

# EMPLOYMENT OPPORTUNITIES

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

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

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

## **1. Position: LADP Tanzania Coordinator ( 1 Post )**

### **1.1 Objective**

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

### **1.2 Scope of Work**

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

Specific tasks include, but are not limited to:

- i. Participate in the general planning processes for the execution of the tasks related to LADP implementation.

- ii. Liaise and coordinate with district authorities and particularly the LADP Steering Committee and formed LADP team to ensure that good practice of LADP implementation is adhered to, including that the LADP investment is oriented to identified priorities and contribute to achieve its objectives of livelihoods improvement in the project area as per prepared Standard Operating Procedures
- iii. Reach out and coordinate LADP activities with key stakeholders the communities, district leadership and other relevant government bodies, (associations, cooperatives, community based organizations, NGO, etc) to enhance the LADP investment;
- iv. Ensure regular Monitoring, Evaluation on quarterly basis and reporting weekly, monthly and quarterly of the LADP implementation progress at the Districts and NELSAP
- v. Any other task as may be assigned

### **1.3 Reporting**

The Officers shall work under the supervision of District Executive Director and reporting to LADP investments progress to NELSAP PIU. Lead Environment and Social Safeguards Specialist as per signed MoU. The officers shall be located specifically in Ngara for Tanzania.

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

### **1.4 Duration and Nature of Appointment**

The appointment of the Officer will be for an initial period of 11 months with a probation period of 3 months, commencing November 2021 and a probable extension subject to satisfactory performance and availability of fund. The staff will travel within the project area. Remuneration is negotiable

### **1.5 Qualifications**

The Officer, will be selected on the basis of the following criteria:

- i. A Bachelor's Degree in Sociology, Development Studies, Social anthropology, Community Development, or related field.
- ii. Expertise in the development and use of participatory approaches at all levels (national and community), preferably in complex projects i.e. infrastructures with tangible positive impact on project implementation.
- iii. At least Seven (7) years of proven work experience in project implementation and participatory approaches with a range of stakeholders with demonstrated practical experience in Project Planning, Monitoring and Evaluation.

- iv. Excellent consensus-building, multi-cultural, and inter-personal skills; Strong team building and mentoring capabilities; Knowledge and skills in the use of consensus building tools will be an asset.
- v. Excellent writing, analytical, presentation, and reporting skills.
- vi. Must be Fluent in English languages He/she should also be able to communicate fluently in the respective local languages.
- vii. Must be knowledgeable in the Tanzania, administrative settings and hierarchy in addition to having a deep understanding of the cultures, livelihoods strategies of the communities that will be covered by the LADP activities.
- viii. Good computing skills, including knowledge of software packages for word processing, databases, and spreadsheets; Familiarity with modern communication systems (such as Internet, worldwide web, email, etc).
- ix. Experience working within international and donor organization contexts and especially familiarity with the policies, procedures and practices of major bilateral and multilateral development agencies is an advantage.
- x. Also experience on management of environment and social in the construction infrastructures project will be an added advantage

Willing to work and reside within the project area, as work demands

## **2. Position: LADP Ngara Procurement Officer ( 1 Post)**

### **2.1 Accountability and Reporting**

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

### **2.2 Scope**

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

1. Ensure the implementation of all procurement provisions in Memorandum of Understanding (MoUs);
2. Prepare and regularly update the project procurement plan in liaison with the components.
3. Manage the tendering processes by providing advice regarding preparation and verification of tender documents, adherence to Donor procurement and financial regulations, timely preparation of all required communications, finalization of contracts and ensure proper filing, maintenance and protection of documents and best practice;
4. Develop and oversee the implementation of guidelines for the management and administration of the procurement process including the development of specifications / Terms of Reference (ToRs), the set-up of evaluation committee and evaluation, the documentation and filing at all stages of the procurement cycle; preparation of bidding documents, pre-qualification of bidders, notification and advertising, bid opening and evaluation, award of contracts, reviewing claims, and review of payment certificates;
5. Develop and oversee the implementation of guidelines for the supervision, management and monitoring contracts for goods, works or services at component level including the receipt, review, and the clearance of payments

