International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Regional Safety Organizations Consultant, WACAF</th>
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<tr>
<td>Level:</td>
<td>Band C</td>
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<tr>
<td>Duty Station:</td>
<td>Dakar</td>
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<td>IC Vacancy Notice:</td>
<td>2020/27/IC</td>
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<tr>
<td>Posting period:</td>
<td>30 April 2020 – 14 May 2020</td>
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<tr>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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THE ORGANIZATIONAL SETTING

The Ezulwini Ministerial Declaration on Regional Safety Oversight Organizations (RSOOs) in Africa called for the conduct of a specific study for supporting and strengthening AFI RSOOs. This Study will take into account results of the global RSOO evaluation conducted by ICAO in 2017 as well as the Global System for the Provision of Safety Oversight that is being established.

Various initiatives have either already given rise, or will give rise, to a number of RSOOs in the AFI Region. These initiatives, supported by ICAO through the AFI Plan, have occurred either under the auspices of Regional Economic Communities (RECs) or resulted in the transitioning of COSCAPs into RSOOs.

In order that optimum benefit be derived from all these initiatives, it is important that they are carried out within a properly coordinated and integrated regional framework. This is even more the case considering that RSOOs coexist with other players in the Region, such as the national Civil Aviation Authorities, the AFI-CIS, etc. for limited financial and suitably qualified human resources and are incurring the risk of wastage through unnecessary overlap and duplication of functions.

In addition, RSOOs face major challenges related to insufficient manpower and financial resources and inadequate mandates that do not allow for the delegation of functions from States, related to exercising authority and being accepted and recognised as legitimate players.

In view of the above, the ICAO Regional Comprehensive Implementation Plan for Safety in Africa (AFI Plan) is implementing a USD 93,200.00 USD project to conduct of a specific study for supporting and strengthening AFI RSOOs, in accordance with the Ezulwini Declaration, in coordination with in collaboration with AFCAC and Partners (EASA, Industry, AfDB, etc.).

The beneficiaries of the project include all AFI States and RSOOs (BAGASOO, BAGAIA, COSCAP UEMOA/ACSAC, ASSA-AC, AAMAC, CASSOA, iSASO, etc.)

MAJOR DUTIES AND RESPONSIBILITIES

The general objective is to identify the necessary actions for ensuring effective and sustainable implementation and operation of RSOOs in the AFI Region and to consolidate these actions into a Strategic Plan.

The envisaged Strategic plan would encompass actions aimed at ensuring effective and sustainable implementation and operation of RSOOs as follows:

For each RSOO, considered individually, assess and determine the way forward:

- The financial sustainability
- The Competence/capacity building requirements
- Delegation of tasks/mandate by or on behalf of the member/partner States and participation in ICAO programmes and projects
- Effectiveness of the RSOO with respect to the implementation of their respective work programmes and performance of tasks and functions in alignment with Global, Regional and national plans, objectives, priorities and programmes
Harmonization of safety oversight regulatory material and documents that support compliance with ICAO SARPs and effective implementation of oversight systems

At the Continental level, i.e. considering coordination between RSOOs or the involvement of several RSOOs in the same States, determine and/or facilitate:

- An optimum number and configuration of RSOOs in the AFI Region taking into consideration available financial and qualified manpower resources, sub-regional, regional economic communities and other alignments, size of membership and scope of functions provided and technical areas covered.
- The financial sustainability of AFI RSOOs.
- Effective sharing of scarce human resources through harmonized capacity building in a standardized training system.
- Coordinated implementation of work and training programmes and projects undertaken in the AFI Region, in the area of aviation safety and safety oversight by RSOOs, other regional organizations and programmes, international organizations and ICAO.
- Feasibility of establishment of a joint/common funding mechanism

**Function 1 (Incl. Expected Results)**

Conduct the Study and development of a Strategic Plan for AFI RSOOs including:

- A SWOT analysis of the AFI Region, to include a review of the status of safety oversight and effective implementation of the eight critical elements in the AFI States
- Review/survey of operationalization of existing RSOOs in the AFI Region. The survey should involve RSOOs, RSOOs Member States/Partners and RECs
- Consultation session with RSOO Cooperative Platform to be informed of the challenges of AFI RSOOs and the lessons learned and best practices of RSOOs in other regions
- Review of mechanisms/options for the sustainable funding of RSOOs, to include the possible establishment of common funding scheme, service user levies, passenger tariffs, etc.
- Overview of options for the appropriate staffing of RSOOs with technical staff and inspectors, including the development of schemes for the sharing of inspectors between RSOOs and other entities, such as the national authorities and the AFI-CIS, within the region and between the RSOOs themselves
- Analysis of current setup mechanisms aimed at streamlining the number and size of RSOOs in the AFI Region relative to the availability and distribution of resources, including a review of already existing RSOOs
- Review of issues related to the autonomy/independence of RSOOs within the AFI Region, the delegation of functions and duties to the RSOO by its member/partner States and, on behalf of member States, participation in ICAO programmes and projects.
- Develop model MOUs and service level agreement documents (as may be required) for the delegation of tasks and functions to an RSOO, accreditation of experts by its member /partner States.

