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Republic of Malawi



AFRICAN DEVELOPMENT
BANK GROUP



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SECRETARIAT OF THE JOINT SONGWE RIVER BASIN COMMISSION Songwe River Basin Development Programme

STRENGTHENING TRANSBOUNDARY COOPERATION AND INTEGRATED NATURAL RESOURCES MANAGEMENT IN THE SONGWE RIVER BASIN (STC&INRM-SRB) PROJECT

**VACANCIES FOR THE HYDROLOGIST/FLOOD EARLY WARNING SYSTEMS (FEWS)
EXPERT; ENVIRONMENTAL/AGRO/FORESTRY EXPERT; FINANCING
MOBILISATION/MONITORING AND EVALUATION (M&E) EXPERT; INFORMATION AND
COMMUNICATION TECHNOLOGY (ICT)/GEOGRAPHICAL INFORMATION SYSTEMS
(GIS)/MANAGEMENT INFORMATION SYSTEMS (MIS) EXPERT; AND PROCUREMENT
EXPERT**

1. Background

The Governments of the United Republic of Tanzania and the Republic of Malawi are jointly implementing the Songwe River Basin Development Programme (SRBDP), which is managed by the Secretariat of the Joint Songwe River Basin Commission (S-SRBC) with offices located at Kyela, Tanzania. The Songwe River Basin (SRB) covers an area of 4,243 km² in seven districts of: Karonga and Chitipa (in Malawi); and Kyela, Mbeya Rural, Ileje, Mbozi and Momba (in Tanzania). The basin is part of the wider Zambezi River basin. The river forms part of the border between Malawi and Tanzania. Increasing competition for space, water and natural resources is degrading the Songwe River Basin.

Both riparian countries in 2017 ratified the Convention on the Establishment of the Joint Songwe River Basin Commission (SRBC) to sustainably manage the basin natural resources and implement the Songwe River Basin Development Programme (SRBDP). The Convention came into force on 1st July, 2018. The SRBDP is a multipurpose transboundary Programme under which the challenges and opportunities resulting from the behaviour of the Songwe River are planned to be worked on through various projects. The projects are to cover construction of dams for flood control and hydropower productions, development of irrigated agriculture, water supply, fisheries and tourism to mention a few including non-structural measures.

The Strengthening Transboundary Cooperation and Integrated Natural Resource Management in the Songwe River Basin (STCINRM-SRB) Project as one of the non-structural measures has been established to prepare the ground for the implementation of the SRBDP by addressing the problem of environmental degradation. Specifically, the Project objective is to enhance basin protection, livelihoods and integrated water resources management through improved transboundary cooperation and sustained ecosystem services. The Project will be implemented for a period of four years.

The Secretariat of the Joint Songwe River Basin, therefore, seeks to use part of the proceeds of the grant package to recruit individual consultants to fill the positions of the Hydrologist/FEWS Expert; a Financing Mobilisation/M&E Expert; an Environmental/Agro/Forestry Management Expert; an ICT/GIS/MIS Expert; and a Procurement Expert to provide services in the Project at the S-SRBC headquarters in Kyela, Tanzania.

Position Title:	Hydrologist/Flood Early Warning Systems Expert
Reporting to:	The Acting Executive Secretary for the Songwe River Basin Commission.
Reference Number:	SRBC/STCINRMSRBP/FEWS/1
Publication date:	25 th February, 2020
Closing date:	10 th March, 2020
Place of duty:	S-SRBC Offices in Kyela, Tanzania
Terms of Appointment:	Four (4) year contractual appointment renewable every year based on performance.

