

**EAST AFRICAN COMMUNITY
LAKE VICTORIA BASIN COMMISSION**



REQUEST FOR EXPRESSIONS OF INTEREST

**INDIVIDUAL CONSULTANCY SERVICES AS PROJECT TECHNICAL ASSISTANT
UNDER THE RESILIENCE TO EXTREME DROUGHT EVENTS IN EAST AFRICA
(INTERVENE) PROJECT**

Ref. No: LVBC/IIASA/SVS/IC/26-27/02

1. Background

The Lake Victoria Basin Commission (LVBC), a specialized institution of the East African Community (EAC), was established to promote, facilitate and coordinate sustainable development and management of natural resources in the Lake Victoria Basin. LVBC in partnership with the International Institute for Applied Systems Analysis (IIASA) is implementing the Resilience to Extreme Drought Events in East Africa (INTERVENE) Project from 1st December 2024 to 30 November 2027.

The Project aims to strengthen drought resilience by improving understanding of drought impacts on water resources and related socio-economic activities, identifying adaptation pathways, and co-developing drought preparedness and response strategies and action plans. The Project integrates participatory stakeholder engagement, governance analysis, hydro-economic modelling, capacity enhancement, knowledge exchange and policy uptake, with gender equality and social inclusion as cross-cutting priorities.

INTERVENE is implemented through three interrelated output areas: (i) raising awareness of gender aspects of drought resilience; (ii) developing Drought Preparedness and Response Strategy and Action Plans (DPRSPs); and (iii) improving East African drought resilience capacity to inform policy and practice. LVBC provides the regional institutional platform linking technical results to EAC Partner States and policy organs, including the Regional Policy Steering Committee and the Sectoral Council of Ministers.

2. Objective of the Assignment

The Commission seeks to engage an Individual Consultant under Resilience to Extreme Drought Events In East Africa (INTERVENE) Project to provide dedicated technical, planning, monitoring, reporting, stakeholder coordination and knowledge-management

support to the INTERVENE Project Coordinator so as to ensure timely, effective and quality delivery of the remaining project activities, outputs, outcomes and reporting obligations.

Assignment Details:	
Contracting Institution	East African Community – Lake Victoria Basin Commission (EAC-LVBC)
Project Partner	International Institute for Applied Systems Analysis (IIASA)
Development Partner	Austrian Development Cooperation / Austrian Development Agency (ADC/ADA)
Title of consultant	Project Technical Assistant (PTA)
Duty Station	LVBC Secretariat, Kisumu, Kenya
Reports to	INTERVENE Project Coordinator / LVBC Focal Person
Duration	Thirteen (13) months from the date of contract signature

3. Key Responsibilities

- 1) Support preparation, updating and monitoring of project work plans, implementation schedules, activity calendars, budgets and deliverable trackers.
- 2) Maintain a comprehensive implementation tracker covering activities, responsibilities, deadlines, status, risks, decisions and follow-up actions, and promptly flag delays or bottlenecks requiring management attention.
- 3) Support regular LVBC–IIASA coordination meetings through preparation of agendas, briefs, presentations, minutes, action matrices and follow-up correspondence.
- 4) Coordinate technical follow-up with EAC Partner State Drought Focal Persons, national consultants, students, supervisors, Community of Practice members and other stakeholders.
- 5) Support completion, quality review and consolidation of national drought preparedness assessments and ensure their findings inform the regional DPRSP process.
- 6) Support development, consultation, validation and policy processing of the Drought Preparedness and Response Strategy and Action Plan, including maintenance of comment-response matrices and preparation of policy briefs and presentations.
- 7) Facilitate the stakeholder and data interface for hydro-economic modelling by coordinating data requests, scenario discussions, validation meetings and integration of modelling results into drought planning and policy products.
- 8) Support operationalization and expansion of the Community of Practice to all eight EAC Partner States, including membership management, meetings, webinars, thematic planning and sustainability arrangements.