**Function 2 (Incl. Expected Results)**

- Conduct of four workshops (two in ESAF and two in WACAF) to review and finalize the project deliverables, including the report on the study and the draft strategic plan for supporting and strengthening RSOOs in the AFI Region and a proposed roadmap for its implementation, as well as model MOUs and service level agreement documents (as may be required) for the delegation of tasks and functions to an RSOO, accreditation of experts by its member /partner States.

**Function 3 (Incl. Expected Results)**

- Submit the project deliverables to the ICAO AFI Plan and AFCAC, for consideration and adoption by States through appropriate organs.

**Function 4 (Incl. Expected Results)**

- Perform other related duties as assigned.
QUALIFICATIONS AND EXPERIENCE

Educational background

- A first level university degree in aeronautics, air transport economics, business administration, aviation law, or in a related field, is required. A technical qualification in aviation such as an airline transport pilot license (ATPL), or air traffic control (ATC) license or aircraft maintenance engineering license (AME) may be accepted in lieu of a first level university degree.

Professional experience and knowledge – Essential

- At least 10 years of relevant experience as an officer with a civil aviation authority and/or international organization and/or a relevant industry, with an increasing level of responsibility in aviation regulatory and safety oversight functions at national, regional and/or international levels.
- Experience working with global and regional organizations, including RSOOs and donor/financial institutions for resource mobilization.

Professional experience and knowledge - Desirable

- Experience in the utilization of project management software.
- Knowledge of project budgets’ development and manage basic requirements.
- Knowledge of ICAO and its functions, including the functions of the different Bureaus and Offices, Council and Assembly and experience in working closely with senior officials at the State and international levels is a definite advantage.
- Experience in negotiating with government authorities.

Language Skills

Required: Fluent reading, writing and speaking abilities in English are essential.

Desirable: A working knowledge of a second official language of the Organization (Arabic, Chinese, French, Russian, or Spanish) is an asset.

Competencies

Judgment and Decision-making: The person is in a role where s/he is expected to identify key issues quickly, gather relevant information, consider positive and negative impacts, check assumptions against facts and make tough decisions when necessary.

Communication: The ability to convey oral and written communication clearly and concisely; listening to understand, and asking questions to verify understanding.

Teamwork: The willingness and ability to work collaboratively with others.

Planning and Organizing: The ability to set clear goals, to prioritize, to anticipate problems or risks and use time efficiently.

Accountability: The willingness and ability to accept responsibility for oneself and one’s responsibilities; taking ownership for actions and outcomes.

Client Orientation: The willingness and ability to see things from the clients’ perspective, anticipate client needs and concerns; find appropriate solutions for clients and keep clients informed.

CONDITIONS OF EMPLOYMENT

It should be noted that this consultancy is to be filled for an initial period of three (3) months.

The Assignment and Deliverables are contained in the Terms of reference provided as an Appendix to this vacancy notice.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: https://careers-new.icao.int/.
NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.

Please see the following pages for Appendix to Vacancy Notice 2020/27/IC
APPENDIX TO CONSULTANCY VACANCY NOTICE 2019/16/IC

TERMS OF REFERENCE

<table>
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<tr>
<th>Project title</th>
<th>Study for the Development and Implementation of a Strategic Plan for Supporting and Strengthening RSOOs in the AFI Region</th>
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<tr>
<td>Beneficiaries</td>
<td>All AFI States and RSOOs (BAGASOO, BAGAIA, COSCAP UEMOA/ACSAC, ASSA-AC, AAMAC, CASSOA, iSASO, etc.)</td>
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<td>Executing Agency</td>
<td>ICAO in collaboration with AFCAC and Partners (EASA, Industry, AfDB, etc.)</td>
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<td>Project Cost</td>
<td>93,200.00 USD</td>
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<td>Duration</td>
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A. Background:
Various initiatives have either already given rise, or will give rise, to a number of RSOOs in the AFI Region. These initiatives, supported by ICAO through the AFI Plan, have occurred either under the auspices of RECs or resulted in the transitioning of COSCAPs into RSOOs.

In order that optimum benefit be derived from all these initiatives, it is important that they are carried out within a properly coordinated and integrated regional framework. This is even more the case considering that RSOOs coexist with other players in the Region, such as the national Civil Aviation Authorities, the AFI-CIS, etc. for limited financial and suitably qualified human resources and are incurring the risk of wastage through unnecessary overlap and duplication of functions.

In addition, RSOOs face major challenges related to insufficient manpower and financial resources and inadequate mandates that do not allow for the delegation of functions from States, related to exercising authority and being accepted and recognised as legitimate players.

The Ezulwini Ministerial Declaration on Regional Safety Oversight Organizations in Africa called for the conduct of a specific study for supporting and strengthening AFI RSOOs. This Study will take into account results of the global RSOO evaluation conducted by ICAO in 2017 as well as the Global System for the Provision of Safety Oversight that is being established.