2. Functions and Responsibilities

The Hydrologist/FEWS Expert functions and responsibilities will include, but are not limited to:

2.1. Preparation phase (1 year):

- a) Plan, coordinate, monitor and supervise the FEWS programme;
- b) Supervise FEWS Implementation Consultant, and provide assistance like providing data, arranging meetings with stakeholders, arranging site visits, approving the FEWS and its testing;
- c) Visit and liaise with the two partner states governments where the focal and secondary sub-basins are located to review current approaches and discuss with stakeholders their needs for flood management;
- d) Compile information and preliminary hydrometric data, a GIS, and other databases for the Songwe basin
- e) Review ongoing national initiatives for climate and hydrological information and warning systems and prepare proposals for strengthening and improving the quality and availability of flood warning outputs;
- f) Preparing agreements on operation, maintenance and real-time data sharing of the measurement stations with Malawi and Tanzania stakeholders: Tanzania Ministry of Water and Irrigation, Malawi Ministry of Agriculture, Irrigation and Water Development (MOAIWD), Tanzania Metrological Agency (TMA) (Tanzania), Malawi Department of Climate change and meteorological services (DCCMS), Lake Nyasa Basin Water Board (Tanzania);
- g) Support the districts in preparing flood response plan for flood prone communities, describing the warning system (who warns who) and which non-structural and structural actions shall be taken;
- h) Arranging the development of non-structural and structural measures such as draft communication messages, creation of mounds and evacuation roads. These measures will be designed by the implementation Consultant. FEWS officer responsible to arrange contractor or equipment, communication with communities;
- i) Gain full understanding of the FEWS system, including its hydrologic and hydraulic models, dashboard software and measurement stations;
- j) Train 2 other officers from the SRBC to ensure a 24/7 service during the rainy season for the management of the FEWS;
- k) Assistance to Acting Executive Secretary of the SRBC in providing data, arranging meetings with stakeholders, arranging site visits, approving the FEWS and its testing;

2.2. Operational phase:

- a) Plan, coordinate, monitor and supervise the FEWS programme;
- b) Providing timely and accurate warnings to flood prone communities, districts and inform ministries during rainy season;
- c) Operation and maintenance of the FEWS system (with support from Consultant): evaluate and update the model and dashboard regularly;
- d) Coordinate Operation and maintenance of weather and gauging stations by ministries, including regular updating of Q-h curves;

- e) Organize, originate and/or participate in the production of knowledge management and dissemination of information related to water resources activities;
- f) Evaluate and update Flood response plans every three years;
- g) Coordination with Malawi and Tanzania stakeholders (ministries, water board, districts);
- h) Assist the ICT/GIS/MIS officer; and
- i) Participate in Zambezi River basin program.

3. Qualifications and Experience

- a) The Flood Risk Management Specialist will have a Master's degree in river/water resources/irrigation/hydro-informatics/hydraulics engineering, or hydrology and at least 10 years' experience in flood/drought risk management and have a demonstrated ability to create a strong working relationship with the executing and implementing agencies;
- b) At least 5 years of experience involving manipulation, quality assurance and control of hydro-meteorological information, use of remote sensing and GIS in Water resources planning and development projects;
- c) In depth knowledge in one or more WRM subtopics such as: hydro meteorological monitoring, exposure and vulnerability to floods and droughts, hydrological modeling, reservoir operations, and/ management of risk resulting from climate variability and change;
- d) Demonstrated experience to successfully coordinate complex programmes;
- e) Good management skills, including ability to provide strategic guidance, technical oversight, prepare work plans, and manage budgets and project expenditures;
- f) Experience in designing and implementing community programs is preferred;
- g) Analytical skills and ability to understand and solve water resources management problems in a professional manner;
- h) Practical experience in programming; and
- i) Fluency in spoken and written English language.

Position Title:	Environmental/Agro/Forestry Expert
Reporting to:	The Acting Executive Secretary for the Songwe River Basin Commission.
Reference Number:	SRBC/STCINRMSRBP/ENV/1
Publication date:	25 th February, 2020
Closing date:	10 th March, 2020
Place of duty:	S-SRBC Offices in Kyela, Tanzania
Terms of Appointment:	Four (4) year contractual appointment renewable every year based on performance.

