

WEST AFRICAN POWER POOL (WAPP)

TERMS OF REFERENCE

(June 2024)

APPOINTMENT OF A RECRUITMENT AGENCY FOR THE SELECTION OF CANDIDATES FOR THE POSITION OF A WAPP DIRECTOR OF ADMINISTRATION AND FINANCE

1- GENERAL INFORMATION

- a) The West African Power Pool (WAPP) is an organization created to integrate the operations of national energy systems into a unified regional electricity market with the ultimate goal of providing ECOWAS member countries with stable, reliable and affordable costs. This vision is reinforced by the balanced development of the diverse energy resources of ECOWAS Member States for their collective benefit, through sustainable cooperation in the energy sector, unimpeded energy transit and increasing cross-border electricity trade.
- b) The WAPP, operating as an association of public and private sector entities in West Africa region, was established on 6th July, 2006, through WAPP Articles of Agreements, and granted the status of a specialized ECOWAS institution, by Heads of State and Government of ECOWAS.
- c) The WAPP operates within the framework of provisions of the ECOWAS Treaty as an international organization accorded diplomatic immunities in the performance of its functions. It is endowed with legal capacity in executing its functions enshrined in the WAPP Articles of Agreements and possesses contractual capacity and rights to acquire and dispose of tangible and intangible assets.

1.1 WAPP organizational structure

The WAPP governance structure comprises :

a) The General Assembly

The General Assembly, comprising the representatives of all WAPP Members, is the highest decision-making body for the WAPP. Its major responsibility is overseeing the implementation of provisions, principles, projects, and adoption of amendments within the framework of WAPP Articles of Agreement and Membership Agreement.

b) The Executive Board

The Executive Board, consisting of fifteen (15) members, of which thirteen (13) Managing Directors/Chief Executives/Director Generals of WAPP member utilities, the General Secretary and one honorary member. The Executive Board serves as the organ for policy making and overseeing the operations of WAPP and planning for future development.

c) **The WAPP Organizational Committees**

The WAPP Organizational Committees which consists of Engineering and Operations Committee, the Strategic Planning Committee, Finance & Human Resource Committee provide technical advisory capacity and make recommendations to the Executive Board on WAPP's Work Programme, technical aspects, and any other major policy decisions required.

d) **The WAPP Secretariat**

The WAPP Secretariat, headed by the Secretary General, is the administrative organ that conducts the day-to-day operations of WAPP required to support the Executive Board to accomplish WAPP's mission.

The WAPP Secretariat is composed of the following Departments: (i) Information and Coordination Center (ICC); (ii) Administration & Finance (A&F), and (iii) Planning, Investment Programming and Environmental Safeguards (PIPES).

The role of the Administration & Finance Department is to manage the administrative aspects of the WAPP Secretariat, as well as its finances and accounting.

1.2 WAPP Objectives

The following are the objectives of WAPP:

- Establish and institutionalize formal and extensive collaboration within the region for the development of power generation and transmission infrastructure, thereby increasing the supply of electric power and enhancing energy security in the region;
- Improve reliability of power system and quality of power supply in the region as a whole;
- Minimize operating cost of networks;
- Increase investments needed for power grid expansion in the region, with emphasis on the implementation of cross-border projects;
- Create an attractive environment for investments in order to facilitate the funding of power generation and transmission facilities;
- Create a common operating standards and rules in the sector;
- Create a transparent and reliable mechanism for the swift settlement of power trade transactions;
- Increase the overall level of power supply in the region, through the implementation of priority generations and transmission projects that will serve as foundation for economic development and extension of cheaper electricity supply to greater number of consumers.

2. OBJECTIVE OF THE TERMS OF REFERENCE

The objective of these Terms of Reference (ToRs) is to appoint a qualified recruitment agency to support WAPP in the selection of a new Director of Administration and Finance (DAF).

The guidelines to be followed by the Recruitment Agency for the selection of candidates shall be those defined in the WAPP Procurement Code and the ECOWAS Human Resources Rules and Procedures.

