



WEST AFRICAN POWER POOL
SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN
General Secretariat / Secrétariat Général

TERMS OF REFERENCE
APPOINTMENT OF A RECRUITMENT AGENCY
FOR THE SELECTION OF CANDIDATES FOR THE POSITION OF
WAPP SECRETARY GENERAL

General background information

- a) The West African Power Pool (WAPP) is an organization created to integrate the national power system operations into a unified regional electricity market - with the expectation that such mechanism would assure the citizens of ECOWAS Member States a stable and reliable electricity supply at affordable costs. It will create a level playing field facilitating the balanced development of diverse energy resources of ECOWAS Member States for their collective economic benefit, through long-term energy sector cooperation, unimpeded energy transit and increasing cross-border electricity trade.
- b) The WAPP, operating as an association of public and private sector entities in the West African 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 Governments 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, has judicial capacity in executing its functions enshrined in the WAPP Articles of Agreement, possesses contractual capacity and rights to acquire and dispose off 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 eleven persons who are chief executives of Transmission owning/operating members and /or Transmission Using Members. 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 provides technical advisory capacity and makes recommendations to the Executive Board on WAPP's Work Programme, technical aspects, and any other major policy decisions required.

d) The WAPP General Secretariat

The WAPP General 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.

1.2 WAPP Objectives

The following are the objectives of WAPP:

- I. Formalize official and extended collaboration in the region in order to develop power generation and transmission facilities to enhance power supply and strengthen power security within the sub-region;
- II. Improve reliability of power system and quality of power supply in the region as a whole;
- III. Minimize operating cost of networks;
- IV. Increase investments needed for power grid expansion in the region, with emphasis on the implementation of cross-border projects;
- V. Create an attractive environment for investments in order to facilitate the funding of power generation and transmission facilities;
- VI. Create a common operating standards and rules in the sector;
- VII. Create a transparent and reliable mechanism for the swift settlement of power trade transactions;
- VIII. 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 (ToR) is to hire a qualified Recruitment Agency that shall support WAPP to select a new Secretary General following the upcoming end of the term of the substantive Secretary General.

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 Human Resources and Governance Committee (HRGC) and the WAPP Executive Board (EB) to recruit a candidate for the position of Secretary General.

The Agency shall mainly undertake the following tasks:

- a. Review and refine the Job Description and the recruitment timeline.
On this basis, the Agency shall:
 - i) refine a detailed description of the qualifications required;
 - ii) Specify the qualifications that shall be considered as absolutely essential and the qualifications that shall be considered as desirable;

- iii) Propose any assessment process and interviews as deemed necessary for the nominated candidates.
- b. Prepare a recruitment information package containing among others a recruitment notice, a Job Description of the position, an indicative time frame for the recruitment process and any other necessary information. The recruitment information package shall be submitted to the WAPP before launching the recruitment process;
 - c. Finalize the recruitment information package integrating any comments received;
 - d. Publish the recruitment notice after notification from the HRGC and Executive Board;
 - e. Screen the applications received and draft a substantiated Screening Report for the consideration of the HRGC;
 - f. Evaluate the preselected candidates (long list) and draft a substantiated short list;
 - g. Submit for approval the short list Report of candidates to the WAPP HRGC and the EB;
 - h. Assist the HRGC, and EB in the interview and testing the short-listed candidates.
 - i. Draft a Selection report in a format acceptable to the WAPP containing among others, the results of the selection process;
 - j. Submit the draft recruitment report to the HRGC and the EB for approval;
 - k. Finalise the Selection report on the basis of comments received and, if so requested, assist the EB in the final choice of candidate;
 - l. Support the Executive Board and HRGC in negotiating contract with the successful candidate.

The above list of activities is not exhaustive. The recruitment Agency shall suitably incorporate other activities in order to properly fulfil its overall mandate. Advertisement for the positions shall be published in relevant media and government agencies in all ECOWAS Member countries and selected international newspapers and magazines (the cost of publication in international journals will 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.
 - Have at least ten (10) years of proven experience in recruiting staff (senior level) for organizations or regional projects in the ECOWAS region.
 - Have Consultants preferably bilingual (French/English); at least one of whom must be perfectly bilingual (Advanced level). The composition of the team of key experts is outlined in the Terms of Reference (TOR).
- i) **a HR management specialist** with a minimum of 10 years' experience in recruitment activities;
 - ii) **a specialist with a Master's degree in business administration and finance** with a minimum of 7 years professional experience including 4 years of staff recruitment related activities;

- iii) **a specialist with a Master's degree in engineering** with a minimum of 7 years professional experience including some experience in staff management and recruitment;
- iv) **a specialist with a Master's degree in environmental sciences** with a minimum of 7 years professional experience including some experience in staff management and recruitment.

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

Consultants may partner with other firms to form a Joint Venture to increase their chances of qualification but must clearly indicate whether the partnership is a joint venture and/or a subcontract. In the case of a Joint Venture, all partners in the partnership are jointly and severally liable for the entire performance of the contract if successful. In the case of a consortium between a recruitment agency operating in the ECOWAS zone and another outside, the lead partner must be from ECOWAS region.

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

5. Methodology and timeframe for recruitment process

Interested Recruitment Agencies should propose their recruitment methodology. In the proposed methodology the agencies shall outline:

- All elements underlying their full understanding of the assignment.
- All facts showing that the proposed methodology will be fully adapted to the objective and the timeframe of the assignment.

The selection of the recruitment Agency will take place in the period from April to July 2023. The recruitment process for the Secretary General is expected to cover the period August 2023 to March 2024.