6. Manage and administer the selection of consultants under the projects including initiating the set-up of evaluation committee and managing all stages of the procurement cycle; short-listing of consultants, preparation of request for proposals, evaluation of technical and financial proposals, preparation of draft contracts, supervision of consultancy contracts, reviewing claims and certification consultants' invoices after the technical sector specialists have approved the consultant's report;
7. Liaise with NELSAP/PIU to seek and obtain approval for key stages in the procurement cycle;
8. Establish a Procurement Management Information System for enhancement of procurement planning, implementation, monitoring and documentation for the project as per the required standards.
9. Prepare all procurement reports regularly and timely in line with the MoU and any other project requirements.
10. Any other duties as may be assigned by management;

### **2.3 Qualifications and Experience**

- At least Bachelor degree in Procurement, Business Administration, Civil Engineer or similar qualification.
- At least Five years of experience in the field of procurement;
- Demonstrable experience in a business environment in procurement services in either public or private sector. Experience gained in organizations with a regional dimension is an added advantage.
- Have a strong ability to work in a team environment with a results-based orientation and to bring tasks to completion under tight deadlines;
- Has demonstrated ability to follow World Bank Procurement procedures or other multilateral donors;
- Knowledge of the national public procurement procedures is an advantage;
- Have working knowledge of MS Office software, MS Project, windows etc.
- Fluency in English, Working knowledge of French is an advantage.
- **N.B. It's recommended to attach copies of certificates, degrees and proof of their professional experience.**

### **2.4. Duty Station:**

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

### **2.5. Employment terms.**

The employee's appointment will be on contract period of 12 months. The contract may be extended based on satisfactory performance, availability of funds and need for services.

Remuneration is negotiable

## **3. Position: LADP Civil Engineer ( 1 Post)**

### **3.1 Objective**

These Terms of Reference (ToRs) relates to the position of Civil Engineer- LADP in Ngara District, to facilitate and support the implementation of LADP Civil and construction activities at Ngara District. This will be local position under LADP coordinator Tanzania .

### **3.2 Scope of Work**

The Civil Engineer will be part of the District Project implementation Unit (PIU) comprising of District Executive Director, LADP Coordinators and other Departmental staff within the District, Community Development Officer and Environment Specialist. The Civil Engineer- will play a key role in the support and follow up of the LADP Civil and construction activities within the District of Ngara.

### **3.3 Roles and Responsibilities**

The Objective of the assignment is to assist the District LADP PIU on implementation of selected civil and construction activities. Specific tasks include but not limited to the following

**A. Technical:**

1. Provide overall technical assistance to LADP activities related to Construction/Rehabilitation of civil works in the Districts of Ngara from review of feasibility studies, review and analysis of tender documents and tender offers, to implementation, monitoring, evaluation and handover of facilities.
2. Review Construction/rehabilitation work plans prepared by Contractors and develop own monitoring and supervision tools to ensure efficient and effective completion of LADP civil works.
3. Closely monitor set and approved projects' implementation plans and ensure that they are periodically updated, reviewed, approved and executed and communicate the changes to the LADP PIU, the District for further transmission to Rusumo Project PIU management.
4. In collaboration with LADP Project Coordinators, in consultation of PIU direct supervisor, ensure effective monitoring and supervision control systems/tools are in place and contractors and engineering consultancy companies work in compliance with technical specifications, and good engineering practices so that LADP Civil works are implemented and completed on time and within the set budgets without compromising the quality
5. Review, separately, monthly, quarterly and annual project progress reports submitted by Contractors', Consultants' and LADP Coordinators, and highlight important issues, challenges, discrepancies from the actual situation on the ground. Advise NELSAP/PIU on corrective actions to be taken for challenges and discrepancies so that LADP civil works are implemented efficiently and effectively so that maximum benefits to clients and stakeholders are achieved.
6. Monitor and evaluate performance of service providers
7. In collaboration with LADP district coordinator manage project budgets, cash flow and obligations by certifying disbursements of funds (Where applicable), to ensure that deliverables are met and payments to Contractors and Consultants are received on time, monitor and submit financial status reports to management in compliance with the pre-established requirements and as per signed Memorandum of Understanding between District and NELSAP/PIU
8. Conduct regular site visits to the LADP civil works in Ngara District, attend site meetings. Prepare and submit Back to Office Reports (BTOR), minutes of the meetings, weekly, and monthly, quarterly and annual progress reports and ensure proper documenting and archiving of project records.
9. Assist in preparation and correctness of all technical inputs and cost estimates related to the project planning and budgeting of LADP construction components and ensure that they are timely submitted to relevant NELSAP/PIU departments for consideration.

