectations of donors. Ability in networking institutions and experts to deliver advisories on climate services to NMHSs of member States and other organizations

## 4. POST N°04/PCI/ACS: CLIMATE MODELING SPECIALIST

### 4.1. Contribution of the post to the project

In accordance with the project objectives and the needs expressed by policy makers the project Climate Modeling Specialist will:

- 1) undertake activities related to climate modeling
- 2) Ensure the production of regional climate change scenarios using appropriate methods and techniques of downscaling
- 3) Adapt and provide appropriate information for decision making for key development sectors (agriculture and food security, water resources, energy, health and ecosystems)
- 4) Contribute to policy awareness and strengthen the capacities of stakeholders from different communities.

### 4.2. Condition of remuneration

The incumbent will be paid on the basis of the remuneration of project staff a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained.

### 4.3. DUTIES AND RESPONSIBILITIES

#### 4.3.1. Duties at the start

- Prepare detailed annual action plan;
- Select the global and regional models best suited for Africa based on existing models operating in the global centers.
- Establish a mapping of potential partners and collaborators in the work of climate change modeling.

#### 4.3.2. Specific duties and responsibilities

- Design and conduct experiments on the downscaling;
- Evaluate performance of climate models;
- Assist in the evaluation and interpretation of climate change scenarios;
- Produce and provide scientific and technical advice on climate change in Africa
- Contributing to regional debate on climate change and, to the various evaluation reports of climate change;
- Work with groups of climate modeling in particular those established under the WCRP
- Train African scientists on climate modeling, and production and analysis of scenarios;
- Collect and archive information / output models on climate change.
- Prepare and submit quarterly reports on work progress.
- Conduct other duties as per emerging needs as assigned by project coordinator Conduct other duties as required by emerging and assigned the project coordinator

### 4.4. Qualifications and experience required

#### 4.4.1. Qualification Requirements

The candidate must have obtained a university degree from a recognized institution in Meteorology equivalent to Bachelor of Science degree WMO Class 1 (BAC +5) or a related field with specialization in modeling;

A Ph.D. is desirable.

#### 4.4.2. Professional Experience

- A minimum of ten years experience in meteorological/climatological services at regional or country level in an in Research and Development in Africa;
- At least three (03) years experience in use of regional climate model(s);
- Experience on the use of meteorological data analysis, display systems (GRADS, SURFER, ...) and scripting languages (INGRID and R) is highly desirable;
- Experience in writing concept notes, reports and peer reviewed papers on climate change would be an advantage.

#### 4.4.3. Competence

He / she must have:

- Good knowledge on climate variability and climate change impacts, vulnerability and adaptation; climate diagnostics and analytical skills; Good knowledge and ability to analyze climate variability and climate change and their impacts, vulnerability and adaptation and climate diagnostics skills
- Experience in organizing and conducting seminars, conferences, workshops and expert meetings;
- Ability to provide effective leadership and technical advice on climate variability and impacts of climate change on agriculture, food security, water resources, energy, health and ecosystems;
- Understanding of the short term and long term approach in regard to climate change adaptation and mitigation strategies;
- Experience in collecting, analyzing, synthesizing, packaging and disseminating climate change information and prediction products for effective utilization by end-users;
- Proven ability to work effectively and synergistically with other disciplines to assess impacts of climate change on various socio-economic factors to mitigate adverse impacts;
- Ability to organize and lead to regional activities for capacity building and training of National Meteorological and Hydrological Services (NMHS) in climate change modeling; Knowledge of the IPCC process and activities of the UNFCCC.

**5. POST N°05/PCI/ACS: COMMUNICATION SPECIALIST****5.1 Contribution of the post to the project**

The communication specialist will develop and implement communications strategy for the project and the Centre

**5.2 Condition of remuneration**

The incumbent will be paid on the basis of the remuneration of project staff for a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained.

**5.3 DUTIES AND RESPONSIBILITIES****5.3.1 At the start**

The communication specialist will set up an annual work plan, a timetable for implementation and resulting deliverables from the specific tasks described below. The program will include a clear and detailed description of activities related to the design and implementation of communication strategy.

**5.3.2 Specific tasks**

The main functions include:

- Development and implementation of communications strategy for the project to be extended to the entire Centre;
- Support other project activities in communication;
- Development and facilitation of networks of partners (parliamentarians, communicators, community groups, development sectors, etc. ...);
- Document the relevant experiences of the project, draw lessons for their capitalization and dissemination;
- Prepare communication media materials (articles, fact sheets, newspapers, newsletters, press releases, brochures, leaflets, visual or audiovisual)
- Produce communication products (newspapers, newsletters, press releases, brochures, leaflets), visual or audiovisual;
- Organize demonstrations or institutional events (exhibitions, fairs, press conferences ...);
- Establish, maintain and coordinate media networks;
- Establish and regularly update the project website

The communication specialist will propose and implement:

- Communication policy between ACMAD, and institutions participating in the project ISACIP / AfriclimServ and its partners;
- Follow up of workshops
- The organization and operation of the project documents and reports to facilitate and improve the visibility of the project.

