



**Ministry of Higher Education, Research, Science and Technology (MoHERST)
University of Applied Science, Engineering and Technology (USET)**

**Evaluation Report for the Interview of Applicants for the Position of Head of Department
for Civil Engineering**

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: Civil Engineering – Three (3)

Date of Interview: Civil Engineering Friday 12th 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 Heads of Department for the College of Engineering during the first year (in accordance with DLI 7.2b). In January, 2023, STEE advertised the positions of Heads of Departments for Mechanical Engineering, Civil Engineering and Electrical/Electronics Engineering. There was no applicant for the Civil Engineering position. Subsequently, the position was re-advertised in the various local newspapers (in The Gambia) and on international platforms such as the Community of Gambian Scholars, the MoHERST Website and the website of the African Jobs Board of the Association of African Universities (AAU) under the Reference No. MOHERST/STEE/ACEIMPACT/CS/018 and MOHERST/STEE/ACEIMPACT/CS/019 respectively, from the 15th of March through the 14th of April, 2023 in an effort to attract candidates with the requisite qualifications and experience for the position.

The Candidates:

At the expiry of the advertisement period, three (3) candidates applied for the position of Head of the Department of Civil Engineering. They are:

1. Professor Roland S. Kabange (Ghana)
2. Professor Emmanuel Kwesi Nyantakyi (Ghana)
3. Professor Sampson Oduro-Kwarteng (Ghana)

The Shortlisting Panel:

A panel comprising of Professor Sam Ofori (the Senior Consulting University Administrator), Mr. Edward Mansal (the STEE Centre Leader), Mr. Omar O. Jobe (The STEE Project Manager) and Abdoulie Jadama (the STEE M&E Officer) reviewed the applications for merit in line with the established criteria. The shortlisting criteria were as follows:

- (i) General Qualifications (40 %)
- (ii) Experience and Adequacy as Head of Department (35 %)
- (iii) Technical and Managerial capability of the consultant (25%)

The Results:

Based on a rigorous assessment and scoring of the different candidates, the outcomes/results of the shortlisting process were as follows:

	Aggregate Score
Professor Roland S. Kabange	81%
Professor Emmanuel Kwesi Nyantakyi	66%
Professor Sampson Oduro-Kwarteng	95%

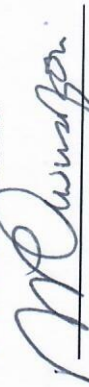
In view of the above scores, the panel decided that the three (3) candidates for the position of Head of Civil Engineering will all proceed to the interview stage that will be zoom-based given that all the candidates reside outside The Gambia.





The Detail Evaluations are provided below:

Screening of Applicants for Head of Department of Civil Engineering											
N o	Candidate Information	Qualifications = 40 Points Maximum			Academic/Admin Experience = 35 Points Maximum			Technical Capability = 25 Points Max		Aggregat e Score	Decision
		<u>BSc/MSc</u> Civil = 10 Other = 5	<u>PhD</u> Civil = 20 Other =10	<u>Rank</u> SL =1 AP =5 FP =10	<u>Leadership/Admin</u> 1 yr = 1 2 yr = 4 3 yr = 8 4 yr =10 5 yr or more = 20	<u>Lecturing</u> 1 yr = 1 2 yr = 4 3 yr = 8 4 yr =10 5 yr or more = 15	<u>Technical</u> <u>Leadership</u> 1 yr = 1 2 yr = 4 3 yr = 8 4 yr =10 5 yr or more = 15	<u>Research</u> <u>Publications</u> 5 or Less = 1 6 to 10 = 5 More than 10 = 10			
1	Roland S. Kabange	10	20	5	20	15	1	10	81	Interview	
2	Emmanuel Kwesi Nyantakyi	10	20	5	10	10	1	10	66	Interview	
3	Sampson Oduro Kwarteng	10	20	10	20	15	10	10	95	Interview	

Committee Members:


Prof. Samuel Owusu-Ofori
Senior Consulting University
Administrator


Mr. Edward C. Mansal
STEE Centre Leader &
Director, Institute of Innovation
& Entrepreneurship


Mr. Omar O. Jobe
STEE Project Manager


Mr. Abdoulie FR Jadama
STEE M&E Officer

Interview Process:

The interviews were held on 12th May, 2023 for the candidates vying for the position of Civil Engineering.

