



Ministry of Higher Education, Research, Science and Technology (MoHERST)

**Evaluation Report for Interview of applicants for the Position of Head of Department at
USET.**

AND

Recommendation for Award

Financing: World Bank

Country: The Republic of The Gambia

Credit Number: IDA-D5350

Project ID No: (P169064)

Project Title: Second Africa Higher Education Centre of Excellence for
Development Impact

Contract Ref: MOHERST/STEE/ACEIMPACT/CS/014

Procurement Method: Individual Consultant (IC)

Number of Candidates: Four (4)

Date of Interview: 4th and 5th January, 2023.

Introduction:

Disbursement Linked Indicator 7 on **Institutional Impact** requires STEE, the emerging Centre of Excellence hosting the ACE Project at USET to adopt a merit-based selection of Department Heads for the school of engineering during the first year (DLI 7.2b). The positions were duly advertised locally and internationally (albeit with some delay) to attract candidates with the requisite pedigree and experience for the following positions:

1. Head of Mechanical Engineering
2. Head of Electrical/Electronic Engineering
3. Head of Civil Engineering

For the position of mechanical engineering, four (4) applicants considered to have met the requirements as outlined in the terms of reference were shortlisted for interview. There was no applicant for the civil engineering position and only one candidate for the position of electrical/electronic engineering.

The following candidates were shortlisted for the position of Head of Department for Mechanical Engineering and then invited for a zoom-based interview on the 4th January, 2023:

1. Professor Sunnu;
2. Professor Egbe;
3. Professor Ogunsina; and,
4. Professor Oppon.

Similarly, the sole candidate for the position of Electrical/Electronic Engineering: **Dr. Gaddafi** was interviewed on the 5th of January, 2023.

Interview Process:

The interviews were held on the 4th and 5th of January, 2023 and the questions drawn from the terms of reference for the positions were segregated into seven (7) segments/thematic areas, as follows:

- General Knowledge (16%)
- Knowledge of Quality Assurance (18%)
- Knowledge of Education (18%)
- Knowledge of Departmental Duties (18%)
- Research, Development and Innovation (18%)
- Academic Ranking (7%)
- Experience and Adequacy for the Position (5%)

The Panel:

The Panel that was constituted to conduct the interviews comprised of the eminent personalities from academia, the private sector and the public service. They are as follows:



1. Professor Francis Sarr (Chair) – **University of The Gambia**
2. Mr. Samba Sowe, Director of Science, Technology and Innovation, MoHERST
3. Mr. Sarane Hydara, Civil Engineer/Consultant
4. Mr. Ebou Gaye, Construction Project Manager, MoBSE, The Gambia
5. Mr. Momodou S. Janneh, Head of HR, GTTI/USET
6. Dr. Gibril Jaw, CEO, NAQAA
7. Dr. Momodou Lamin Tarro, Registrar, University of The Gambia
8. Omar O. Jobe, Project Manager, PIU, STEE/USET

Professor Sam Ofori, the USET Administrator/Consultant observed the interview remotely.

The following panellists observed the interviews but did not score the candidates:

1. Dr. Gibril Jaw, CEO, NAQAA
2. Omar O. Jobe, Project Manager, PIU, STEE/USET

Evaluation and Recommendation for Contract Award

Heads of Departments will be selected based on individual qualifications and experience as provided in their submissions using the IC procurement method in accordance with IDA policies and guidelines. The contract will then be awarded to the individual that has been determined to be substantially responsive to the Evaluation Criteria (that is the candidate with the highest score), provided further that the candidate is determined to perform the contract satisfactorily.



STRENGTHS AND WEAKNESSES OF THE CANDIDATES

Mechanical Engineering Candidates

Professor Sunnu

Strengths

- Proven managerial capability
- Proven experience in university governance

Weakness

- Inadequate experience in quality assurance

Professor Egbe

Strengths

- Adequate teaching and research experience
- Extensive role in community service

Weaknesses

- No experience as HoD or Dean
- Inadequate knowledge in university governance

Professor Ogunsina

Strengths

- Proven experience as a Head of Department
- Has a thorough understanding of the internal processes and procedures of a university
- Highly articulate

Weaknesses

- Inadequate experience in fund raising

Professor Oppon

Strengths

- Assumed the role of Dean of Student Affairs in 2022
- Proven experience in teaching and research

Weaknesses

- Inadequate experience in university governance



Electrical/Electronic Engineering

Dr. Gaddafi

Strengths

- Experience in teaching at both undergraduate and postgraduate levels
- Currently serving at the University of The Gambia on technical assistance

Weaknesses

- Lack of experience in managerial and governance systems of a university
- Lack of self confidence
- Grossly Inarticulate
- Inability to demonstrate mastery of his subject area.