**5.4 QUALIFICATIONS AND EXPERIENCE REQUIRED****5.4.1 Qualification Requirements**

The applicant should have;

- an advanced university degree (Masters or equivalent) in information science and / or communication (5 years).
- Possess skills in desktop publishing – DTP

**5.4.2 Professional Experience**

Over 10 years relevant work experience in corporate communication, media relations and Networking is required

### 5.4.3. Competences

He / she must have:

Proven skills in negotiation and networking;

- Demonstrated ability to work as part of a team and communicate in a multicultural environment;
- Strong organizational skills and attention to detail;
- Excellent ability to communicate orally and in writing in French and English;
- Very good computer skills of publication;
- Ability to manage complex situations and facilitate multi-stakeholder participatory processes.
- Experience in branding collecting, synthesizing, packaging and disseminating climate information and prediction products for effective utilization by end-users;
- Capability to identify communities of good practices and promote knowledge by networking and integration of climate information and prediction products in agriculture and food security, water and energy resources management including disaster risk management and Climate Change Adaptation (DRM &CCA) in Africa;



## 6 POST N°06/CRD/ACS :Monitoring and Evaluation Specialist

### 6.1 Contribution of the post to the project

The expert in monitoring and evaluation, under the direct responsibility of the project coordinator, will undertake monitoring and evaluation of project activities of ISACIP / AfriClimServ consultancy matters vis-à-vis agreed indicators of the project.

He/she will, therefore, ensure a proper monitoring role and sustained readiness for the proper implementation of various project components processes.

### 6.2 Conditions of Remuneration:

The incumbent will be paid on the basis of the remuneration of project staff for a total annual net (all inclusive) between 15 and 15.6 million Francs CFA depending on experience and qualifications obtained.

### 6.3 DUTIES AND RESPONSIBILITIES

#### 6.3.1 Duties at the start

- With the help of a consultant, develop general framework of the project M & E (annual reviews of the project, impact assessments, participatory monitoring process, monitoring of operations and workshops).
- Train various experts in monitoring and evaluation including the production of indicators and their presentation with regard to activities and assignments;
- Assist in developing, documenting and implementing a methodology for Monitoring and Evaluation in accordance with the requirements of the logical framework methodology;
- Ensure Maintenance of indicators of Monitoring and Evaluation for proper monitoring of the project including methodology for data collection;

#### 6.3.2 Management Running Tasks

- Establish and Monitor implementation of monitoring and evaluation system;
- Follow preparation of Monitoring and Evaluation reports, including recommendations for Monitoring and Evaluation, to support the management of the project with different project teams;
- Prepare reports on Monitoring and Evaluation with the findings and recommendations to the Coordinating Committee of the project;
- Interact with, guide and provide support to those responsible for implementation of project activities, in the field on the Monitoring and Evaluation, at the ACMAD, and to other project teams;
- Implement a system of continuous improvement and assist Departments in Monitoring and Evaluation of project activities;
- Ensure the visibility of the donor in the daily work of the project;
- Carry out any other activities required by the Coordinator of the Project.

### 6.4 QUALIFICATIONS AND EXPERIENCE REQUIRED

#### 6.4.1 Qualification Requirements

The Applicant need be a holder of a Master's degree (DESS, DEA, Master II or equivalent) in economics, management science, project management, management or other similar disciplines.

Specialized training in Monitoring and Evaluation and Project Cycle Management with good managing for results will be considered an added advantage.

#### 6.4.2 Professional Experience

He/she should have at least ten (10) years of professional experience in a development institution, including five (5) years in design and / or implementation of Monitoring and Evaluation systems and in particular:

- The logical framework approach and other strategic planning approaches;
- Methods and approaches of M & E (quantitative, qualitative and participatory);
- Training and establishment and operation of M & E;
- Analysis of information and reporting

#### **6.4.3 Competence**

The M & E Specialist should have:

- Knowledge of logical framework methodology as an essential.
- Good knowledge in project management and a desire to promote good governance in strengthening African Climate Institutions who are the project beneficiaries;
- Desire for dialogue with different actors involved in the project, including the coordination team and beneficiaries;
- A thorough knowledge of computers (Word, Excel, PowerPoint, MS Project ...).
- Knowledge of project management software is essential.
- Good knowledge of issues related to climate and climate change will be an added advantage;

7	POST N° 07/CRD/ACS and POST N° 08/CRD/ACS: Assistant to the project Coordinator
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This position is a component of Coordination in the project and is open to local residents in Niamey.

### **7.1 Contribution of the post to the project**

The Project Assistant will assist the Project Coordinator and the Coordination Committee Chairman in the daily management of the various activities and ensure the maintenance of records and diaries of work, organization and preparation, monitoring, archiving of project documentation, and provide support to various bodies and institutions involved (such as the steering committee, offer support to the missions of ADB (supervision and audit of beneficiary institutions and other partners and agencies).

### **7.2 Conditions of Remuneration:**

This position is classified in the project staff and remuneration will be determined by experience and credentials.

### **7.3 DUTIES AND RESPONSIBILITIES**

#### **7.3.1 Duties at the start**

- Obtain details on the project, its progress and existing documents
- Prepare and provide organization plan of the project that integrate contribution of the available existing project documents.

#### **7.3.2 Management Running Tasks**

Under the direct responsibility of the Project Coordinator and liaison officers responsible of various activities, the assistant will provide various and multi-disciplinary support for the implementation of the project. She/he will:

- Monitoring the relationship with and between different institutions
- Organize and maintain various project records
- Manage and monitor of personnel files of the project
- Maintain administrative and technical reports of the project
- Monitor contracts, selection and other the project activities of secretariat committees.

### **7.4 QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **7.4.1 Qualification Requirements**

- Hold a University degree (BAC +4) at least one by University Graduate School of Science and Management or similar disciplines.
- Be a holder of a certificate in English language

#### **7.4.2 Professional Experience**

Have at least (seven) 7 years of professional experience in a development institution, including three (3) years as an assistant management or project management officer or an equivalent position.

#### **7.4.3 Competence**

The Project Assistant must demonstrate;

- Strong experience in managing technical records relating to personnel, procurement, institutional relationships ... ..
- A thorough knowledge of computers (Word, Excel, PowerPoint, MS Project ...).
- Knowledge of project management software is essential.
- Good experience in project management is an asset
- A very good ability to take notes including minutes of meetings and other reports in both English and French languages.