10. Assist in a sound handing over of LADP facilities to project beneficiaries and ensure proper handing over of LADP documents to PIU upon project closure
11. Perform any other duties related to Regional Rusumo Falls Hydroelectric Project as may be directed by the Project Manager or your direct supervisor.
12. Ensure the contractors are implementing all Environment, Health Safety and social mitigation measures as recommended in the project ESMPs

## **B. Management:**

1. Assumes enforcement of LADP Civil activities and responsible for the planning and management of implementation of set and agreed upon activities in compliance with existing guidelines and approved documents
2. Ensures that World Bank and NELSAP/PIU rules and regulations are implemented and adhered to in all projects activities

## **3.4 Reporting**

The Engineer will be located in the Ngara District and will be under direct supervision of LADP coordinator

## **3.5 Duration and Nature of Appointment**

The duration of the contract will be for 11 months with a probation period of 3 months. The contractual term may be renewed based on performance, availability of fund and management decision. Remuneration is negotiable

## **3.6 Qualification and Experience**

Interested candidates should possess the following minimum qualifications:

1. University Degree in Civil, construction, transportation, Highway, water resources, Building construction engineering, Construction/Project management.
2. Minimum 5 years of relevant professional experience in infrastructure project preparation and management, civil works including detail design and supervision.
3. Good computing skills, including knowledge of software packages for word processing, Excel, Power Point Familiarity with modern communication systems and design norms (such as Internet, worldwide web, email, AutoCAD or any other design model etc.).
4. Experience in community mobilization/ community monitoring sites, coupled with the ability to address and manage all aspects of monitoring of a construction (legal aspects of positioning, procurement, law and knowledge of construction contracts, construction information technologies, and follow-up).
5. Working experience with international, major bilateral and multilateral development agencies. Or donor organization financed projects
6. Working experience in construction projects financed by International agencies
7. Excellent and proven experience in dealing with contractors, consultants and local governments;
8. Working experience in preparation, implementation and monitoring of technical/ (re)construction projects; methodological and calculation skills
9. Knowledge of procurement, tendering and contracting processes and requirements;

10. Knowledge of the World Bank procurement and rules, procedures and regulations related to works would be an asset.
11. Related Working Experience in the country, particularly in the project area is an advantage
12. Experience in managing projects with implementation of Environment, Health and Safety and Social Mitigation measures
13. Working knowledge and experience in management of social and environmental safeguards issues.
14. Excellent writing, analytical, presentation, and reporting skills.
15. Fluency in English and Swahili.
16. Registered by Engineers Registration Board

#### **4 Position: LADP Community Development Officer ( 1 Post )**

##### **4.1 Objectives of this Assignment**

The objective of this ToR, is to hire a Community Development Officer who will support the day to day activities related to the implementation of LADP projects in Ngara District, Tanzania.

The successful candidates will also support the Districts to ensure monitoring and implementation of World Bank safeguard policies in the areas of social related activities relates to the LADP and therefore that would be the focus of their activities including consultation, land acquisition, labor issues, HIV, and preparation and implementation of social elements of the safeguards instruments.

##### **4.2 Scope of Work**

The position requires candidates attain the following tasks: -

- ✓ Support the development of ESIA's, ESMPs and monitoring of the same from the social perspective
- ✓ Plan, implement and document consultation activities through the lifecycle of LADP activities (planning, implementation and monitoring) to ensure meaningful engagement.
- ✓ Follow-up of LADP Contractor's conformity with labour regulations of the host country
- ✓ Checking that workers' contract are in line with labour regulations and with Contractor's obligations according to contract with the client,
- ✓ Checking of weekly and monthly working cycles and their conformance with labour laws and prepare monthly related LADP progress reports,
- ✓ Follow up the implementation of HIV/AIDS management plan as prepared in the ESIA/ESMPs
- ✓ Organize Community meetings
- ✓ Follow up Land related issues within LADP scope of projects,
- ✓ To provide assistance to the LADP projects in the District and NELSAP
- ✓ Follow up of grievances in relation to workers and contractors as well as communities (insults, GBV, working conditions, management of timesheets) tracking all grievances documentation on how they handled

