



**OBSERVATOIRE DU SAHARA ET DU SAHEL**  
**SAHARA AND SAHEL OBSERVATORY**

**RECRUITMENT OF TECHNICAL ASSISTANTS**

**TERMS OF REFERENCE**

**March, 2024**

---

**Job title:** Technical Assistants

**Place of employment:** Tunis (Tunisia)

**Language requirements:** French and English

---

**[AC/OSS/DPTCLIMAT\_ ASSISTECH/190324-7]**

# 1. Context

**The Sahara and Sahel Observatory (OSS)**<sup>1</sup> is an international scope organization with an African vocation, created in 1992, and established in Tunis (Tunisia) since 2000. Its members include 26 African countries, 7 non-African countries, 14 organizations (representing organizations of West, East and North Africa, United Nations organizations) and 3 non-governmental organizations. OSS mission is to support its member countries and partners in the sustainable management of their natural resources in a particularly disadvantageous climate change context. Its principle action is to work alongside member States and organizations and to play the role of initiator and facilitator of partnerships on topics related to natural resources management and environmental protection.

As part of its missions for a good environmental governance in its area of action, the OSS coordinates several activities aimed at the development of methods and tools dedicated to the management and protection of natural resources and adaptation to the effects of climate change.

**OSS 2030 strategy** constitutes a framework for the implementation of technical and financial priority actions for the benefit of member countries and partners. To ensure strategic alignment, the OSS operates through its scientific and technical program titled "Integrated and Coordinated Management of Natural Resources," structured around four interrelated thematic areas: Water, Land, Climate, and Biodiversity.

Given the numerous challenges African countries face due to climate change effects, the OSS offers technical and institutional support through its climate component, supporting in the development and implementation of projects to address climate change impacts. This assistance aims to contribute to Member States' efforts and enhance their populations' resilience through adaptation and mitigation measures. Therefore, it is crucial to adapt services and promote the mobilization of financial resources for these project requests. The OSS acts as a regional implementation agency, facilitating partnerships with major international climate funds. Notably, the OSS obtained accreditation as an implementing entity from the Adaptation Fund in 2013 and from the Green Climate Fund (GCF) in 2017. These accreditations reinforce the OSS role as a partnership facilitator, enabling it to mobilize funds and support policies and strategies related to environmental sustainability and member/partner development.

Consequently, OSS activities encompass project and program development, implementation oversight, performance monitoring and evaluation, as well as providing technical and financial advice to ensure successful attainment of objectives. In this context, OSS plans to recruit four (04) Technical Assistants to strengthen the team of the climate department and effectively address the growing needs of its projects and initiatives.

## 2. Job definition

Reporting to the project managers, the Climate Department Director, and the Executive Secretariat, the Technical Assistants will support the climate team through the implementation of the following activities:

### a. Technical and analytical support

- Support drafting the terms of references, factsheets and projects related documents;
- Participate in the review and evaluation process of consultant's deliverables and formulate improvements recommendations;
- Support the project managers and department director on the relevant organizational processes, including information management, planning, reporting and budgeting;

---

<sup>1</sup> <http://www.oss-online.org/fr>

- Support the climate department management of any cross-regional partnership projects/programs, including correspondence with partners, approval and grants transfers, monitoring and reporting; and the maintenance of paper and project files;
- Contribute in the environmental and social screening process specific to the projects activities and carried out by the executing partners and the consultants;
- Provide technical support on all issues relating to climate department and project management.

#### **b. Project development**

- Participate in the evaluation process and identification of bankable project proposals;
- Support the formulation of project proposal/CN process and related annexes;
- Participate to due diligence missions ;
- Undertake the documentary research necessary for the development of new concept notes, in particular by consulting Nationally Determined Contributions (NDCs), National Communications, National Adaptation Plans and others;
- Participate in consultation processes.

#### **c. Project management support**

- Contribute in verifying periodic technical and financial reports of the assigned projects;
- Maintain up-to-date tracking databases for the assigned projects;
- Contribute in drafting project progress reports and ensure their periodic updates;
- Support the Monitoring and evaluation process of the project indicators and generate report for their impacts related to mitigation and adaptation;
- Review and support the evaluation process of reports and other project deliverables, and ensure that the projects are executed in accordance with the contracts and/or framework agreement with the donor and the beneficiary countries;
- Provide technical support for the organization of events, workshops and meetings and prepare related reports and notes;
- Contribute to capacity building, knowledge management and communication activities related to the Department's projects and activities.