- 9) Coordinate follow-up of the INTERVENE student research programme, including databases, research progress, participation in project activities and dissemination of relevant findings.
- 10) Ensure systematic mainstreaming of gender equality, social inclusion and vulnerability considerations in project planning, implementation, monitoring, reporting and stakeholder participation.
- 11) Provide technical and organizational support for the Drought Resilience Symposium, South–North Knowledge Exchange, capacity-building events, webinars and other project meetings.
- 12) Support preparation of INTERVENE inputs for LVBC Management, RPSC, SECOM and other EAC policy processes, and track resulting decisions, directives and follow-up actions.
- 13) Support results-based monitoring of project outputs, outcomes, indicators, milestones and risks against the approved Log frame, Project Document, Sub-Grant Agreement and work plans.
- 14) Prepare and consolidate monthly, interim, annual and final technical progress reports and maintain complete supporting evidence for reported results.
- 15) Support technical-financial coordination by linking work plans and deliverables to activity budgets, expenditure forecasts, procurement schedules and reporting requirements, while financial authorization remains with designated officers.
- 16) Maintain an organized electronic and physical project filing system, stakeholder database, knowledge repository, communication products and institutional archive of INTERVENE outputs.

4. Expected Deliverables

No.	Deliverable	Timing
1	Project implementation, deliverables and action tracker	Updated continuously
2	Updated risk register, stakeholder/DFP/CoP/consultant/student databases	Updated regularly
3	Monthly Project Coordination and M&E Report	Monthly
4	Meeting minutes and action matrices	After each meeting
5	National drought assessment follow-up and review matrix	Until all assessments are finalized
6	CoP operationalization and webinar coordination package	In accordance with approved work plan

7	Hydro-economic modelling data and stakeholder-input tracker	Throughout the modelling
8	RPSC/SECOM briefs, presentations and policy inputs	Before each relevant policy meeting
9	South-North Exchange and Drought Resilience Symposium coordination packages and reports	According to approved event schedules
10	DPRSP consultation, validation, comment-tracking and policy-processing package	Throughout strategy development
11	Inputs to interim, annual and final project reports	According to contractual deadlines
	Final completion/handover report and organized project archive	Before completion of assignment

5. Qualifications and Experience

- a) A bachelor's degree in Water Resources Management; Environmental or Natural Resources Management, Climate Change, Disaster Risk Management, Environmental/Agricultural Economics, Development Studies, or a related field.
- b) A minimum of 5 years of professional experience working on environment and climate change issues, transboundary ecosystems/landscapes, Climate financing, project management and implementation, project design and formulation
- c) At least three years of demonstrated experience supporting donor-funded, multi-country, regional or international projects.
- d) Demonstrated experience in work planning, results-based monitoring, technical reporting, stakeholder coordination, meeting facilitation and preparation of policy or strategic documents.
- e) Experience working with government institutions, regional organizations, development partners, research institutions, universities, civil society and consultants.
- f) Knowledge of the East African regional context and familiarity with EAC/LVBC institutional and policy processes is highly desirable.
- g) Experience in drought resilience, climate adaptation, water resources management, gender mainstreaming, policy development or research-to-policy processes will be an added advantage.
- h) Excellent written and spoken English.

6. Core Competencies

- 1) Strong project coordination, planning, analytical and results-monitoring skills.
- 2) Excellent technical writing, synthesis and reporting skills.
- 3) Strong stakeholder-management, communication and interpersonal skills.
- 4) Ability to develop and implement complex tasks and multitask and to recommend decisive action under pressure and tight deadlines.

- 5) Strong computer skills, including Microsoft Word, Excel, PowerPoint and online collaboration platforms.
- 6) 6. High integrity, professionalism, confidentiality, accountability and attention to detail.
- 7) 7. Willingness and ability to travel within EAC region; and
- 8) 8. Proven ability to work effectively in a team in a multi-cultural environment and as a member of diverse groups.

The Commission invites qualified individual consultants (Not firms) to express their interest in providing these services. Interested consultants are requested to submit supporting documentation demonstrating their qualifications, including a comprehensive curriculum vitae, academic and professional certificates, a detailed description of comparable assignments and relevant experience in similar environments, methodology for undertaking the assignment, and a work plan indicating timelines for delivery of outputs.

The eligibility criteria, establishment of the shortlist and selection procedure shall be in accordance with the EAC Procurement Manual, 2023.

Detailed Terms of Reference for the services are annexed to this Request for Expressions of Interest and may be obtained from the LVBC and EAC websites at www.lvbcom.org and www.eac.int.

Expressions of interest must be delivered or emailed to the address below by **2nd October 2026** at 1200 *hours EA time* and mention **“REQUEST FOR EXPRESSIONS OF INTEREST INDIVIDUAL CONSULTANCY SERVICES AS PROJECT TECHNICAL ASSISTANT UNDER THE RESILIENCE TO EXTREME DROUGHT EVENTS IN EAST AFRICA (INTERVENE) PROJECT.”**

Executive Secretary

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TERMS OF REFERENCE

INDIVIDUAL CONSULTANCY SERVICES AS PROJECT TECHNICAL ASSISTANT UNDER THE RESILIENCE TO EXTREME DROUGHT EVENTS IN EAST AFRICA (INTERVENE) PROJECT.

