

# EAST AFRICAN COMMUNITY SECRETARIAT



## CONSULTANCY OPPORTUNITY UNDER THE EAC PROJECT OF THE EASTERN AFRICA REGIONAL STATISTICS PROGRAM FOR RESULTS

The East African Community (EAC) is a regional intergovernmental organisation of 7 Partner States: The Republic of Burundi, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of Uganda, and the United Republic of Tanzania, with its headquarters in Arusha, Tanzania. The EAC mission is to widen and deepen economic, political, social and cultural integration to improve the quality of life of the people of East Africa through increased competitiveness, value added production, trade and investments. To achieve these objectives, the key building blocks are the Customs Union, Common Market, Monetary Union and ultimately the Political Federation. The EAC started a fully-fledged Customs Union in January, 2010 and implementation of the Common Market in July, 2010 while the East African Monetary Union Protocol (EAMU) was signed in November 2013 and is under implementation.

The EAMU Protocol, among others, requires the Partner States to develop and adopt common methods, concepts, definitions and classifications for compiling, analysing and disseminating the statistics necessary for the proper functioning of the Monetary Union, while observing internationally accepted best practices. To better respond to this requirement, the EAC Secretariat with support from the World Bank has restructured the EAC Statistics Development and Harmonization Regional Project (EAC/Stat-DHRP) into the EAC Project of the Eastern Africa Regional Statistics Program for Results (EAC EARSPforR). The objective of this project remains to develop the statistical capacity of the EAC Statistics Department and the National Statistical Offices (NSOs) to produce harmonized and quality statistics necessary for planning, implementing, and monitoring the EAC integration agenda.

Procurement of the consultants will be conducted through World Bank's *Procurement Regulations for IPF Borrowers: Procurement in Investment Financing - Goods, Works, Non-Consulting and Consulting Services*, Fourth Edition, November 2020 (Procurement Regulations), and is open to all eligible firms and individuals as defined in the Procurement Regulations.

The Secretariat therefore invites applications from highly motivated and result-driven professionals to apply for the project position tenable at the EAC Secretariat detailed below.

### **SOCIAL SAFEGUARDS SPECIALIST (REF No: TZ-EAC-326521-CS-INDV)**

**Job Grade equivalent:** P2

**Job reports to:** Project Manager

**Job Purpose:** - Provide social safeguards oversight; and in collaboration with other stakeholders develop and implement a monitoring and evaluation plan and tools for the Project in accordance with the relevant policies, guidelines, and agreed project documents.

## **Duties and responsibilities**

The key responsibilities of the Administrative Assistant will include:

- (a) Process travel arrangements for the staff in the EAC EARSPforR Administration Team and relevant stakeholders;
- (b) Identify all key potential social impacts and risks of the project and ensure that their magnitude and significance are well understood and properly managed;
- (c) Provide technical assistance to the Project Implementation Team at national level to ensure that they meet project's environmental and social requirements.
- (d) Implement social safeguards related activities as outlined in the project's Environmental and Social Commitment Plan (ESCP); E Electronic Waste Management Plan (EWMP); and other documents;
- (e) Prepare necessary documents, such as social safeguards guidelines, tools and notes based on national and project funder relevant environmental and social safeguards policies, acts and regulations and disseminate them to the relevant stakeholders and follow up on their implementation;
- (f) Collaborate with technical staff and other stakeholders to ensure that all Project activities comply with project ESCP process, and other procedures;
- (g) Organize social safeguards orientation, awareness, and training for major stakeholders on developed safeguards tools;
- (h) Organize social safeguards consultative session as specified in the Project Stakeholder engagement Plan (SEP) in line with relevant policies and guidelines;
- (i) Prepare periodic reports in a manner understandable as specified in the Project ESCP and SEP for effective dissemination purpose and submit them to the Project Manager;
- (j) Establish and maintain an effective grievance tracking system and where relevant ensure that grievances are channeled to appropriate response mechanisms;
- (k) Work with Grievance Redress Committees at Project level to adequately address grievances of project beneficiaries and make proper grievance database to inform reports;
- (l) Ensure that contractors for all the Project activities follow the Codes of Conduct and in respect of the signed contract with EAC;
- (m) Transfer skills and knowledge to selected national safeguards counterpart staff who will take part in implementation of various assigned tasks related to meeting Project's Environmental and Social requirements.
- (n) Coordinate development and implementation of environmental safeguards; and Monitoring and evaluation tool for the project, including procurement of short-term specialist of these areas on a need basis.

## **Qualifications and experience**

- a) A Master's degree in either Social Sciences, Sociology, Development Studies, Rural Development, or related studies;
- b) A minimum of 8 years of experience with a proven professional record in working in social and environmental safeguards related field in a reputable organization, 3 of which must be at senior level; and
- c) Experience at the national or international level in developing and implementing Monitoring and Evaluation tools would be an added advantage.
- d) Being a registered Environmental and or Social Expert with a valid practicing certificate is an added advantage;
- e) Knowledge of fundamental principles, concepts and practices World Bank Environmental and Social Framework, World Bank Environmental and Social and Standards,

- f) Conversant with the East Africa's National Environmental Policies; Environmental Acts; and Impact assessment procedures.

### **Competencies and skills**

- a) Strong analytical capacity and report writing
- b) Ability to synthesize program performance data and produce analytical report
- c) Awareness and sensitivity to quality of work
- d) Fluency in English;
- e) Excellent communication capacity;
- f) Excellent Team-work oriented and interpersonal skills;
- g) Excellent analytical skills; and
- h) Leading by example

### **Terms and Conditions of Service**

These are project positions supported by Donor Funds, and are non-established in the Secretariat for which contract terms are limited to the period of the project. The successful candidates will be recruited for an initial period of two (2) years and the contract may be renewed for another two (2) years, subject to project budgeting and a satisfactory performance evaluation.

### **Remuneration**

All posts offer attractive consolidated monthly consultancy fee, an economy air ticket when reporting to the duty station and after expiry of contract, and a settlement allowance.

### **Education Qualifications**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements.

### **Relevant Working Experience**

Internship, training and apprenticeship will not be considered as relevant work experience.

### **Equal Opportunity**

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

### **How to Apply**

Interested candidates who meet the qualification and experience requirements for the above mentioned positions are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, names and contact details of three referees, and copy of National Identity Card, or Birth Certificate or Passport showing date of birth. Please quote the respective reference number on both the application letter and envelope. For electronic submission, please quote the respective reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address below not later than **Friday, 10<sup>th</sup> February 2023**.

**Please note:**

1. You may submit your application either electronically or in hard copy but not both.
2. Applications which do not: indicate nationality; the reference number; or have an application letter attached; have certified copies of their academic degrees and other professional Certificates; or fail to provide three referees will be disqualified.
3. Only qualified candidates will be contacted

Please note that EAC does not require candidates to pay money for the recruitment process. All invitations for interviews will be done in writing

**Address:**

**Secretary General, EAC.**

**Attention:**

**Project Manager.**

**Eastern Africa Regional Statistics Program for Results,**

**East African Community (EAC) Headquarters,**

**P.O Box 1096 Arusha, Tanzania.**

**E-mail: [vacancies@eachq.org](mailto:vacancies@eachq.org); [eacprocurement@eachq.org](mailto:eacprocurement@eachq.org)**

**Website: <https://www.eac.int> and <https://eac.opendataforafrica.or>**