



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

**The Executive Secretariat of the Sahara and Sahel  
Observatory - OSS**

**Terms of Reference:**

Recruitment of one (01) water expert

May 2024

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Type of recruitment: International

Job title: Water Expert

Place of work: Tunis (Tunisia)

Languages required: French and English

Start date: July/August 2024

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**[AC/OSS/Dpt.Eau\_ExpertEau/310524-12]**

## 1. CONTEXT

**The Sahara and Sahel Observatory (OSS)**<sup>1</sup> is an international Organization with an African vocation, created in 1992 and established in Tunis (Tunisia) since 2000. The OSS has 34 member countries (27 African countries and 7 non-African countries), 13 member Organizations representing West, East and North Africa, UN Organizations including 3 non-governmental Organizations.

The OSS mission is to support its African member countries and partners in the sustainable management of their natural resources in a particularly disadvantageous climate change context. Its area of action is located in the arid, semi-arid and dry sub-humid zones of the Sahara and Sahel regions. As such, the OSS works with member countries and Organizations in subsidiarity and complementarity. The OSS works alongside member States and Organizations and plays the role of initiator and facilitator of partnerships on the management of natural resources, including shared water resources and environmental protection.

**The 2030 strategy of the OSS** is a framework for the implementation of priority technical and financial actions for the benefit of member and partner countries. In order to ensure strategic alignment, the OSS operates through its scientific and technical program entitled “Integrated and coordinated management of natural resources” based on four interrelated thematic axes for an integrated development, namely: Water, Land, Biodiversity and Climate.

Through its Water component, the OSS aims to contribute to meeting the water needs of the populations and the sustainable management of water resources of its member States by placing water on top of international political agendas. To this end, it provides technical and institutional support in the development of project requests to address the impacts of climate change, improve water security, contribute to the resilience of the populations and to the sustainable development efforts of the Member States.

In collaboration with the other technical departments and bodies, the Water Department coordinates and implements the OSS vision in the field of water. In order to keep up with the Department evolution, the OSS Executive Secretariat is recruiting one (01) Water Expert.

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

## 2. DEFINITION OF JOB

Under the responsibility of the Water Department Director, the Expert will have to provide technical support for the implementation of the Department activities. He (she) will in particular:

### 2.1. Technical and analytical support

- Contribute to the planning and organization of the Water Department activities;
- Contribute to the identification and monitoring of national, regional and international priorities in water resources governance;
- Elaborate ToRs for the development of concept notes or project proposals;
- Supervise the consultants, review and evaluate their deliverables and make improvement recommendations;
- Develop and analyze the various summary documents on water management in the region;
- Contribute to the organization of scientific and technical events and ensure reporting;
- Participate in capacity building activities undertaken by the OSS for the benefit of its member countries;
- Participate in discussions on the OSS support to countries in achieving the Objectives of regional and international initiatives;
- Provide technical support on all water resources issues.

### 2.2. Project development

- Contribute to the project design through concept notes and evaluation reports drafting, and the conduct of diligence missions;
- Evaluate and identify bankable project proposals;
- Support call for project proposal processes;
- Make the documentary research necessary to develop new concept notes;
- Participate in the consultation process with project/program stakeholders;
- Review, improve and approve project reports and deliverables and make sure they comply with the contracts and framework agreements with the financial partner and beneficiary countries.

### 2.3. Project management

- Verify and validate periodic technical and financial reports for assigned projects;
- Update monitoring databases of assigned projects;
- Develop project progress reports and make sure they are updated;
- Provide technical support for planning and monitoring-evaluation of the projects in accordance with the financial partners' requirements;
- Provide technical support for the organization of events, workshops and meetings and prepare related reports and documents;
- Contribute to capacity building, knowledge management and communication activities related to the Department's projects and activities.
- Ensure financial/accounting monitoring of the projects in close collaboration with the Administrative and Financial Department (AFD) of the OSS.

## 2.4. Other activities

The Expert will also be involved in the execution and support of all other activities and technical expertise required for the Water Department projects. He/she will also support the teams of the OSS Executive Secretariat to promote inter-department synergies and the OSS daily activities.