##### **4.3 Duration and Nature of Appointment**

The appointment of the Community Development Officer will be for an initial period of 11 months with a probation period of 3 months and a probable extension subject to satisfactory performance and availability of funds. Remuneration is negotiable

## 4.4 Qualifications

The Community Development Officer, will be selected on the basis of the following criteria:

- ✓ A Bachelor Degree/Advanced Diploma in Sociology, Development Studies, Social anthropology, Community Development, Social Work or related field.
- ✓ The candidate involved in the project implementation and use of participatory approaches during planning and supervision, preferably in public and community projects with tangible positive impact on project implementation.
- ✓ At least five (5) years of work experience in working with public and community projects during implementation with a range of stakeholders with demonstrated practical experience in community engagement, land acquisition, social analysis, planning and management of a range of social dimensions Gender Based Violence (GBV), Sexual Transmitted diseases HIV/AIDS, labour issues, dealing with complaints, knowledge with Grievances Redress Mechanisms (GRM),
- ✓ Successful candidate must be able to demonstrate experience in navigating complex social and environment problems, thinking creatively and holistically about problems, and identifying and gaining consensus on cross-sector solutions.
- ✓ Established and documented evidence of knowledge of community driven development
- ✓ Established and documented evidence of knowledge /working with lenders projects such as World Bank safeguards requirements i.e. Resettlement Policies and procedures will be an added advantage.
- ✓ Excellent consensus-building, multi-cultural, and inter-personal skills; Strong team building and mentoring capabilities.
- ✓ Excellent writing, analytical, presentation, and reporting skills.
- ✓ Must be Fluent in both English and Swahili
- ✓ Must be knowledgeable in the Tanzania administrative settings and hierarchy in addition to having a deep understanding of the cultures and norms of the communities that will be impacted by the project including those that will be covered by the LADP activities.
- ✓ Good computing skills word, excel, access power point, outlook etc including knowledge of software packages for word processing, databases, and spreadsheets; Familiarity with modern communication systems (such as Internet, worldwide web, email, etc.
- ✓ Experience working within international and donor organization contexts and especially familiarity with the policies, procedures and practices of major bilateral and multilateral development agencies is an advantage.

## 4.5 Candidates' Reporting Obligations

The Community Development Officer shall be under the direct supervision of the Ngara LADP Coordinator. The officer shall be located in the Ngara, Tanzania.

### Deliverables

The candidate is expected to work with other specialist at the District and submit:

- ✓ A brief narrative/weekly/monthly report outlining the work accomplished in delivering the specific weekly/monthly outputs;
- ✓ An outline of the work expected to be completed for the next deliverable week/month;



- ✓ Stakeholder consultation documentation to include full minutes of meetings of discussion at different levels in the Districts include attendance logs, photos etc
- ✓ Prepared monitoring reports and progress of the social related issues during project implementation phase.

## **5 Position: LADP Environmental Expert ( 1 Post)**

### **5.1 Objectives of this Assignment**

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

The successful candidates will:

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

### **5.2 Scope of Work**

The Environmental Expert will have the following responsibilities: -

- ✓ Participate in the preparation and review of environmental and social safeguards documents including the ESIA and ESMPs for LADP projects
- ✓ Participate in the preparation of bidding documents and contract negotiation to ensure Environmental, Social, Health and Safety (ESHS) issues, including requirements from the ESIA and ESMPs are incorporated and have contractors' commitments and in the Bill of Quantities- so EHS measure are paid.
- ✓
- ✓ Perform inspection and supervision of construction works to ensure contractors' compliance with national and international environmental, health and safety requirements and the World Bank Safeguard Policies, as well as compliance with contract requirements.
- ✓ Review and recommend on the Contractors' Environmental and Social Management Plan (CESMP), to include measures that fulfil contract requirements as well as the measures identified in the ESIA and ESMP that are the responsibility of the Contractor.
- ✓ Undertake compliance monitoring and supervision of Contractors' implementation of CESMP.
- ✓ Monitor availability of Personal Protective Equipment (PPE) onsite and proper use of PPE by all workers.
- ✓ Follow up on health and safety working conditions (including welfare arrangements) for Contractors' personnel and any others visiting the project site.
- ✓ Monitor contractor's compliance with the national and international occupational health and safety legal requirements (OSHA)
- ✓ Perform inspection to ensure water quality of the subproject (for safety of the future users), air emission and dust control measures as well as waste management follow Tanzania regulations, WB Policies and standards and are implemented as stipulated in the approved contract and CESMP.

