

Food and Agriculture Organization of the United Nations

**Call for Applications: Experts Roster –International Consultants in various fields in
FAO Representation, Afghanistan for irrigation projects.**

Background

The objective of this announcement is to develop a roster of technical experts for irrigation projects in Afghanistan. The successful candidate will be included in FAO Afghanistan technical expert roster for the period of three years. Entry into the expert roster system does not necessarily mean that the contract with FAO is guaranteed. This will depend on forthcoming needs. Upon need, the FAO Afghanistan shall directly contract the consultant from the roster without the need for further selection process. A specific terms for reference (TOR) outlining the outputs for each assignment shall be provided and contract will be issued to the consultant in accordance to FAO rules and regulations. Conditions of a particular assignment are negotiable.

Positions and Requirements

International Irrigation Design Engineer/Trainer

Responsibilities:

1. As an Irrigation Design Engineer, the Consultant will work directly with the Heads of Departments in various departments of Ministry of Energy and Water (MEW) to plan and implement intervention in the Irrigation schemes and develop the capacities of the Department Heads and their respective engineers;
2. In close collaboration with the MEW, the Consultant will be responsible for the preparation of all necessary documents required for restoration and development of irrigation schemes under implementation (from initial planning to final handing over activities).
3. Lead in preparation of the Surveying, Detailed Design and construction supervision of irrigation schemes. Responsibility also include technical review and verification of all documents related to Irrigation Schemes, including survey data and structural integrity of the design works;
4. Review and update existing guidelines and manuals related to design, operation and maintenance of irrigation schemes;
5. Conduct workshops and training courses in design, construction, operation and maintenance of irrigation schemes and update the training manuals;
6. Within the present Terms of Reference, carry out any other duties as requested by the FAO Representative in Afghanistan.

Essential Requirements: Advanced degree in Water Resources/Irrigation Engineering or similar field with 7 years of experience in the design and implementation of irrigation projects (traditional and modern surface irrigation schemes, and flood protection works) preferably in semi-arid regions. Proven records of field work experience, organizing and managing large-scale rehabilitation and recovery measures in various aspects of water resources and irrigation project implementation; fluency in English (speaking and reporting).

International Hydrologist and Data Analyst /Trainer

Responsibilities

1. As a Hydrologist, the Consultant will work directly with the Water Resources Management Department (WMD) of MEW to plan and implement the hydro-meteorological network installation and data management and develop the capacities of the Department Heads and their respective engineers/hydrologists;
2. In close collaboration with the MEW/WMD, the Consultant is responsible for the preparation of all necessary documents required to successfully initiate the rehabilitation of the hydro-meteorological observation network;
3. Ensure that all previous and existing hydrological, meteorological and snow stations installed or rehabilitated by the past and ongoing projects have been visited by national professional staff for data collection, compilation and O&M purposes at least 3 times a year;
4. Ensure that all data and information of the former hydrological stations as well as of the recently installed ones are collected, analyzed and properly stored in an adequate database and utilized;
5. In collaboration with WMD, the Consultant is responsible for establishing correlations between the available long-term hydrological data series from the historical stations and the data series observed/collected in recent days. Change in climatic/flow patterns should be carefully analyzed and reported for future water resources planning purposes;
6. Prepare technical specifications for all software, equipment and materials required to further strengthen the hydro-meteorological observation;
7. Prepare and implement the training program for the hydro-metrological network operation, data collection and analysis in Afghanistan. Training program should also incorporate Twinning Arrangement with international hydro-meteorological institutes;
8. Suggest appropriate precipitation (snow inclusive) runoff model as applicable to Afghan context (based on available knowledge and data base) for the purpose of water availability forecasting;

Essential Requirements: Advanced degree in Hydrology, with strong background in metro-hydrological network installations, precipitation/runoff (snow inclusive) modelling; collection, compilation, and monitoring of hydro-met data; and hydrological data analysis. At least 7 years practical experience in semi-arid regions, preferably in the Middle East and/or Asia, fluency in English, (speaking and reporting).

International Financial Management Specialist/Trainer

Responsibilities

1. Financial Management of the Irrigation Project: Carry out necessary groundwork to prepare MEW staff for financial management of the project. This will include, but not be limited to:

- Setting up a computerized accounting package/simple application (spreadsheet or a database application) for recording all financial transactions of the project using the coding system of the Special Disbursements Unit (SDU);
- Open and operationalize the Special Dollar Account at the Da Afghanistan Bank (DAB) as required;
- Liaising with the Ministry of Finance/ SDU and the FM Agent to ensure that project payments are promptly made;
- Maintenance of consolidated project accounts and arranging for timely annual audits;
- Preparation of annual budgetary requests;
- Provide guidance and training on financial management to the relevant MEW staff assigned to the project so as to build capacity within the MEW for implementation of the project.