# 3. REQUIRED PROFILE

## 3.1. Academic/university background

Master/Engineer/PhD in water or in environmental sciences associated fields. A Project Planning and Management certification would be an asset.

## 3.2. Experience

The applicant must have:

- At least 05 years of professional experience in a national institution, an international Organization or in the development sector;
- Experience in water resources related-areas, specifically on the resource's management, planning and monitoring tools;
- Experience in project design, including supporting the review/development of concept notes and project documents, work plans and budgets;
- Proven experience in project/program planning, management, monitoring-evaluation (M&E), techniques for collecting and analyzing environmental (water and climate) data;
- Experience in results-based management (RBM);
- Knowledge of issues related to water resources at the regional and international levels;
- Proven skills in the use of computer software (Microsoft office, etc.);
- Good analytical, summary and writing skills;
- A good command of English and French.

## 3.3. Job Requirements

- Willing to work with people of different nationalities and cultures and to travel;
- Be accurate and observe deadlines;
- Able to quickly learn new concepts and be proactive;
- Willing to work under pressure and promote team spirit;
- Have organizational skills;
- Enthusiastic and open to change and flexible in a very dynamic environment;
- Listen and share knowledge spontaneously.

# 4. REMUNERATION

The net monthly remuneration will amount to between 1,800 and 2,200 US Dollars based on years of professional experience.

The OSS will bear the insurance contributions, namely: illness, disability and death risks, as well as individual insurance against bodily accidents and travel insurance.

Should the applicant be of Tunisian nationality, the remuneration is paid in Tunisian Dinar.

The OSS will cover the costs of the plane ticket for the successful candidate (country of origin-Tunis-country of origin).

## 5. TYPE OF CONTRACT AND PLACE OF WORK

After a mutual agreement between the two parties, the successful candidate will have a one-year renewable service contract.

The Water Expert shall start in July or August 2024.

The Expert will be hired on a full-time basis in the OSS premises according to the agreed working hours.

## 6. COMPOSITION OF THE APPLICATION FILE

The application file must include the following elements:

- Signed Curriculum Vitae describing the applicant training and similar activities carried out as well as his/her professional experience, in accordance with the model available on the OSS website [[OSS CV Model](#)];
- **English** and **French** signed cover letter;
- Copies of diplomas;
- ID;
  
- Any document deemed relevant.

The absence of any of the aforementioned documents **is ground for rejection of the application.**

## 7. SUBMISSION CONDITIONS AND DEADLINE

**Application files must be sent by email to the following address:** [procurement@oss.org.tn](mailto:procurement@oss.org.tn). Files sent online must contain the subject line: « **Call for applications: Recruitment of a Water Expert [AC/OSS/DptEau\_ExpertEau/310524-12]** ».

The deadline for receiving the files is **June 23, 2024 at 11:59 p.m. (Tunis time)**.

Women are strongly invited to apply.

PN: The OSS will not be responsible for files received after the deadline.

## 8. EVALUATION OF APPLICATION FILES

Applications received on time are initially evaluated at a technical level based on the files submitted.

Candidates who have obtained at least 70/100 points will sit for oral interviews at the OSS premises if possible, otherwise by videoconference.

The evaluation of oral interviews is to be weighted with the technical scores to determine the final score.

$$FS = (TS + OS)/2$$

**FS: Final Score**

**TS: Technical Score**

**OS: Oral Score**

## 9. FILE SCORING SCALE

Evaluation criteria	Points maximum
<b>Diplomas (Expertise in the required fields)</b>	<b>15</b>
<b>Professional experience and references (PN: Only experiences proven by a certificate will be considered)</b>	<b>50</b>
• Seniority	10
• Experience with a national, regional or international Organization	10
• Relevant professional references	30
<b>Perfect command of IT tools and software</b>	<b>10</b>
<b>Motivation</b>	<b>10</b>
<b>Good command of the OSS working languages (French and English)</b>	<b>10</b>
<b>Clarity and relevance of the file</b>	<b>5</b>
<b>Total</b>	<b>100</b>

The call for applications outcomes will be published on the OSS website.