The Agency shall include in his offer his participation in the meetings indicated in the calendar for the validation of the recruitment documents by the authorized authorities; he shall present the documents and collect their comments and/or observations.

6. Deliverables

All documentation, publications and reports to be prepared by the selected Recruitment Agency shall be in English and French. The Agency shall prepare among others the following documents:

- A recruitment information package for the position, including a recruitment notice, a Job Description (***Deliverable 1***).
- A detailed Screening Report (***Deliverable 2***)
- A detailed short list Report (***Deliverable 3***).

- A final Selection report after receiving comments to the draft report (*Deliverable 4*).

The indicative schedule for the assignment is:

#	ACTIVITIES	DUREE	START DATE	END DATE	RESPONSABLE
	RECRUITMENT OF THE AGENCY BY THE HRGC	WEEKS			
1	Revision and Validation of the ToR for Agency recruitment and the ROEI	2 days	14/02/2023	15/02/2023	HRGC
2	Validation and adoption by the EB of the ToR and ROEI fo he Apointment of a Recruitment Agency	1 day	01/04/2023	01/04/2023	EB
3	Publication of the ROEI to recruit the Agency - WAPP Website; media of ECOWAS countries and international media (Publication timeframe: 4 weeks)	4	03/04/2023	01/05/2023	WAPP
4	Opening and joint evaluation of the Agencies' expresion of interests by a Technical Evaluation Committee comprising: the members of the HRGC and WAPP Representatives)/output =Report Short list Agencies	1	01/05/2023	08/05/2023	HRGC+WAPP
5	Aproval by the Secretary General of the Report Shortlisted Agencies	1	08/05/2023	15/05/2023	SG
6	Preparation by WAPP of the Request for Proposals (RfP)	1	15/05/2023	22/05/2023	WAPP
7	Publication of the RfP (invitation sent to only the shortlisted agencies) and 4 weeks is accorded to same agencies to prepare and submi their technical & financial proposals)	4	15/05/2023	12/06/2023	WAPP
8	Opening of the Technical proposals , joint evaluation by a Technical Evaluation Committee comprising: the members of the HRGC and WAPP Representatives)/output = Report Evaluaion of Technical Evaluation	1	17/06/2023	24/06/2023	HRGC+WAPP+SG
9	Aproval by the Secretary General of the Report Evaluation of Technical Proposals (output: List of qalified agencies) Review by the HRGC of the ToR fo the recruitment of SG	1	24/06/2023	01/07/2023	SG
10	Opening of the Financial Proposals and signing of the Final Report Selection Recruitment Agency (HRGC)	1	01/07/2023	08/07/2023	HRGC
11	Validation by the EB of the Final Report du rapport final	1	08/07/2023	15/07/2023	CE
12	Aproval of the ToR of SG	1	08/07/2023	15/07/2023	CE
13	Contract Negotiation with the selected Agency (HRGC) and signature of the Contract	1	15/07/2023	22/07/2023	HRGC+WAPP
14	Two (2) weeks to be given to the Agency to mobilize Experts	2	22/07/2023	05/08/2023	AGENCY

	RECRUITMENT OF SG BY THE AGENCY	DUREE	START DATE	END DATE	RESPONSABLE
15	Beginning of the assignment (1 week to be given for the preparation of the documents)	1	05/08/2023	12/08/2023	AGENCY
16	Validation by HRGC of the recruitment documents Deliverable 1: A complete recruitment information package	1	12/08/2023	19/08/2023	HRGC
17	Validation by EB of the recruitment documents	1	19/08/2023	26/08/2023	EB
18	Publication of the Vacancy announcement by the Agency	1	26/08/2023	02/09/2023	AGENCY
19	Period of 60 days given to the candidates for the preparation and submission of CVs and cover letters	8	02/09/2023	01/11/2023	CANDIDATS
20	Opening of the applications (CVs & Letter of Motivation) , evaluation and Screening Report by the Agency /output = preselected long list Deliverable 2: Screening Report	2	01/11/2023	15/11/2023	AGENCY
21	Validation by HRGC of the Screening Report	1	15/11/2023	22/11/2023	HRGC
22	2nd step evaluation of the preselected candidates / Short List Report (Agency) Deliverable 3: Short List Report	1	22/11/2023	29/11/2023	AGENCY
23	Approval of the Short List Report by the HRGC and subsequently the EB	2	29/11/2023	13/12/2023	HRGC+CE
24	Invitation of the shortlisted candidates for interviews	1	13/12/2023	14/12/2023	AGENCE
25	Timeframe of 37 days given to the candidates for the preparation of the interviews	5	14/12/2023	20/01/2024	CANDIDATS
26	Validation of the questionnaire followed with the interviews (conducted by the Agency in the presence of the Chairperson of the HRGC and the members of the EB) / Preparation of the Selection Final Report	1	20/01/2024	27/01/2024	AGENCY+CRHG+CE
27	Formal approval of the Selection Final Report by the EB and the recommendation of the selected candidate Deliverable 4: Rapport Final approuvé de recrutement au terme des interview et tests.	2	27/01/2024	10/02/2024	CE
28	Contract negotiation with the selected candidate by HRGC & EB	2 days	10/02/2024	12/02/2024	CRHG+CE
29	Approval by General Assembly of the Final Report and the recommendation of the selected candidate	4	12/02/2024	11/03/2024	AG
30	Signature of the Contract of SG	1	11/03/2024	18/03/2024	WAPP
31	Assumption of duty of the new SG		07/07/2024		SG-WAPP