



International Trypanotolerance Centre
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Terms of Reference for an Administrative Management Consultant for the West Africa Livestock Innovation Centre

1. Background for the assignment.

The International Trypanotolerance Centre (ITC) was established by an Act of the Parliament of The Government of The Gambia on the 31st of December 1982 and became fully operational in 1985 with initial financing provided by a consortium of partners including: African Development Bank, Rockefeller Foundation, United Kingdom Government, the European Economic Community, the Belgian Government, the Norwegian government, UNDP-FAO and the Government of The Gambia which provided a permanent home for the institution and enacted the required legislative and legal instruments for it to function properly.

The mandate of this International Institution with a regional (West Africa) coverage was initially: to carry out studies on all aspects of Trypanotolerance for the benefit of all countries which have trypanotolerant cattle.

Its mission was later modified to allow it to work within the context of local livestock production systems and it was in the 90s mandated to: contribute to on-going efforts to increase livestock productivity and utilization in the West Africa region through the optimal and sustainable exploitation of the genetic resistance of indigenous breeds of livestock for the welfare of human populations.

For well over 2 decades ITC assiduously addressed this mandate and focused on the improvement of the genetic merit of local endemic ruminant livestock especially the N'Dama cattle and the Djallonke sheep and goats which have been shown to possess remarkable genetic resistance to a number of diseases.

The goal pursued was to improve the performance (production, productivity and competitiveness) of these animals while maintaining their innate gene-linked resistance to a variety of diseases as well as a remarkable adaptation to their hostile environment. An important goal, because these endemic breeds constitute the main and sometimes the only choice of livestock accessible to small scale livestock producers in West Africa.

During this period, ITC produced a number of regional and public goods which were globally acknowledged, but more importantly positively impacted on the livelihood resource of poor livestock producers and their communities.

In late 2011, ITC decided to revitalize and reinvent itself in order to remain relevant and better serve its stakeholders and partners in view on new and current issues and trends with discernible impacts at local, national, regional and global levels. In 2012 the centre undertook a participatory consultation with its stakeholders and partners.

The outcome was the development of a new 10-year strategic plan which among other positive and visionary changes led to a name change. By mid-2014, around 30 years after it was founded, the International Trypanotolerance Centre will become the West African Livestock Innovation Centre (WALIC).

The name change indicates some exciting new directions. WALIC will take on a broader focus, including other endemic West African breeds, and a wider geographic coverage, and work with any member country of the Economic Community of West African States (ECOWAS). The new centre will also adopt what it calls a "business unusual approach", meaning it will switch from an outdated linear model of technology transfer to an innovation systems model that takes the whole value chain into consideration. This is reflected in new vision and mission statements.

WALIC will focus on four strategic themes: Genetic improvement, conservation and enhanced use of West African ruminant livestock; Building productive capacity of value chain actors; Managing knowledge needed to increase livestock production, productivity and competitiveness; Advocacy and partnership to support livestock development

Details of this transformation and revitalization are presented in the new Strategic Plan and a well-illustrated Brochure available on the ITC Web Site (www.itc.gm)

2. Goal:

The goal of this assignment is to carryout required activities that will lay a solid human resource and financial management foundation for the nascent WALIC.

3. Specific Objectives

Specifically, and under the leadership and with the support of a Coordinating and Resource Mobilization Consultant, the incumbent will:

- i) Review existing management, administrative and staff manuals of ITC, and suggest appropriate modifications in line with the new status and orientation of WALIC as a regional livestock innovation Centre with a strong partnership orientation
- ii) Suggest an appropriate organizational structure for WALIC in line with the above status and orientation
- ii) Develop an efficient, effective and practical financial management system built on existing ITC and ITC executed projects such as the PROGEBE.

iv) Prepare appropriate manuals and documents that will be used to achieve the goal of the assignment as stated above.

4. Duration

The assignment is expected to be concluded within a 3-month period (April to June 2014), and will be carried out on a residential basis during this period at ITC.

5. Deliverables

5.1 Inception report to be submitted 10 days after the contract is signed and should contain a detailed presentation of a plan of work and a list of documents and manuals to be prepared in order to achieve the goal of the assignment.

5.2 First draft of the various documents to be submitted by the end of the 2nd month of the assignment for consultation and inputs by management, staff and selected stakeholders of ITC

5.3 Final versions of the various documents to be submitted not later than 10 days after the receipt of feedback and comments from ITC and consulted partners.

6. Qualification, experience and competencies.

The consultant for this assignment should have:

- A recognized professional accountant qualification (ACCA, CIMA, CPA, or ACA)
- A diploma or higher qualifications in Administration
- At least 5 years of work experience as a financial/administrative officer
- Language capabilities to function in both English and French.

Interested candidates should submit an expression of interest letter and a detailed Curriculum Vitae latest by the 21st of March 2014