

Annex – 1.6C: TOR for Assistant Technical Advisers - DRAFT

Terms of Reference for Local Consultants / Assistant Technical Advisers (LC/ATA) for:

Southern Sector 1 (Greater Accra & Volta Regions) based in Accra

Southern Sector 2 (Central and Eastern Regions) based in Cape Coast and the

Northern Sector (Northern Region) based in Tamale

Introduction

The Terms of Reference (TOR) intend to outline the duties and responsibilities of three local consultants with the position of Assistant Technical Advisers (ATA) to assist with coordination and implementation of the various sub components of the LSDGP at the district level. One ATA would be responsible for Southern Sector 1 which comprises Greater Accra and Volta Regions, the second ATA would be responsible for Southern Sector 2 which comprises Central and Eastern Regions while the third ATA would be responsible for the Northern Sector made up of the Northern Region. In all 36 District Assemblies have been selected to benefit from the programme support: 13 DAs in Southern Sector 1, 12 DAs in Southern Sector 2 and 11 DAs in the Northern Sector.

Objective

The objective of the assignment is to assist the International Consultant (LGSS-Technical Adviser) with achieving the outputs and immediate objectives of LSDGP for an initial period of two years and with a possible extension of up to one year. This assistance will mainly take the form of coordination of the various programme subcomponents in relation to actual implementation at the district level.

Services and scope of works for the Local Consultants / Assistant Technical Advisers (LC/APA)

The Local Consultant / Assistant Technical Adviser (LC/ATA) will assist the International Consultant / TA-LGSS to support the District Assemblies in achieving the immediate programme objectives and outputs of the LSDGP. The LC/ATA will be attached to the Technical Adviser (TA-LGSS) based in LGSS-Accra

More specifically his/her duties include:

Administrative and managerial duties:

- Liaise with Central, Regional and District Stakeholders on LSDGP programme implementation issues upon instruction from the Regional Programme Steering Committee;

- Assist the Regional Programme Secretariat (RPS) with the organisation of regional steering committee meetings in preparing an agenda and writing minutes of such meetings;
- Assist the RPS in compiling work plans and reports to be forwarded to the National Programme Secretariat;
- Assist with the planning and budgeting of District Assemblies' (DA) LSDGP activities in coordination with other sub-components of LSDGP;
- Assist with the preparation of quarterly and annual progress reports;
- Assist with the procurement and monitoring of other necessary consultancy inputs (local technical assistance – short term inputs, etc.);
- Provide Technical Assistance to DWD and Area Councils in the implementation of Rural Infrastructure Interventions
- Perform other administrative duties as assigned by the TA-LGSS

Technical advice:

Provide technical assistance and backstopping to District Works Departments / District Assemblies (DWDs/DAs), in coordination with the programme partners at Regional Level: Department of Feeder Roads, Water and Sanitation and Rural Housing to achieve the main outputs in all components of LSDGP.

More specifically:

- Provide technical assistance in setting up of DWDs and their operationalization in DAs and integration exercise for all rural infrastructure works in DWDs/DAs;
- Provide technical advice and assistance to all DAs/DWDs in selection, planning, design, tendering and supervision of road, water and sanitation and housing (building) works;
- Provide technical assistance to the Regional Offices of Department of Feeder Roads, Water and Sanitation and Rural Housing in taking up their roles as a technical backstopping body and in monitoring the supervision of feeder road, water and sanitation and housing works carried out by the DAs;
- Provide technical advice and assistance to the Regional Programme Secretariat (RPS), Regional Planning Coordinating Unit (RPCU) and District Planning Coordinating Unit (DPCU) and DWD in the monitoring of the Area Councils with respect to the planning and implementation of socio-economic activities, etc.
- Provide technical advice and assistance to the RPS to support the DA to develop strategies for specific activities which ensures transparency and that the DA is held accountable with regards to decision making in local infrastructure development;

Monitoring (in coordination with other components):

- Assist the DAs in monitoring the institutional performance of the DWD (the use of standard office procedures, documents, etc...);
- Assist the RPS and related institutions in monitoring the timely submission of quarterly financial reports by the DAs as and when required;
- Monitor and assist the DWDs in planning, budgeting, tendering and contract administration of rural infrastructure works;
- Monitor and assist the DWDs in establishing inventories on infrastructure to be managed by the districts;
- Assist the RPS and NPS in monitoring the timely preparation of quarterly and annual progress reports by the DAs;

Training and capacity building (within LSDGP context):

- Facilitate sharing of information and experience between the programme districts;
- Assist in carrying out a Training Need Assessment and preparing a Training Plan for DWD staff;
- Assist in carrying out on-the-job training for DA/DWD staff in connection with the main outputs of LSDGP;
- Assist with the design and procurement of formal training courses for DA/DWD staff;
- Assist with monitoring implementation of the DA's training plans and the implementation of formal training courses;

Monthly duties at programme office:

- Fill out monthly time sheet;
- Prepare and present monthly reimbursable payment invoices;
- Submit vehicle log-book for verification of TA-LGSS;
- Control if office stationary stock is sufficient and purchase if necessary;
- Preparation of regular field visit, monitoring and programme related brief notes and reports;

Quarterly duties at programme office:

- Monitor steering committee meetings;
- Ensure timely submission of DWD reports to RPS;
- Assist in preparation of quarterly progress reports;

Responsibility and liability of the Consultant (LC/ATA)

- The LC/ATAs shall take full responsibility for the Services and warrants that the Services shall be performed with reasonable skill, care and diligence in accordance

with professional standards and practices existing at the date of performance of the Services and that the Services shall conform with Contract specifications;

- The LC/ATA(s) shall perform personally the above-mentioned services;
- The LC/ATA(s) shall report the overall programme-activities and submit monthly timesheets for approval of the TA-LGSS;
- The LC/ATA(s) will not in his/her services or in any other activity, directly or indirectly, accept bribery, extortion, fraud, collusion or any other undue business activity;

Period of Assignment

The assignment contract will be for an initial period of two years with the possibility of a one year extension of contract depending on the recommendation of a review of the ATAs performance after the initial two years.

Methodology of the work

The LC/ATAs will work under the guidance of the TA-LGSS in Accra and report to her/him. Weekly/monthly/quarterly work programmes will be prepared and at the end of each month the progress of the work and performance of the LC/ATAs will be discussed and reviewed.

It is expected that the LC/ATAs will spend considerable time in the programme districts and be based at the Regional Coordinating Councils (RCCs) in the Greater Accra, Central and Northern Regions respectively

Qualifications

The LC/ATA will be a graduate in Civil Engineering or Development Planning with work experience from similar positions and should have good knowledge of working with Local Authorities in a technical and planning capacity. Additionally, practical work experience in some key areas such as engineering works, capacity building, knowledge of appropriate rural development technology (e.g. labour based), local level planning, on-the-job training of personnel, working with political sub-committees and constituencies is important for the position.

Office space and duty station

The LC/ATAs will share office space at the Regional Secretariats at the RCCs in the Greater Accra, Central and Northern Regions respectively. The duty stations will be Accra for Southern Sector 1, Cape Coast for Southern Sector 2 and Tamale for the Northern sector.

Logistical support

The LC/ATAs will be provided with transport to use for official duties and related works and he/she will have access to a computer and printer at the Regional Secretariat offices at the RCCs/RPS.