The Panel:

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

1. Mr. Samba Sowe, Director of Science, Technology and Innovation, MoHERST
2. Mr. Sarane Hydara, Civil Engineer/Consultant, Member of The USET Governing Council
3. Mr. Musa Jassey, Deputy Construction Project Manager, MoBSE, The Gambia
4. Mrs Ancha Secka, Architect, Member of the USET Governing Council
5. Mr. Omar Sanneh, Civil Engineer, National Water and Electricity Company, NAWEC

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

1. Professor Sam Ofori, the USET Administrator/Consultant.
2. Mr. Edward Mansal, ACE Centre Leader
3. Omar O. Jobe, Project Manager, PIU, STEE/USET
4. Mr. Momodou S. Janneh, Head of HR, GTTI/USET

The Interview Questions:

The interview questions drawn from the terms of reference for the positions were segmented into five (5) thematic areas, as follows:

- General Knowledge (30 points)
 - Leadership Experience (30 points)
 - Technical Capabilities (50 points)
 - Managerial Experience (20 points)
- Total 120 points**

- Others (included a self-assessment of the strengths and weaknesses of each candidate)

Candidates Interviewed:

All the three (3) shortlisted candidates attended the zoom-based interview sessions lasting for one (1) hour each.

Evaluation and Recommendation for Contract Award

The candidates for the positions of Heads of Department went through a two-staged evaluation process:

Shortlisting Stage:

The scores obtained during the shortlisting process represent **40% of the total marks**. It covered an assessment of their individual qualifications and academic rank, academic/administrative experience and technical capacity as outlined in their CVs and expressions of interest. Their experiences as provided in their submissions were evaluated using the IC procurement method in accordance with IDA policies and guidelines.



Total Marks (Shortlisting) Weighted Average (0.4)

Professor Roland S. Kabange	81%	32%
Professor Emmanuel Kwesi Nyantakyi	66%	26%
Professor Sampson Oduro-Kwarteng	95%	38%

The Zoom-Based Interview Stage:

The scores obtained by each candidate during the interview accounted for **60% of the total marks**. Accordingly, the **weighted average** determined the candidate's score. The most responsive candidate would be the one who earned the highest weighted average.

STRENGTHS AND WEAKNESSES OF THE CANDIDATES

Professor Roland S. Kabange

Strength(s): General Qualifications and knowledge in civil engineering.

Weakness (es): Technical capabilities and leadership
Inadequate management experience (All experience are at the HND level)

Professor Emmanuel Kwesi Nyantakyi Strengths

Strength(s): General qualifications and knowledge in civil engineering
Management experience

Weakness (es): Academic leadership mostly at acting positions
Technical Capabilities

Professor Sampson Oduro-Kwarteng

Strength(s): General qualifications and knowledge in civil engineering
Academic leadership (Head of Department)
Technical Capabilities (ACE Centre Leader)
Management experience

Weakness (es):



Civil Engineering - Individual Score Sheet for each Candidate

Candidates for Civil Engineering	General Knowledge	Leadership Experience	Technical Capabilities	Managerial Experience	Total Score/130	% Score
Professor Roland S. Kabange	22	22	36	12	92	71%
Professor Emmanuel Kwesi Nyantakyi	28	26	42	18	114	88%
Professor Sampson Oduro-Kwarteng	28	28	42	18	116	89%

Panelist: **Samba Sow**

Signature: 

Date:

19/05/2023

Candidates for Civil Engineering	General Knowledge	Leadership Experience	Technical Capabilities	Managerial Experience	Total Score/130	% Score
Professor Roland S. Kabange	24	22	32	10	88	68%
Professor Emmanuel Kwesi Nyantakyi	24	26	38	18	106	82%
Professor Sampson Oduro-Kwarteng	26	20	36	14	96	74%


Panelist: **Ancha Secka**

Signature: 


Date:

30-05-23


Candidates for Civil Engineering	General Knowledge	Leadership Experience	Technical Capabilities	Managerial Experience	Total Score/130	% Score
Professor Roland S. Kabange	24	20	40	16	100	77%
Professor Emmanuel Kwesi Nyantakyi	26	22	38	16	102	78%
Professor Sampson Oduro-Kwarteng	26	22	40	18	106	82%

Panelist: Sarane Hydara Signature:  Date: 11/06/23

Candidates for Civil Engineering	General Knowledge	Leadership Experience	Technical Capabilities	Managerial Experience	Total Score/130	% Score
Professor Roland S. Kabange	24	20	30	14	88	68%
Professor Emmanuel Kwesi Nyantakyi	30	28	42	20	120	92%
Professor Sampson Oduro-Kwarteng	28	28	42	18	116	89%

Panelist: Musa Jassey Signature:  Date: 01/06/23

Candidates for Civil Engineering	General Knowledge	Leadership Experience	Technical Capabilities	Managerial Experience	Total Score/130	% Score
Professor Roland S. Kabange	28	30	48	18	124	95%
Professor Emmanuel Kwesi Nyantakyi	26	22	48	16	112	86%
Professor Sampson Oduro-Kwarteng	28	26	38	18	110	85%