3. AGENCY MANDATE

The Agency's overall mandate is to support the WAPP General Secretariat to recruit a candidate for the position of the new Director of Administration & Finance.

The Agency shall mainly undertake the following tasks:

- a.** Review and fine-tune as necessary the Director A&F ToR's, in particular the job description and recruitment timeline. On this basis, the Agency will (i) refine the detailed description of the qualifications required; (ii) indicate which qualifications are to be considered absolutely essential and which are considered complementary, and (iii) propose a testing and interview program for selected candidates.
- b.** Prepare a recruitment document containing, among other things, a call for applications, a job description, an indicative timeline for the recruitment process and all other necessary information. The recruitment document will be submitted to the WAPP General Secretariat for approval prior to the launch of the recruitment process.
- c.** Finalize the recruitment document, incorporating any comments received from WAPP.
- d.** Assist the WAPP General Secretariat in publishing the recruitment notice after approval of the documents by the HRGC.
- e.** Prepare a list of eligible candidates (long list).
- f.** Evaluate eligible applications and draw up a Pre-Selection Report (shortlist).
- g.** After validation of the pre-selection report by the HRGC, organize interviews with the candidates in the presence of the HRGC (and any resource persons) and draw up the final report, which will be submitted to the HRGC for validation; this final report will then be submitted by the WAPP General Secretary to the Executive Board for approval.

The list of activities described above is not exhaustive. The Agency must therefore adapt its activities to suit its overall mandate. The call for applications for the position must be published on the WAPP website, in the media and in selected regional newspapers and magazines (the cost of publication in international newspapers will not be included in the Agency's financial proposal).

4. AGENCY PROFILE AND OBLIGATIONS

Interested Recruitment Agencies must :

- Be duly registered and legally established in one of the ECOWAS countries and have activities therein. In the case of a Joint-Venture between a recruitment agency operating in the ECOWAS zone and another outside, the lead agency must necessarily be the agency established in the ECOWAS zone.
- Proven experience of at least ten (10) years in the recruitment of personnel (high-level executives - at least director level) for regional organizations and projects, banks, insurance companies or institutions comparable to WAPP.

The team of experts will comprise the following key personnel:

- **A specialist in financial management and accounting (head of mission)** must have at least a Master's degree in finance and/or management or economics; have a specialized diploma in accounting or finance, and a mastery of accounting software. He/she must also have at least ten (10) years' professional experience in financial management and/or accounting, including five (5) years in the recruitment of financial experts.
- **A specialist in budget planning and management** must have at least a master's degree in finance/management or economics; have a specialized diploma in finance/accounting; ten (10) years' experience in budget programming, management and execution ; have expertise in recruiting budget experts.
- **A specialist in human resources management** with a minimum of ten (10) years' experience in recruitment activities.

Experts should preferably be bilingual (French/English) and at least one of the key staff should be perfectly bilingual (Fluent level).

The consulting firms may associate with other firms to enhance their qualifications and shall indicate clearly whether the association is in the form of a Joint-Venture and/or a sub-consultancy. In the case of a Joint-Venture, all the partners in the Joint-Venture shall be jointly and severally liable for the entire contract, if selected.

In the case of a Joint-Venture between a recruitment Agency operating within ECOWAS and another from outside the region, the lead Partner shall be from the ECOWAS region.

The selected Agency shall perform in conformity with established international recruitment standards and treat as confidential all information received from WAPP or any other organization or person in the course of performance of services linked to the recruitment process.

5. METHODOLOGY AND TIMEFRAME FOR RECRUITMENT PROCESS

Short-listed Agencies must propose in their technical proposal the methodology, and work plan for responsiveness to the Terms of Reference.

The selection of the recruiting Agency will take place during the period from June to July 2024. The director's recruitment process will run from July to October 2024.

6. DELIVERABLES

All documentation, publications and reports to be prepared by the selected recruitment Agency shall be in English and French.

There are three deliverables to be produced by the Agency:

Deliverable 1 : Complete recruitment dossier for the position, including recruitment notice

Deliverable 2 : Detailed shortlist and longlist report

Deliverable 3 : Final recruitment report at the end of the interviews