2. Project Financial and Management Accounting System: Ensure that all financial and physical data; and accounting records relating to the project are promptly recorded, periodically verified with external sources (Da Afghanistan Bank statements, quarterly statements from the UN Agencies, records of the SDU, etc.), and consolidated at the MEW;

3. Internal Controls: Ensure that GOA policies and procedures are followed, the control system is effective, and the accounting system is reliable, and ensure that corrective actions are taken promptly to remedy weak internal controls and report to the Minister of MEW any circumvention of the system or practices that will impede efficient and effective use of project resources;

4. Financial Reporting and Performance Monitoring: Consolidate project information based on reports received from MEW on a monthly basis, and prepare periodic financial statements and project progress reports. Compare actual physical and financial progress against the budgeted progress and report variances to the Minister to facilitate timely implementation of remedial action;

5. Disbursements from the Grant Accounts: Ensure that withdrawals from the IDA credit or any Grants are made only to meet expenses in connections with the project as they are actually incurred. Monitor the utilization of the advance from the Special Dollar Account, in close coordination with the SDU;

6. Budgeting and Forecasting: Prepare detailed annual budget based on the annual work programs, with detailed estimates of the amount of physical work to be completed during the year for each province, facilitate the audit process after expenditure;

7. Perform any other duties requested by FAO Representative in Afghanistan.

Essential Requirements: Degree in accounting or finance as a CPA, ACCA or CA or equivalent, and be a member of a recognized professional accounting body (CPA, ACCA, CA etc.). In terms of practical experience, consultant should have, as a minimum, ten years experience in preparing accounts, managing finances, and using management information system. Additionally, the incumbent should have strong analytical, administrative, and computer skills. Experience in working on development projects and knowledge of World Bank procedures is desired and would be a distinct advantage.

International Procurement and Contract Management Specialist/Trainer

Responsibilities

1. Prepare procurement plan and process/ensure compliance in accordance with donor procurement guidelines at all stages: preparation of documents, receipt of bids, evaluation and award of contracts, and contract negotiation;
2. Monitor awarded contracts and verify all type of project related procurement of irrigation rehabilitation contract works, goods and supplies;
3. Collaborate with other project technical officers (international and national staff and consultants) and have regular consultations with them in order to ensure coherent documentation, planning procedures and expected deliverables for the technical work of the project;
4. Report on project procurement matters to the donors and MEW as necessary and as advised by the Team Leader ;
5. Provide day-to-day active technical support and advice to the MEW as related to procurement, contract management and their administration;
6. Review, check, and monitor procurement circles and establish check list(s) of the process and timing in the Ministry and other related Institutions;
7. Assist the Team Leader in the preparation of monthly and quarterly progress reports
8. Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable (Items: *Project Schedule, Project Budget, Technical Procedure, Contract Management*);
9. Prepare specific procurement documents, i.e. Tender Documents, Terms of Reference and Request for Proposals for New Projects as required;
10. Participate in the evaluation for pre-qualification of the contractors, expression of interest for short listing, tenders and proposal and in preparing the corresponding report.

Essential Requirements: Advanced degree in Engineering or in a relevant field, with minimum five years of experience in implementing procurement for technical cooperation projects. Experienced in preparation of bidding documents, evaluation of bids, award of contracts and contract monitoring for goods, civil works and services. Extensive knowledge of World Bank's procurement procedures and guidelines including civil works, consultancy and supply services. Knowledge in FAO procurements will be an advantage.

International Monitoring and Evaluation Specialist/Trainer

Responsibilities

1. Strengthening M&E system

- Preparing a detailed M&E work program (including outputs) and budget;
- Proposing an innovative monitoring and reporting mechanism, including photo monitoring and personal stories of the beneficiaries;
- Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation;
- Ensure that M&E activities are appropriate and take account of the evolution of the project and of stakeholders' needs and capacities.

- Include monitoring of social and environmental impacts and assess effectiveness of mitigation measures

2. Technical Support to MEW M&E unit

- Preparing the mission statement of the MEW's M&E unit ;
- Preparing the CB plan for the M&E unit;
- Build M&E Capacity both at national and field level through training and capacity development programs for M&E of irrigation intervention programs;
- Ensure that staff and implementing partners are receiving adequate support to be able to implement their M&E functions and that data collection and technical analysis is on schedule and providing useful information to the end-users. In consultation with the users, make recommendations for adaptation, if needed.

3. Communications and Linkages

- Assist the M&E unit in developing and implementing a communications strategy including website, photographic and success stories for publication;
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders;
- Hold regular local meetings to reflect on project activities and gather opinions on future developments for feedback to project management;
- Ensure that the MIS and GIS are fully linked with the M&E database, and will be used for the effective monitoring purposes.

Essential Requirements: Degree in economics, management, development, or related disciplines with at least seven years of experience in M&E. Experience with the rural water/irrigation, and strengthening of Monitoring and Evaluation project units is desirable. Proven capability in leading and conducting M&E within different sectoral contexts. Ability to introduce and negotiate change in a very traditional structure and come up with innovative appropriate solutions for the Afghan environment. Familiarity with the basic database software, excellent communication skills, fluency in English. Experience of working and living in a post conflict country and ability to work with different stakeholders to achieve a unified vision.

Duty Station and Duration

The duty station for all the above assignments is Kabul, Afghanistan with frequent travel to different provinces as required. The initial contract duration will be for a period of eleven months, subjected to extension upon satisfactory completion of the assignment.

Application Procedure

Please send your PH Forms or CVs with a cover letter to Vacancy-Afghanistan@fao.org no later than August 15, 2011 mentioning the position you are applying for.