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Individual Score Sheet for each Candidate

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	14	13	13	17	16	6	5	84
Prof. Egbe	8	13	12	10	13	4	3	63
Prof. Ogunsina	15	15	12	10	14	5	4	75
Prof. Oppon	11	12	13	14	15	5	4	74
Electrical Engineering								
Dr. Gaddafi	6	12	12	9	7	3	2	51

Panellist: Sarane Hydera

Signature: 

Date: _____

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	13	13	11	11.5	12	3.5	3.5	67.5
Prof. Peter Egbe	10	12	10	7.5	9	4	2	54.5

Prof. Ogunsina	14	16	13	11	13	5	4	76
Prof. Oppon	14	14	12	13	13	4	5	75
Electrical Engineering								
Dr. Gaddafi	10	12	8	8	13	4	2.5	57.5

Panelist: Samba Sowe

Signature:

Date:

30/01/2023

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	11	11	6) 1/2	12) 1/2	12) 1/2	6	4	63 1/2
Prof. Egbe	7) 1/2	11	9) 1/2	10) 1/2	8	4	3	53 1/2
Prof. Ogunsina	11) 1/2	14	11	14) 1/2	13) 1/2	6	4	74 1/2
Prof. Oppon	7	9) 1/2	8) 1/2	12) 1/2	7) 1/2	2	3) 1/2	50 1/2
Electrical Engineering								
Dr. Gaddafi	6	4) 1/2	3) 1/2	7) 1/2	6) 1/2	3	2	33

Panelist: Dr. Momodou Lamin Tarro

Signature:

Date:

5/01/2023

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	12	11.5	10	13.5	10.5	4.5	5	68
Prof. Egbe	9	8	10	9	8.5	4.5	4	53
Prof. Ogunsina	13.5	12	14	9.5	12	4	4	69
Prof. Oppon	12	11	10	10.5	11	4	3	61.5
Electrical Engineering								
Dr. Gaddaifi	4	7.5	6.5	8	7	3.5	2.5	39

Panelist: MOMODOU S. JANNIEH

Signature:

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Date: 5th January, 2023

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	13	13	11	11	12	5	5	70
Prof. Egbe	10	12	10	8	9	4	2	55
Prof. Ogunsina	14	15	14	14	14	5	4	80
Prof. Oppon	14	14	13	13	13	4	5	76

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Electrical Engineering								
Dr. Gaddafi	10	8	8	8	9	3	2	48

Panelist: **Ebou Serign Gaye** Signature:

Date: 5th January 2023

Candidates	General (16%)	Knowledge of Quality Assurance (18%)	Knowledge of Education (18%)	Knowledge of Departmental Duties (18%)	Research, Development & Innovation (18%)	Academic Ranking (7%)	Experience & Adequacy for the position (5%)	Total Score
Mechanical Engineering								
Prof. Sunnu	15	14	12	16	11	5	4	77
Prof. Egbe	7	13	11	12	11	4	3	61
Prof. Ogunsina	16	15	15	12	11	6	3	78
Prof. Oppon	13	13	10	11	13	4	3	67
Electrical Engineering								
Dr. Gaddafi	10	9	8	12	8	4	3	54

Panelist: **Professor Francis Sarr** Signature: _____

~~Date: 5th January 2023~~

COMBINED INTERVIEW SCORE SHEET:

Summary/Overall Scores of the Candidates

Candidates	Professor F. Sarr	Mr. E. Gaye	Dr. M.L. Tarro	Mr. S. Hydara	Mr. M. S Janneh	Mr. S. Sowé	Total Score	Rank
Mechanical Engineering								
Prof. Sunnu	77	70	63.5	84	68	67.5	430	2 nd
Prof. Egbé	61	55	53.5	63	53	54.5	340	4 th
Prof. Ogunsina	78	80	74.5	75	69	76	452.5	1 st
Prof. Oppon	67	76	50.5	74	61.5	75	404	3 rd
Electrical Engineering								
Dr. Gaddafi	54	48	33	51	39	57.5	282.5	

Results: Professor Ogunsina is first (1st)

Recommendation: with 452.5 point

The panel recommends that professor Ogunsina be offered the job

University of Applied Sciences Engineering and Technology

H.O.D POSITIONS - INTERVIEW QUESTIONS:

1. GENERAL (16%)

1a. Can you give us an introduction of yourself including your educational background? (2%)
1b. What would you consider as best leadership characteristics in Academia? (2%)
1c. Please can you tell us the mission and vision statements of USET? (2%)
1.d What are the most important qualities a department head should have? (2%)
1.e Can you explain how you go about prioritizing tasks? (2%)
1.f Describe a plan you implemented that failed. What did you learn? (2%)
1.g Describe a time when you had to address poor performance. How did this go? (2%)
1.h What are the defining features of a university? (2%)
2. KNOWLEDGE OF QUALITY ASSURANCE (18%)
2.a How do you define quality in an educational context? (3%)
2.b Please describe the PDCA cycle in quality assurance and give practical example of activities within your academic department at every stage of the cycle (3%)
2.c What is the role of the Head of Department in the implementation of a University's Quality Assurance System? (3%)
2.d List three main differences between Quality Assurance and Quality Control. (3%)
2.e List the Quality Assurance tools that a Head of Department should use in executing his roles in the implementation of a Quality Assurance System. (3%)
2.f What is programme accreditation? (3%)
2.f What are the main requirements for an academic programme to be accredited by NAQAA (3%)
3. KNOWLEDGE OF EDUCATION (18%)
3.a Is clock hour the same as class hour or academic hour? If they are different, how many minutes are in one class hour? (3%)
3.b What are the constituents of one credit-hour in terms of Guided Learning and Self-directed Learning (3%)
3.c Describe the process of developing a competency-based curriculum and at each stage of the process indicate the relevant stakeholders to be involved (3%)

3.d State the difference between Learning Objective and Learning Outcome (3%)
3.e What is a teaching syllabus? What information can we find on a syllabus? How is a teaching syllabus linked to curriculum (3%)
3.f What information can we find on the following: <ul style="list-style-type: none"> • Scheme of work • Lesson Plan (3%)
4. KNOWLEDGE OF DEPARTMENTAL DUTIES (18%)
4.a What information can we find in an academic plan? (3%)
4.b Describe the process of developing the following: <ul style="list-style-type: none"> • Human resources plan • Training plan • Departmental Budget (3%)
4.c Describe the activities involved in the following: <ul style="list-style-type: none"> • Monitoring performance • Measuring performance • Managing performance (3%)
4.d What is an academic fraud? List five examples of academic fraud and each case indicate what preventive measures you will put in place to avoid it. (3%)
4.e How will you track performance of you graduates in the labour market? (3%)
4.f Describe the process of curriculum review (3%)
5. RESEARCH, DEVELOPMENT AND INNOVATION (18%)
5.a Define the following terms and describe how they are linked: <ul style="list-style-type: none"> • Research • Development • Innovation (5%)

5.b How will you provide research leadership in your department? (3%)
5.c Do you have experience in research grant proposal writing? If yes indicate an instance when you secured research grant through your proposal (5%)
5.d How many academic research work have you published in Index Journals as first Autor? (5%)
6. ACADEMIC RANKING (7%)
6.a What criteria are generally used to rank university? (4%)
6.b What strategies will you propose in order to give USET prominence in the world academic ranking by 2028? (3%)
7. EXPERIENCE AND ADEQUACY FOR THE POSITION (5%)
7a. Please enumerate challenges one might face in taking up this job; how could these be overcome? (3%)
7b. Have you had any previous experience relevant to this Job, please explain? (2%)
TOTAL SCORES

RECOMMENDATION FOR AWARD

Based on the cumulative scores, the evaluation committee therefore recommends that Professor Ogunsinna, having acquired the highest **score**, be appointed to the position of Head of Department for Mechanical Engineering, for the ACE Impact at STEE/USET.

INTERVIEW PANEL MEMBERS:

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Mr. Samba Sowe, Director of Science, Technology and Innovation, MoHERST

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Mr. Sarane Hydera, Civil Engineer/Consultant

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Mr. Ebou Gaye, Construction Project Manager, MoBSE, The Gambia

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Mr. Momodou S. Jannneh, Head of HR, GTTI/USET

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Dr. Gibril Jaw, CEO, NAQAA

.....
Dr. Momodou Lamin Tarro, Registrar, University of The Gambia

.....
Omar O. Jobe, Project Manager, PIU, STEE/USET

ENDORSED BY:

.....
DR. YUSUPHA TOURAY

PERMANENT SECRETARY, MoHERST.