Panelist: Omar Sanneh Signature:  Date: 19/05/2023

COMBINED INTERVIEW AVERAGE SCORE SHEET:
Summary/Overall Scores of the Candidates – Civil Engineering

Candidates	Mr. Samba Sowe	Mrs. Ancha Secka	Mr. Musa Jassey	Mr. Sarane Hydara	Mr. Omar Sanneh	Total Average Score	Weighted Score (0.6)
Civil Engineering							
Professor Roland S. Kabange	71%	68%	68%	77%	95%	76%	46
Professor Emmanuel Kwesi Nyantakyi	88%	82%	92%	78%	86%	85%	51
Professor Sampson Odoro-Kwarteng	89%	74%	89%	82%	85%	84%	50

Weighted Average: Shortlisting (40%) + Interview (60%)

Civil Engineering	A Shortlisting Scores (0.4%)	B Interview Scores (0.6%)	Total Scores (A+B)	Rank*
Professor Roland S. Kabange	32%	46%	78%	2 nd
Professor Emmanuel Kwesi Nyantakyi	26%	51%	77%	3 rd
Professor Sampson Odoro-Kwarteng	38%	50%	88%	1 st

* Note: The Committee considers the 2nd and 3rd places to a statistical-*tie*

University of Applied Sciences Engineering and Technology

H.O.D POSITIONS - INTERVIEW QUESTIONS:

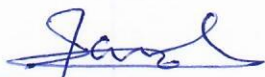
The Gambia University Applied Science, Engineering and Technology Interview for Head of CIVIL Engineering Department						
Name of Candidate: _____		Date: _____				
Name of Evaluator: _____						
Evaluation Guideline						
Poor =2 (Did not answer)		Fair Attempt = 4		Good Response= 6		
Very Good Response = 8		Excellent Response= 10				
Category	Item	Score				
		2	4	6	8	10
Chairman:	Welcomes the Candidate					
	Introduces the Panel (2 Minutes)					
	Emphasizes the need to keep to the allotted response time					
General (10 Minutes)	In 2 minutes , Can you please introduce yourself to the panel					
	The Head of Department will have some teaching responsibilities. In 2 minutes , what CIVIL engineering courses do you normally teach?					
	As a university, we are interested in teaching, research and service. In 3 Minutes , can you share with us your experience in SERVICE to the university, and the civil engineering profession?					
Leadership Experience (10 Minutes)	The staff and students need to believe that you have their best interests at heart and will support them. In 2 minutes , Can you explain how you will build trust with department staff and students?					
	In 2 minutes , How would you describe your leadership style?					
	In 3 Minutes , What do you consider to be the major challenges facing you as a Head of Department at USET?					
Technical Capabilities (15 Minutes)	One of the main key responsibilities is programme accreditation. In 3 Minutes , Please briefly share with us your experience in programme accreditation.					
	In 1 minute , Can you share with us what you consider to be three traits of an ideal head of department?					
	Technology keeps changing at a very fast pace. In 2 minutes , How would keep the Civil Engineering Programme relevant and technologically current.					
	In 5 minutes , What do you consider to be the challenges facing the Civil Engineering profession in a developing country like The Gambia?					
	In 2 Minutes , what would you propose as the three main programme objectives for the USET Civil engineering programme.					
Managerial (10 Minutes)	In 5 minutes , Describe how you dealt with a difficult staff member in your department or a student in your class.					
	Motivation is an important skill for academic leaders to have. In 2 minutes , What are some of the methods you use to motivate the staff and students?					
TOTAL POINTS						
Other	How soon can you report if you were the successful candidate?					
	Can you share your salary expectations?					
	Do you have any questions for the Panel? (5 Minutes)					
	Strengths					
	Weaknesses					



RECOMMENDATION FOR AWARD

Based on the cumulative scores, the evaluation committee therefore recommends that Professor Sampson Oduro-Kwarteng having acquired the highest **weighted score (88%)**, be appointed to the position of Head of Department for **Civil Engineering** at USET.

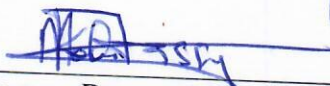
INTERVIEW PANEL MEMBERS:



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



Mr. Sarane Hydara, Civil Engineer/Consultant, Member of the USET Governing Council



Mr. Musa Jassey, Deputy Construction Project Manager, MoBSE, The Gambia



Mrs. Ancha Secka, Architect, Member of the USET Governing Council

Mr. Omar Sanneh, Civil Engineer, National Water and Electricity Company, NAWEC



ENDORSED BY:



DR. YUSUPHA TOURAY
PERMANENT SECRETARY, MoHERST.