Contracting Institution	East African Community – Lake Victoria Basin Commission (EAC-LVBC)
Project Partner	International Institute for Applied Systems Analysis (IIASA)
Development Partner	Austrian Development Cooperation / Austrian Development Agency (ADC/ADA)
Title of Consultant	Project Technical Assistant (PTA)
Duty Station	LVBC Secretariat, Kisumu, Kenya,
Reports to	INTERVENE Project Coordinator / LVBC Focal Person
Type of Engagement	Individual consultancy
Duration	Thirteen (13) months from the date of contract signature, Renewable subject to satisfactory performance and availability of funds

1. Background

The International Institute for Applied Systems Analysis (IIASA), in partnership with the Lake Victoria Basin Commission (LVBC), is implementing the Resilience to Extreme Drought Events in East Africa (INTERVENE) Project from 1st December 2024 to 30 November 2027. The Project aims to strengthen drought resilience by improving understanding of drought impacts on water resources and related socio-economic activities, identifying adaptation pathways, and co-developing drought preparedness and response strategies and action plans. The Project integrates participatory stakeholder engagement, governance analysis, hydro-economic modelling, capacity enhancement, knowledge exchange and policy uptake, with gender equality and social inclusion as cross-cutting priorities.

INTERVENE is implemented through three interrelated output areas: (i) raising awareness of gender aspects of drought resilience; (ii) developing Drought Preparedness and Response Strategy and Action Plans (DPRSPs); and (iii) improving East African drought resilience capacity to inform policy and practice. LVBC provides the regional institutional platform linking technical results to EAC Partner States and policy organs, including the Regional Policy Steering Committee and the Sectoral Council of Ministers.

2. Rationale for the Assignment

Following the transition in project coordination, LVBC has designated Commission officer to serve as INTERVENE Project Coordinator and LVBC Focal Person. The Project Coordinator retains overall institutional, strategic and technical responsibility for INTERVENE. However, the remaining implementation period involves a substantial volume of day-to-day technical coordination, monitoring, reporting, stakeholder engagement and documentation. The Project Technical Assistant will therefore provide dedicated support to the Project Coordinator and the wider INTERVENE team.

3. Objective of the Assignment

The overall objective is to provide dedicated technical, planning, monitoring, reporting, stakeholder coordination and knowledge-management support to the INTERVENE Project Coordinator so as to ensure timely, effective and quality delivery of the remaining project activities, outputs, outcomes and reporting obligations.

4. Key Responsibilities

- i) Support preparation, updating and monitoring of project work plans, implementation schedules, activity calendars, budgets and deliverable trackers.
- ii) Maintain a comprehensive implementation tracker covering activities, responsibilities, deadlines, status, risks, decisions and follow-up actions, and promptly flag delays or bottlenecks requiring management attention.
- iii) Support regular LVBC-IIASA coordination meetings through preparation of agendas, briefs, presentations, minutes, action matrices and follow-up correspondence.
- iv) Coordinate technical follow-up with EAC Partner State Drought Focal Persons, national consultants, students, supervisors, Community of Practice members and other stakeholders.
- v) Support completion, quality review and consolidation of national drought preparedness assessments and ensure their findings inform the regional DPRSP process.
- vi) Support development, consultation, validation and policy processing of the Drought Preparedness and Response Strategy and Action Plan, including maintenance of comment-response matrices and preparation of policy briefs and presentations.
- vii) Facilitate the stakeholder and data interface for hydro-economic modelling by coordinating data requests, scenario discussions, validation meetings and integration of modelling results into drought planning and policy products.
- viii) Support operationalization and expansion of the Community of Practice to all eight EAC Partner States, including membership management, meetings, webinars, thematic planning and sustainability arrangements.
- ix) Coordinate follow-up of the INTERVENE student research programme, including databases, research progress, participation in project activities and dissemination of relevant findings.
- x) Ensure systematic mainstreaming of gender equality, social inclusion and vulnerability considerations in project planning, implementation, monitoring, reporting and stakeholder participation.
- xi) Provide technical and organizational support for the Drought Resilience Symposium, South-North Knowledge Exchange, capacity-building events, webinars and other project meetings.
- xii) Support preparation of INTERVENE inputs for LVBC Management, RPSC, SECOM and other EAC policy processes, and track resulting decisions, directives and follow-up actions.
- xiii) Support results-based monitoring of project outputs, outcomes, indicators, milestones and risks against the approved Logframe, Project Document, Sub-Grant Agreement and work plans.
- xiv) Prepare and consolidate monthly, interim, annual and final technical progress reports and maintain complete supporting evidence for reported results.
- xv) Support technical-financial coordination by linking work plans and deliverables to activity budgets, expenditure forecasts, procurement schedules and reporting requirements, while financial authorization remains with designated officers.