- ✓ In collaboration with Contractors' ESHS team, the Environmental Expert is to ensure regular ESHS trainings are provided to construction workers.
- ✓ Follow up on environmental, occupational, health and safety related grievances in relation to workers and contractors and their proposed closure actions.
- ✓ Participate in site meetings with contractors to discuss occupational and ESHS issues.
- ✓ Work with NELSAP ESHS team to ensure contractors are complying to the requirements.
- ✓ Review and recommend on the contractors ESHS weekly, monthly and other progress reports.
- ✓ Prepare environmental, health and safety reports on weekly, monthly and quarterly for individual projects and ensure that reports are submitted on time. The reports to have the content and information to be agreed relating to EHS metrics.
- ✓ Develop a data storage system with all sub projects documentation, permits, ESMP approved, etc
- ✓ Ensure consultation are performed per country regulations and OP 4.01 and review the ESIA/ESMP based on these consultations
- ✓ Coordinate the publication of final safeguards documents and coordinate their publication in government websites.
- ✓ Ensure COVID 19 plans are followed during preparation and construction sites.
- ✓ Coordinate GRM resolution in relation to EHS issues
- ✓ Coordinate work with the social specialist
- ✓ Ensure compliance with Tanzania regulations for all relevant topics (water, waste, safety, etc).
- ✓ Perform other related duties as assigned.

### **5.3 Duration and Nature of Appointment**

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

### **5.4 Qualifications**

The Environmental Expert will be selected on the basis of the following criteria:

- ✓ Must have Bachelor's Degree in Environmental Sciences, Environmental Management or related field from a recognized University.
- ✓ Must have at least 7 years of work experience in EIA/ESMP preparation and supervision
- ✓ Must have at least 5 years of experience in the supervision of infrastructures and n construction projects.
- ✓ Must have knowledge and experience of 5 years in occupational health and safety issues.
- ✓ Must have clear understanding on national and international environmental and OSHA legislations and the World Bank Environmental and Social Safeguard Policies.
- ✓ Must have team work spirit and be able to work independently and under minimal supervision.
- ✓ Must have good writing, analytical, presentation, and reporting skills. Excellent ability to prepare reports and critical review of documents.
- ✓ Must have excellent oral and written communication skills in English and/or French depending on the country of work. Good working knowledge of local languages (Kiswahili, Kinyarwanda and Kirundi) will be an added advantage.
- ✓ Must have Computer literacy in the MS Office suite of applications including Excel, Word, and PowerPoint.

## 5.5 Candidates' Reporting Obligations

The Environmental Expert shall work under direct supervision of and reports to LADP District Coordinator. The Environmental Expert shall be located in the Ngara District (TANZANIA),

### Deliverables

The candidate is expected to produce and submit:

- ✓ A brief narrative/weekly/monthly report outlining the work accomplished in delivering the specific weekly/monthly outputs.
- ✓ An outline of the work expected to be completed for the next deliverable week/monthly/quarter.
- ✓ Any document requested guideline, ESMP, progress reports, among others
- ✓ Approved all related to contractors' ESMP, monitoring and progress reports during implementation.
- ✓ Weekly, monthly and quarterly ESHS monitoring reports for individual projects submitted to NELSAP through LADP Coordinator, that will report to agreed EHS metrics.
- ✓ All other reports and documents related to implementation of LADP projects as might be needed from time to time.

### How to apply:

#### 1. Interested Applicants should apply by submitting:

- (i) A cover of letter with statement on applicant's interest in the given assignment and suitability based on the given ToR to be addressed to:

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

- (ii) Curriculum Vitae (CV) including date of birth and nationality

- (iii) Copies of academic & professional training certificates

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

3. Deadline for submission is on 20<sup>th</sup> October 2021 before 17:00 hours Tanzania time through the email: [ded@ngaradc.go.tz](mailto:ded@ngaradc.go.tz) with a copy to [nelsaprocmnt@nilebasin.org](mailto:nelsaprocmnt@nilebasin.org) ( In the application letter clearly mark the position you are applying for, example application of LADP Ngara Procurement Officer, etc )

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

Solomon O Kimilike  
DISTRICT EXECUTIVE DIRECTOR  
NGARA DISTRICT COUNCIL