2. Functions and Responsibilities

The Environmental/Agro/Forestry Expert functions and responsibilities will include, but are not limited to:

- a) Plan, coordinate, monitor and supervise the INRM programme;
- b) Supervise the technical assistant and 6 technicians recruited to implement the INRM programme;
- c) Liaise with the District commissioners (Malawi side) and District Executive Directors (Tanzania side) and supervise the work of the district officers involved in the programme;
- d) Ensure sound communication and consultation with stakeholders and the other components of the project, in particular provide the required data to the MIS;
- e) Identify capacity building needs for the local stakeholders and organize training programs;
- f) Further prepare other environmental projects identified in the SRBDP (upscaling of the INRM programme in the basin) and liaise with the resource mobilisation officer for finance mobilisation;
- g) Address environmental and social development issues in various SRBDP operations during the identification, preparation, appraisal, and supervision stages;
- h) Mainstream relevant and cross-cutting environmental and social issues into SRBDP operations, particularly issues related to natural resource management and climate change;
- i) Develop recommendations to enhance environmental and social benefits and corrective measures to mitigate environmental and social risks in the SRBDP operations;
- j) Implement activities related to promotion of alternative livelihoods and provide required capacity building training to enable effective participation of SRB communities in the program;
- k) Coordination, facilitation and monitoring of the consultant responsible for the INRM pilot programme;
- l) Develop a participatory monitoring and evaluation (PME) database in cooperation with transboundary SRB field staff and district officers for pilot program;
- m) Facilitate transboundary SRB meetings, ensuring that sustainable land remediation results/observations/lessons learnt are shared to enhance an adaptive innovative option/approach to achieve SRB sustainable landuse;
- n) Become familiar with such District/Village bylaws/guidelines relevant to achieving sustainable SRB landuse goals;
- o) Provide support in ensuring sustainable production of material/products from proper landuse, agroforestry, farm practices and forestry, which may be required by communities in the SRB for socio-economic use (schools, community halls, village administration centres, etc.);
- p) Participate in the design, delivery of quarterly effectiveness reviews of the **“Enhancing Transboundary Landuse and Integrated Natural Resource Management”** program;
- q) Lead or participate in species survey of the remnant SRB indigenous flora and monitor the propagation of species select for replanting;
- r) Plan and undertake sensitization sessions with eco-tourism operations and assist them to develop support extension/information material to meet clientele requirements;
- s) Become familiar with IUCN guidelines for rare, endangered species protection;
- t) Plan and undertake sensitization sessions with SRB district, Village Administration Centres, Eco-tourism operators to familiarise them with IUCN guidelines;
- u) Plan and undertake sensitization sessions with SRB district, Village Administration Centres, Eco-tourism operators on recycling requirements to maintain SRB sustainability and water quality; and

- v) Lead or participate in updating the SRB landuse management strategy for each catchment as required to SRBC environmental sustainability guidelines.

3. Qualifications and Experience

- a) Master of Science (MSc) degree in environmental science/management, ecology, zoology or agriculture with a specialization in natural resources/environmental management and/or governance and familiar with participatory techniques to engage communities and strengthen community environmental management capacity;
- b) 7 years of relevant experience in inland environmental/agricultural management, post-harvest handling, agricultural/food products safety and quality, statistics and data management of environmental/agricultural, or related field;
- c) 3 years of practical experience in project planning, implementation and management;
- d) Demonstrated experience in undertaking or leading environmental/agricultural analytical or research activities including but not limited to production/postharvest surveys, and handling environmental data (QA/QC);
- e) Demonstrated experience in designing and implementing community livelihood programs;
- f) Demonstrated experience in designing and/or organizing community capacity building programs;
- g) Demonstrated experience working with or in regional/international or development partners organizations dealing with the environment and agriculture. Working experience with FAO procedures and guidelines related to the environment and/or agriculture is desirable;
- h) Relevant experience in the development/ review of environmental/agricultural policies, strategies and regulations, at a national or river basin is desirable;
- i) Excellent writing, analytical, presentation and reporting skills, with proven skills in writing reports;
- j) Fluency in spoken and written English and ability to converse and write in either Chewa and/or Swahili highly desirable;
- k) Computing skills related to data management; and
- l) Experience working in river basins is desirable.

