



TERMS OF REFERENCE CONSULTANCY TO SUPPORT THE RECRUITMENT OF THE EXECUTIVE SECRETARY

1. Background

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit organisation covering eleven countries in Eastern and Central Africa, comprising Burundi, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Rwanda, South Sudan, Sudan, Tanzania, and Uganda. Its mission is: *To enhance regional collective action in agricultural research for development, extension, training and education to promote economic growth, fight poverty, eradicate hunger and enhance sustainable use of resources in Eastern and Central Africa.* The Goal of ASARECA is *'Enhanced competitiveness of the sub- regional agricultural systems'*. Its purpose is *'Enhanced utilization of agricultural research and development innovations in eastern and central Africa'*

ASARECA is implementing a ten-year Strategic Plan (2017-2026) which contributes to enhanced sustainable productivity, value added and competitiveness of the Eastern and Central Africa agricultural system. This strategy is being implemented through a 5-year Operational Plan (2019-2023) partly financed through a multi-donor trust fund (MDTF) that is administered by the World Bank.

The Executive Secretary (ES) is the chief executive officer of the organization and is expected to offer leadership to the themes/programmatic areas and support units and relate with ASARECA members, Donors and other stakeholders.

ASARECA is therefore seeking the services of a firm or team of individuals experienced in change management, recruitment and placement of senior leadership team members in ARD organizations in Africa.

2. Objectives of consultancy

The objective of this consultancy is to provide recruitment services for the position of Executive Secretary.

3. Scope of work

The contracted consultant/organization will be responsible for the following tasks:

1. Develop a vacancy announcement based on the job description to be advertised widely in both local, international and other recognised media;
2. Prepare a profile of long list of candidates for review of the Board recruitment committee; Undertake first level skype/telephone interviews of the recommended candidates to be shortlisted by the Board and provide a detailed report;

3. Guide the Board recruitment committee on short listing from the long list by providing the requisite evaluation documents;
4. In consultation with the Board recruitment committee, invite candidates shortlisted by the committee;
5. Conduct psychometric tests and other relevant tests that will bring out the strengths and any capacity development gaps of the shortlisted candidates and prepare a detailed report on each candidate for the Board committee;
6. Participate and provide professional guidance to the Board in the final interview and produce the interview report incorporating the panel recommendations;
7. Conduct a comprehensive background check of the shortlisted candidates before the interviews to be incorporated as part of the interviews;
8. Prepare a final report and closure of the recruitment process.

4. Deliverables

- Inception report
- Candidates report with shortlist for the Board, as per the scope of work
- Interview report
- Final report

5. Timeframe

This consultancy is expected to be undertaken in a span of four months from the advertising to the final report. However, the consultant will charge only the agreed fees against the established milestones.

6. Role of ASARECA

ASARECA will provide the following:

- i) A detailed Job description
- ii) All logistics for travel and venues for both the consultant and the candidates.
- iii) Liaison and communication as necessary

7. Competences and Experience

ASARECA is seeking the services of a consultant/organization with at least ten (10) years of demonstrated experience in international recruitment and organizational change management for ARD organizations in Africa. Applying organizations must present a team leader with relevant professional qualifications and experience spanning over 10 years and a team of a maximum of 2 members) with relevant professional qualifications and experience in recruitment and placement of senior leadership positions.

The organization should also demonstrate how they have been able to reach diverse groups in their recruitment process and in specific how they have been able to attract female candidates.

8. Reporting

The consultant/organization shall report to the recruitment committee of the Board through the Chairman of the ASARECA Board of Directors and will be submitting reports and documents through him.