- xvi) Maintain an organized electronic and physical project filing system, stakeholder database, knowledge repository, communication products and institutional archive of INTERVENE outputs.

5. Expected Deliverables

No.	Deliverable	Timing
1.	Project implementation, deliverables and action tracker	Updated continuously
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6.	CoP operationalization and webinar coordination package	In accordance with approved work plan
7.	Hydro-economic modelling data and stakeholder-input tracker	Throughout the modelling
8.	RPSC/SECOM briefs, presentations and policy inputs	Before each relevant policy meeting
9.	South-North Exchange and Drought Resilience Symposium coordination packages and reports	According to approved event schedules
10.	DPRSP consultation, validation, comment-tracking and policy-processing package	Throughout strategy development
11.	Inputs to interim, annual and final project reports	According to contractual deadlines
12.	Final completion/handover report and organized project archive	Before completion of assignment

6. Reporting and Working Arrangements

The Project Technical Assistant will report directly to the INTERVENE Project Coordinator/LVBC Focal Person and will work closely with the IIASA INTERVENE team, LVBC technical and administrative staff, the Finance/Administrative Assistant, Partner State Drought Focal Persons, national consultants, students, universities, Community of Practice members, gender experts and other stakeholders. The formal authority to represent LVBC, make institutional commitments and approve project decisions remains with the Project Coordinator and duly authorized LVBC Management officials.

7. Qualifications and Experience

- A bachelor's degree in Water Resources Management; Environmental or Natural Resources Management, Climate Change, Disaster Risk Management, Environmental/Agricultural Economics, Development Studies, or a related field.
- A minimum of 5 years of professional experience working on environment and climate change issues, transboundary ecosystems/landscapes, Climate financing, project management and implementation, project design and formulation

- c) At least three years of demonstrated experience supporting donor-funded, multi-country, regional or international projects.
- d) Demonstrated experience in work planning, results-based monitoring, technical reporting, stakeholder coordination, meeting facilitation and preparation of policy or strategic documents.
- e) Experience working with government institutions, regional organizations, development partners, research institutions, universities, civil society and consultants.
- f) Knowledge of the East African regional context and familiarity with EAC/LVBC institutional and policy processes is highly desirable.
- g) Experience in drought resilience, climate adaptation, water resources management, gender mainstreaming, policy development or research-to-policy processes will be an added advantage.
- h) Excellent written and spoken English.

8. Core Competencies

- a) Strong project coordination, planning, analytical and results-monitoring skills.
- b) Excellent technical writing, synthesis and reporting skills.
- c) Strong stakeholder-management, communication and interpersonal skills.
- d) Ability to develop and implement complex tasks and multitask and to recommend decisive action under pressure and tight deadlines.
- e) Strong computer skills, including Microsoft Word, Excel, PowerPoint and online collaboration platforms.
- f) High integrity, professionalism, confidentiality, accountability and attention to detail.
- g) Willingness and ability to travel within EAC region; and
- h) Proven ability to work effectively in a team in a multi-cultural environment and as a member of diverse groups.

9. Contract, Facilitation and Duty Station

The PTA will be engaged as a time-bound individual consultant/project technical support expert, principally based at the LVBC Secretariat in Kisumu, Kenya. The professional fee will be benchmarked at the same level as the approved INTERVENE budget provision for “Technical Assistance. Payment shall be made on a monthly/person-month basis. Approved official project travel will be facilitated separately in accordance with applicable EAC/LVBC, IIASA and project rules.

10. Performance Assessment

Performance will be assessed against the timeliness and quality of deliverables; effective coordination and follow-up of Partner State and IIASA actions; quality of project monitoring and reporting; maintenance of accurate implementation and risk trackers; effectiveness of support to national assessments, DPRSP development, CoP, modelling, policy processes and major project events; integration of gender and social inclusion; completeness of project records; and overall satisfaction of the Project Coordinator and LVBC Management.