

## **Terms of Reference**

Consultant: Support to the coordination team in charge of the Capacity Scan (CAP-Scan)  
in Mauritania

June 25 – July 25, 2008

### **CAP-Scan Introduction:**

The OECD/DAC Joint Venture on MfDR (JV MfDR) supports the work of partner countries and donor agencies to implement results-based approaches. It focuses on country capacity to build up results systems, guidelines for agency effectiveness and mutual accountability frameworks. The Capacity Scan (CAP-Scan) is an analytical tool developed under the sponsorship of the OECD/DAC and with technical and financial support of the Asian Development Bank, the Canadian International Development Organization, the Millennium Challenge Corporation, UNDP and the World Bank.

### **Objectives of the Consultancy:**

The consultant will work in collaboration with the government team to prepare for the CAP-Scan. The partners will help to organize the event and the consultant will focus on the context specific aspects. He/she will coordinate the logistics of the event, in particular the following tasks:

### **Activities planning:**

To achieve a successful organization of the CAP-Scan, the person in charge of the logistics will supervise the monitoring side of the assignment. He/she should at first internally list all the assignment and make sure the list is complete. He/she will coordinate and supervise a team on the ground and make sure everyone is doing his/her job and meets the deadline. Thus, he/she should permanently be in contact with each task team leader in order to know the progress of their assignment and the possibility to meet the deadline. He/she will also be the person in charge of distributing materials/documents to the team and is in charge of organizing the meetings and writing the minutes of the meetings.

### **Facilitator's role:**

As said before, the CAP-Scan is a joint exercise organized by the government and supported by its partners. Therefore, the consultant in charge of the logistic will also organize and facilitate meetings held twice every week with the partners. During those meetings he/she will work closely with the other consultant. He/she will organize meetings with the minister of Economy and Finance as well as with other partners.

### **Coordination of logistical support:**

The consultant in charge of logistics will make sure that all documents concerning the CAP-Scan exercise are up-to-date. He/she will help to take notes during meetings and will help to update the documents that are the result of those meetings. He/she will then send those up-to-date documents to the CAP-Scan team (government – partners).

**Duration of the assignment:**

The consultant is assigned to work for 30 days and is expected to assist to deliver the key products of the CAP-Scan at the end of the assignment.

**Profile:**

The consultant must be a good organizer; he should be charismatic (and a team player), have good knowledge of Arabic, French, and English. He/she could prove that language knowledge by having for instance a bilingual degree. He/she should have good software programming skills, and have good knowledge of Microsoft Office (Word, Excel, Access, Power point) as well as Internet Explorer.