#### **d. Other activities**

The Technical Assistants will also participate in the execution and support of all other activities of the Climate Department. This will include tasks related to technical expertise required for the needs of different projects. He/she will also support the OSS teams in order to promote inter-department synergies and the OSS day-to-day activities.

## **3. Profile required**

#### **a. Education**

Hold a 'Bachelor + 5' higher education degree (Engineer or Master) in Environmental Sciences, Agronomy, Agro-Economics, Natural Resource Management or in a related field.

## **b. Experience**

- Young graduate with good knowledge in areas related to climate change, sustainable development or other;
- Good analytical skills and knowledge of information gathering and processing;
- Good knowledge of new information technologies and a good command of office software (Word, Excel and PowerPoint processing, messaging and Internet);
- Any work experience, in the form of an internship or equivalent, in the field of climate change would be an asset;
- Excellent command of both English and French languages.
- Project management experience is a desirable skill.

## **c. Professional requirements**

- Willingness to work in a multi-national and multi-cultural environment and to travel to the different countries in the OSS area of action.
- Ability to take responsibilities with accuracy and within the given deadlines.
- Enthusiasm and ability to quickly learn new concepts and take initiatives.
- Willingness to work under pressure and to act as a positive example contributing to team spirit.
- Possession of organizational skills and the ability to collaborate effectively within a team, focusing on results-based planning.
- Effective adaptation skills to respond to changing circumstances and needs.
- Active listening and spontaneous sharing of knowledge.

## **4. Remuneration**

The total net monthly remuneration ranges from (500-800) €. Tunisian candidates shall be paid in Tunisian Dinar equivalent.

The Executive Secretariat of OSS will bear the Technical Assistants contributions to the OSS insurance. These insurances cover group risks of illness, invalidity, death, as well as individual insurance for personal accidents throughout the period of his activity with the OSS.

## **5. Work location**

This work station will be based in Tunis, Tunisia.

The Technical Assistants may also be called upon to carry out missions in OSS member countries.

## **6. Proposals presentation**

The application package must include the following:

- Detailed and signed curriculum vitae: please use the OSS CV model downloadable on the following link [[OSS CV Model](#)];
- Signed application letter (one page maximum) explaining why the Technical Assistants considers him/herself as the best suitable for the assignment post, written in English;
- Copy of academic qualification documents;
- Other useful documents/references.



## 7. Application modalities and Deadline

Applications must be submitted electronically no later than **April, 7<sup>th</sup>, 2024 at 23:59** Tunis time at the following address: [procurement@oss.org.tn](mailto:procurement@oss.org.tn) indicating the reference «**Call for applications for the recruitment of Climate Technical Assistants [AC/OSS/DptClimat\_ AssisTech/190324-7]** » in the subject line.

## 8. Scoring of Applications

Headings	Notes/Grades
Diplomas (Qualification in the required fields)	<b>20 points</b>
Relevant previous experience	<b>10 points</b>
Master of new technologies software	<b>10 points</b>
Languages	<b>25 points</b>
Motivation	<b>25 points</b>
Organization and presentation of the application	<b>10 points</b>
<b>Total</b>	<b>100 points</b>

## 9. Evaluation of the applications

Applications will be evaluated by a specific committee. The assessment consists of two key phases:

### 9.1 Technical Evaluation

- Applications are initially evaluated based on the files submitted.
- The evaluation is done at a technical level.

**NB:** The minimum technical score required for the consultant to be eligible for oral interview is 70 points

### 9.2 Invitation to Oral Interviews

- a. Candidates meeting the technical score criteria are invited to oral interviews.
- b. The interviews take place at the OSS headquarters if possible, or through videoconference if not.

### 9.3 Final Evaluation Formula

- c. The final mark (Nf) is determined by weighting the technical notes of the files (Nt) and the notes from the oral interviews (No).
- d. The formula used is:  $Nf = (Nt + No) / 2$

This process indicates a comprehensive evaluation approach where both the technical aspects of the submitted files and the performance in oral interviews contribute to the final decision. It's a balanced assessment method that takes into account different aspects of a candidate's qualifications.

The first four candidates who score 70 points or higher will be selected for an oral interview.

For any additional information, please send your requests, before 5 days at least of deadline of submission to:

**For technical aspects :** Mme Khaoula JAOUI : [Khaoula.jaoui@oss.org.tn](mailto:Khaoula.jaoui@oss.org.tn)

**For administrative aspects :** Mme Sonia BOUJDARIA NJAH : [sonia.njah@oss.org.tn](mailto:sonia.njah@oss.org.tn)