Position Title:	Financing Mobilisation/M&E Expert
Reporting to:	The Acting Executive Secretary for the Songwe River Basin Commission.
Reference Number:	SRBC/STCINRMSRBP/FM/1
Publication date:	25 th February, 2020
Closing date:	10 th March, 2020
Place of duty:	S-SRBC Offices in Kyela, Tanzania
Terms of Appointment:	Four (4) year contractual appointment renewable every year based on performance.

2. Functions and Responsibilities

The Finance Mobilization/M&E Expert functions and responsibilities will include, but are not limited to:

- a) Develop, maintain and update the SRBC resource mobilization strategy and associated work plan;
- b) Manage development of strategic options for raising resources; lead the conceptualization, elaboration and presentation of SRBDP resource mobilization and negotiation documents; elaborate papers relevant to resource mobilization and/or negotiation process;
- c) Engage with financiers and donors, ensure a steady lobbying and prepare financing requests;
- d) Ensure constant coordination with the Ministries of Finance of both countries to make sure that the SRBDP is prioritised and budgeted for in the Governments documents;
- e) Lead/ participate in the organization of regular internal and external outreach events for the benefit of staff and other stakeholders to explain the activities of the Songwe Basin Development Program, participate in key Meetings, and important donor and international meetings;
- f) Producing high quality, consistent and appropriate country-specific fundraising materials, activities, processes and messages;
- g) Establishing working relationships with partner prospects in form of organizing meetings and regular information sharing etc.;
- h) Conduct timely and accurate monitoring and evaluation activities to ensure the fundraising objectives are met and the strategy is effective;
- i) Develop, maintain and update partner and donor relations contact list/database;
- j) Evaluate the current running activities undertaken by the Ministries in both countries and AfDB on financing the SRBDP (e.g. donor conference 2017);
- k) Prepare together with the Ministries in both countries the financing strategy to incorporate International Financing Institutes, Governmental organizations and/or private investors;
- l) Organize one or more donor conference(s) to explain and attract financiers for the execution of (parts of) the SRBDP;
- m) Regularly update the Joint Steering Committees on the progress;
- n) Continuously update the latest knowledge on financing possibilities;
- o) Communicate internally at the S-SRBC about these new developments and opportunities that arise within the S-SRBC or from other stakeholders in adaptation to the SRBDP; and
- p) Capacitate staff of the SRBC on resources mobilization processes and techniques.

3. Qualifications and experience:

- a) Master's degree in Finance, Business Administration, Economics, Economics, or relevant financial education;
- b) 5 years of progressively responsible and relevant professional work experience in fundraising, marketing, sponsorship, Corporate Social Responsibility (CSR), and Project Management, including work with the private sector;
- c) Solid grounding in the use of quantitative methods; experience in governmental and international financing and understanding of both public and private sector perspectives;
- d) A good track record in fund-raising with international, public and private sector sources;
- e) Familiarity with debt related issues and debt management strategies;
- f) Demonstrated ability to work across institutional boundaries with various teams, build and lead a team of professional staff, and utilize talent and the expertise of team members productively;
- g) Fluency in spoken and written English language. Swahili and/or Chichewa is a pro; and
- h) Excellent writing, analytical, presentation and reporting skills, with proven skills in writing reports.

Position Title: ICT/GIS/MIS Expert
Reporting to: The Acting Executive Secretary for the Songwe River Basin Commission.
Reference Number: SRBC/STCINRMSRBP/MIS/1
Publication date: 25th February, 2020
Closing date: 10th March, 2020
Place of duty: S-SRBC Offices in Kyela, Tanzania
Terms of Appointment: Four (4) year contractual appointment renewable every year based on performance.

