

Annex – 1.6A: Terms of Reference for LGSS Adviser

Introduction

Background

Objective

- To assist LGSS in the coordination of the general decentralisation process and of the implementation of LSDGP
- To advise on establishing procedures and capacity to provide policy, regulatory, financial and planning interventions that enhance DWD capacity to manage district works (roads, water and building).

Functions

The main functions of the international TA will be:

- Liaise with the MLGRDE, MOT/DFR, MWRWH/CWSA/DRH and other National stakeholders;
- Participate in the current dialogue with Ghana authorities as regards decentralization associated with or affecting the transport, water & sanitation and housing sectors;
- Assist in developing the role of the LGSS as the apex agency for the coordination of District Works Departments generally in Ghana, i.e. advise on setting up a National Technical Coordination Unit at LGSS (Quality Assurance and Technical Services Directorate – QATSD)
- Assist with the further formulation of policy and strategies for District Works Departments;
- Assist with identifying and implementing criteria for the allocation of resources for Road, Water and Rural Housing Fund to DAs for the maintenance works management;
- Coordinate the development of Guidelines, Technical standards and specifications for district-based management and a Manual for the maintenance activities of district feeder road, water and sanitation and rural housing;

Activities

Assist and strengthen QATSD at LGSS in the implementation of all decentralized technical coordinating activities such as:

- Establishment of District Works Departments (DWDs) in the District Assemblies of Ghana and strengthen their institutional and technical capacity building;
- Setting up with technical standards, specification, contract administration procedures, related manuals and guidelines, reporting systems and facilitating the appropriate training programmes for DAs/DWDs in coordination with respective technical ministries;

- integrating exercise of works for roads, water & sanitation and housing at DWDs;
- technical and related operational guidelines in the implementation of DDF/FOAT in DAs;
- Assist Regional Offices (Feeder Roads, Water and Sanitation and Rural Housing) at RCC that is in this context expected to reinforce its Technical Assistance (Backstopping and Monitoring) to the DWD/DA in the implementation of Feeder Road, Water and Sanitation and Rural Housing activities
- Reconfirm established procedures for issue of tenders and contracts and for management and supervision of contractors. This may be used as the basic procedure handbook for MLGRDE
- Provide support and technical guidance to District Works Departments (DWD) in preparing and carrying out the annual work programmes including mentoring District Assembly staff in all technical aspects of planning, design, contracting and supervision for rural transport, water & sanitation and housing
- Support as necessary the development of district-based contractors to enable them to compete for road improvement and maintenance works, water and sanitation and housing including identifying appropriate local training in collaboration with related technical ministries and regional offices
- Facilitate liaison between the sub-districts, monitor performance of District Works Departments, identify and organise inputs needed to improve capacity
- Coordinate and consolidate Annual Work Plans and Budget (AWP & B) in DAs/DWDs
- Assist in coordinating between the different project and programmes concerned with improving district works (roads, water and housing) at the district level (e.g. agricultural and environmental programmes)
- Provide support and guide the DAs/DWDS in establishing procedures for collaboration with stakeholders and local communities (Area Councils and Unit Committees) in the identification, prioritization and planning of local access improvements, socio-economic and awareness of cross-cutting activities
- Assist in developing terms of reference for, evaluating tenders and monitoring performance of local consultants, Civil Society Organization (CSO) and Non-Governmental organizations (NGO)
- Assist in preparation of quarterly and annual progress reports on the work programmes and performance of the DWDs
- Assist to formulate and implement policies on works within the framework of national policies and report on its implementation to the Assembly and Regional Co-ordinating Council (RCC)

- Coordinate the TA team (Local Consultants/Assistant Technical Advisers in different zones) and the related activities in other components of LSDGP and other Development Partners
- Participate actively in the National Steering Committee of LSDGP
- Assist in preparation of progress and related reports for the respective component of LSDGP

Staffing, Logistics, Timing and Reporting

Staffing

The TA will be a graduate with at least 10 years post graduate experience. At least 5 years of this experience should be in planning and monitoring of rural infrastructure at the district level in developing countries. This experience will be broad encompassing institutional development and capacity building, rural infrastructure planning, local participation, utilisation of appropriate technology for infrastructure implementation, social impact assessment and local government.

An essential requirement will be a proven ability to work in an advisory capacity within a government department or a local district administration in a developing country.

Logistic

- The LGSS is to provide suitable office space and equipment with the assistance from LSDGP
- The LGSS should recruit the Senior Technical Officers for Roads, Water and Housing who would be working in the Technical Coordinating Unit in LGSS/QATSD
- The TA will work closely with Senior Technical Officers/Technical Coordinators (roads, water and housing) at QATSD and the Planning and Policy Directorate in LGSS
- The LGSS should appoint a Senior LGSS/QATSD Officer who would be the Desk Officer and be in constant contact with the Technical Adviser

Timing

It is expected that the adviser will be recruited from January 2009 for two years with a possibility of extension.

Reporting

The TA shall prepare quarterly and annual progress reports together with any other reports deemed necessary together with QATSD/LGSS and submit these to NPSC and RDE in Accra.