B. General objective:
To identify the necessary actions for ensuring effective and sustainable implementation and operation of RSOOs in the AFI Region and to consolidate these actions into a Strategic Plan.
Concerning strengthening RSOOs, the study would consider the following criteria:
- Efficiency
- Effectiveness
- Sustainability
- Relevance

C. Expected outcomes:
The envisaged Strategic plan would encompass actions aimed at ensuring effective and sustainable implementation and operation of RSOOs as follows:

i) For each RSOO, considered individually, assess and determine the way forward:
   a. The financial sustainability
   b. The Competence/capacity building requirements
   c. Delegation of tasks/mandate by or on behalf of the member /partner States and participation in ICAO programmes and projects
d. Effectiveness of the RSOO with respect to the implementation of their respective work programmes and performance of tasks and functions in alignment with Global, Regional and national plans, objectives, priorities and programmes.

e. Harmonization of safety oversight regulatory material and documents that support compliance with ICAO SARPs and effective implementation of oversight systems.

At the Continental level, i.e. considering coordination between RSOOs or the involvement of several RSOOs in the same States, determine and/or facilitate:

a. An optimum number and configuration of RSOOs in the AFI Region taking into consideration available financial and qualified manpower resources, sub-regional, regional economic communities and other alignments, size of membership and scope of functions provided and technical areas covered.

b. The financial sustainability of AFI RSOOs.

c. Effective sharing of scarce human resources through harmonized capacity building in a standardized training system.

d. Coordinated implementation of work and training programmes and projects undertaken in the AFI Region, in the area of aviation safety and safety oversight by RSOOs, other regional organizations and programmes, international organizations and ICAO.

e. Feasibility of establishment of a joint/common funding mechanism.

D. Major Deliverables:

1. The Study on the development of a Strategic Plan for AFI RSOOs will include:

   a. A SWOT analysis of the AFI Region, to include a review of the status of safety oversight and effective implementation of the eight critical elements in the AFI States.

   b. Review/survey of operationalization of existing RSOOs in the AFI Region.

   c. Review of mechanisms/options for the sustainable funding of RSOOs, to include the possible establishment of common funding scheme, service user levies, passenger tariffs, etc.

   d. Overview of options for the appropriate staffing of RSOOs with technical staff and inspectors, including the development of schemes for the sharing of inspectors between RSOOs and other entities, such as the national authorities and the AFI-CIS, within the region and between the RSOOs themselves.

   e. Analysis of current setup mechanisms aimed at streamlining the number and size of RSOOs in the AFI Region relative to the availability and distribution of resources, including a review of already existing RSOOs.

   f. Review of issues related to the autonomy/independence of RSOOs within the AFI Region, the delegation of functions and duties to the RSOO by its member/partner States and, on behalf of member States, participation in ICAO programmes and projects.

2. A Strategic Plan for AFI RSOOs and a roadmap for its implementation.

3. Model MOUs and service level agreement documents (as may be required) for the delegation of tasks and functions to an RSOO, accreditation of experts by its member/partner States.

E. Tentative Schedule of Events / Implementation strategy (Two experts involved: 1 PC and 1 consultant):

- March 2017 (RSOO Conference) – Signing by AFI States Ministers, of a Ministerial Declaration agreeing to the development of a Strategic Plan for supporting and strengthening RSOOs in the region.

- 2020 - Conduct of the three (3) month-study and development of the Strategic Plan as per the following major activities:
  - Consultation session with RSOO Cooperative Platform to be informed of the challenges of AFI RSOOs and the lessons learned and best practices of RSOOs in other regions
- Development of a fact-finding and data collection questionnaires taking into account the results of the just completed global survey on RSOOs; to be completed by RSOOs, RSOOs Member States/Partners, RECs (5 w/d for PC + 3 w/d for consultant from home);

- Completion of the questionnaires by RSOOs, RSOOs Member States/Partners and RECs;

- Drafting of deliverables (as listed in para D.) based on an analysis the answers to the questionnaires (12 w/d for PC and 10 w/d by consultant from home)

- Planning and organization of four workshops (2 in ESAF and 2 in WACAF) to review and finalize the deliverables
  - PC: 3 w/d from home + (5 w/d in ESAF (Nairobi and Kigali) + 5 w/d in WACAF (Dakar and Accra) + travel time;
  - Consultant: (2 w/d in ESAF (Kigali) + 2 w/d in WACAF (Dakar) + travel time;
  - 1 ICAO WACAF RO Staff: DSA+ travel from Dakar to Accra for 2 w/d;
  - Same for 1 ICAO ESAF RO Staff: DSA + travel from Nairobi to Kigali for 2 w/d

- One month after the conduct of the study – Consideration and adoption of the Strategic Plan by AFI States (AFI Plan and AFCAC organs).(5 w/d by PC and 3 w/d by Consultant for wrap up from home)

- Three months after the study – Inception date for the implementation of the Strategic Plan for Supporting and Strengthening RSOOs in the AFI Region.

F. References:

The following documentation will be provided to the team as reference material:
- Ezulwini Ministerial Declaration on RSOOs in Africa
- RSOO Global Strategy and Action Plan for the improvement of RSOOs and the Establishment of a Global System for the Provision of Safety Oversight
- Report on the ICAO evaluation of RSOOs, November 2017
- AFI Plan programme document and Terms of Reference and Steering Committee meeting reports