2. Functions and Responsibilities

The ICT/GIS/MIS Expert functions and responsibilities will include, but are not limited to:

2.1. Preparation phase (1 year):

- a) Plan, coordinate, monitor and supervise the MIS programme;
- b) Supervision of MIS Implementation Consultant;
- c) Support in developing specifications, procurement process and implementation quality management for appropriate hardware /software /datasets /digitization /scanning to develop a comprehensive knowledge base;
- d) Install, configure, and support bank standard hardware and software, including desktops PCs, laptops, printers, scanners and other relevant peripherals;
- e) Work closely with other members of the FEWS and MIS to develop and setup the Songwe MIS;
- f) Provide specific inputs on development of database management systems, Geographic Information System (GIS)-based modeling applications and simulation/optimization tools, and Monitoring and Evaluation (M&E) System;
- g) Contribute to the trainings provided on MIS;
- h) Preparing agreements with Malawi and Tanzania stakeholders: Ministries, water boards, meteorological offices, etc. for data sharing; and
- i) Gain full understanding of the MIS system, including its software (GIS, Excel, Financial management and project planning software) and Database software.

2.2. Operational phase:

- a) Coordinate, monitor and supervise the MIS program;
- b) Ensure the proper management of the MIS including obtaining the required data from the various concerned stakeholders;
- c) Support the spatial analysis required to develop a pipeline of spatial knowledge products and services for the SRBDP to support various institutions, NGOs, Universities, and the General Public. This should also include the support for the SRBDP needs (e.g. for Atlases, Catchment, flood, and basin planning, State of the Basin reports, Monitoring and Evaluation etc.);
- d) Serve as a technical helpdesk to address spatial information management and processing queries in the SRBDP;
- e) Ensure that regular external benchmarking of the IT service is undertaken to ensure that it reflects best practice within the industry at large;
- f) Administer the information systems in the SRBC including routine housekeeping, troubleshooting, maintenance and upgrades;
- g) Provide technical support to SRBC staff on incidents on available hardware, software and network services;
- h) Collection and storage of soil erosion data;
- i) GIS analysis, mapping of data;
- j) Operation and maintenance of groundwater monitoring system;
- k) Operation and maintenance of the MIS system (with support from Consultant): evaluate and update the MIS regularly;
- l) General coordination with Malawi and Tanzania stakeholders (Ministries, Water Board, Districts);
- m) Analyze and report on the status of the river basin, like analysis of river levels and its extremes, mapping flood prone areas, preparing, water quality, groundwater and soil erosion data, etc;
- n) Cooperate with the Flood Early Warning System Expert during rainy season in the operation of the SRBC Flood Early Warning System and shift to monitoring of flood forecast and send out warning when needed; and
- o) Participate in Zambezi River basin program.

3. Qualifications and Experience:

- a) Master of Science (MSc) degree in GIS/hydrology/water resources management/Computer Science/Information Systems;
- b) Minimum of 5 years of professional experience involving advanced spatial data analysis, development of geodatabases or equivalent, providing institutional support for spatial information management and modern interactive product development;
- c) Demonstrated experience to successfully coordinate complex programs;
- d) Experience with cutting-edge and widely-used spatial information software/technologies (e.g. GIS, Remote Sensing, online mapping, and interactive product development);
- e) Experience in capacity-building and training programs to support the effective use of spatial information especially for land, water, and disaster management would be desirable;
- f) Experience in developed and developing countries relating to the use of spatial information systems. Prior work in the region is desirable;
- g) Knowledge or familiarity/exposure with/to Windows, Unix and Linux environments;
- h) Proficiency in networking, information and communication technologies: TCP/IP networks, WAN protocols, wiring and cabling, and network management solutions;
- i) Excellent communication, interpersonal and Strong analytical skills; and
- j) Fluency in spoken and written English language.

