

## **TERMS OF REFERENCE FOR A RECRUITMENT FIRM FOR POSITION OF EXECUTIVE DIRECTOR FOR ASARECA**

### **1.0 Background**

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional intergovernmental organization comprising 15 member countries, namely Burundi, Cameroon, Central African Republic, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Republic of Congo, Rwanda, Federal Republic of Somalia, South Sudan, Sudan, Tanzania and Uganda.

The organization brings together researchers from national agricultural research, extension, and education institutions, private sector, civil society and other strategic partners including Development Partners to generate, share and promote proven national and regional technologies, innovations, management practices, policy options as well as knowledge products to solve common challenges facing agriculture in the sub-region.

### **Objectives of Consultancy**

The objective of this Consultancy is to provide recruitment services for the position of Executive Director for ASARECA as stated above.

### **Scope of Work**

The Consultant/Organization will be responsible for the following tasks:

1. Participate in and provide professional guidance to Recruitment and Appointments Committee (RAC) in the entire recruitment process.
2. Based on the Job Description, develop a Vacancy Announcement to be advertised widely in local, international, and other recognized media.
3. Prepare a profile of long list of candidates for review by the RAC.
4. Guide the Management and its RAC on shortlisting from the longlist by providing requisite evaluation documents.
5. In consultation with ASARECA Management, invite shortlisted candidates for vetting/evaluation.
6. 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.
7. Invite the highest scoring candidates to develop and make technical presentations to RAC.
8. Conduct a comprehensive background check of the shortlisted candidates before the interviews to be incorporated as part of the interviews;
9. Provide professional guidance to the Board in the final interview and produce the interview report incorporating the panel recommendations;
10. Prepare Final Report and Close the recruitment process.

## **Deliverables**

1. Details of individual Candidate's Report containing shortlist.
2. Final interview report

## **Timeframe**

Not more than two (2) Calendar Months

## **Qualification, Competences and Experience**

### **A. *The Consultancy Firm/Organization***

1. Should have at least ten (10) years of demonstrated experience in international recruitment and organizational change management in Africa.
2. Should demonstrate experience in similar assignments for Donor Based Projects especially for Agricultural Research for Development Organizations in Africa or ASARECA Sub-Region.
3. Should demonstrate how they have managed to reach diverse groups in their recruitment process, and specifically how they have been able to attract female candidates.

### **B. *Team Leader***

1. Should have relevant qualifications (master's degree in human resources management, organization management, change management, or related fields).
2. Should have over 15 years of practical experience in recruitment and placement of senior positions.
3. Should show evidence of membership of professional body.

### **C. *Support Consultants***

1. Should have a team of up to two (2) members with relevant qualifications (master's degree in human resources management, organization management, change management, or related fields).
2. Should have over 10 years of practical experience in recruitment and placement of senior positions.
3. Should show evidence of membership of professional body.

## **8.0 Reporting**

The Consultant/Organization shall report to RAC and will submit all reports and requisite documents through its Chairperson.