Position Title:	Procurement Expert
Reporting to:	The Acting Executive Secretary for the Songwe River Basin Commission.
Reference Number:	SRBC/STCINRMSRBP/PE/1
Publication date:	25 th February, 2020
Closing date:	10 th March, 2020
Place of duty:	S-SRBC Offices in Kyela, Tanzania
Terms of Appointment:	Four (4) year contractual appointment renewable every year based on performance.

2. Functions and Responsibilities

The Procurement Expert functions and responsibilities will include, but are not limited to:

- a) Prepare and update the Procurement Plan in consultation with the Ag. Executive Secretary of SRBC for all goods, works and services to be procured under the Project; The procurement plan will detail contract packages for goods, works and services, estimated cost for each package, procurement or selection methods and tentative processing time of each procurement activity in compliance with the Financing Agreement and the applicable regulations;
- b) Prepare, review and finalize procurement documents. e.g. REOI, ToR, Invitation for Tenders, RFP, bidding documents, bid and proposal evaluation report etc. for all contracts in accordance with the applicable procurement guidelines of the AfDB and the Government of Tanzania;
- c) Prepare procurement documents based on user requirements ensuring that technical specifications of goods are in conformity with the prescribed standards; and assist project while procuring goods, works and Services are following open tendering method through rules and regulations of the country;
- d) Prepare Public Notices for inviting offers for the procurement of goods, Works and services; and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the AfDB Procurement Regulations and the Public Procurement Act of Government of United Republic of Tanzania;
- e) Organize and assist in the opening of bids / proposals and prepare draft minutes;
- f) Assist Ag. Executive Secretary in organizing all clarification meetings, pre-proposal meetings etc. with prospective bidders/Contractors / consultants and actively participate and prepare draft minutes;
- g) Act and play role as a mandatory member of the bid / proposal evaluation committee and perform all functions including formulating appropriate evaluation criteria, preparing comprehensive bid/proposal evaluation report, making summary points to clarify the bidders and other members of the committee in conformity with the AfDB Procurement Regulations, the Public Procurement Act and Financing agreement;
- h) Carrying out all activities related to Contracting including Negotiation, signing, publishing contract award notice and performance of contracts etc.;
- i) Guide / assist the Ag. Executive Secretary in handling procurements related complaints / grievances;
- j) The Procurement Expert will lead the procurement activities of the Strengthening Trans boundary Cooperation and Integrated Natural Resource Management Project in the Songwe River Basin and will work closely with the Administrative, Logistics and Procurement Officer of the S-SRBC; and
- k) Perform any other appropriate/relevant tasks assigned by the Ag. Executive Secretary / competent authority.

3. Qualifications and Experience:

- a) At least a Masters degree in Procurement or a relevant field from an internationally recognized institution. Holders of Bachelors degree in Procurement and Business Administration /Management will have an added

advantage. Applicants must be registered and approved as Certified Procurement and Supply Professionals by the Board which governs the Procurement and Supplies Professionals of the respective country;

- b) At least five (5) years general work experience including three (3) years of experience in the field of procurement in a public/international organization where the responsibility substantially covers the procurement of goods, works and services. Experience with AfDB funded projects will be an added advantage;
- c) Sound understanding of principles underlying good procurement practices, procurement guidelines of international agencies, procurement rules and procedures of the Government of Tanzania; ability to identify and resolve procurement issues; and
- d) Excellent communication (both oral and written) in English language with interpersonal, computer and strong negotiation skills.

HOW TO APPLY

Interested candidates should submit a cover letter, copies of academic certificates, professional certificates and Curriculum Vitae (not exceeding four pages) with names and contact information of three traceable referees to:

The Secretariat of the Joint Songwe River Basin Commission

P.O. Box 300,

Kyela,

TANZANIA.

Contact name: Eng. Gabriel M. Kalinga

Email: gabbykalinga@gmail.com; cc: mpangala5@yahoo.com

To reach him not later than 10th March, 2020, 17:00 Hours Local time (EAT).

Please mention the title of the position you are applying for in your email or Post.

Only shortlisted candidate will be contacted.