APPENDIX 1
Terms of Reference for a Recruitment Firm

Background
FANRPAN is a regional multi-stakeholder policy research and advocacy network. The network engages with targeted constituencies at local and national levels through its current 17 member countries¹ in east and southern Africa. In each member country, the FANRPAN network operates through an inter-sectoral platform called a “node” comprising a diverse group of organizations who include research institutes, farmer groups, government, media, parliamentarians, private sector and other civil society organizations that have a stake in Food, Agriculture and Natural Resources (FANR) policies.

FANRPAN’s strategy is centred on three mutually supportive thrusts: Policy Research; Capacity Building; and Policy Advocacy. FANRPAN’s vision is a food secure Africa without poverty and hunger. FANRPAN’s mission is to promote effective FANR policies by: (i) facilitating linkages and partnerships between government and civil society, (ii) building the capacity for policy analysis and policy dialogue in Africa, and (iii) supporting demand-driven policy research and analysis. FANRPAN works in partnership with other organisations to deliver its mission (www.fanrpan.org).

FANRPAN would like to engage the services of a Human Resources Consultancy Firm to assist in the recruitment of three Directors i.e.

- Finance & Administration
- Communications & Advocacy
- Policy & Research

Scope of the Assignment
The main objective of the assignment is to assist FANRPAN to identify suitable high level executives for three Director Positions in the most transparent, cost effective and efficient method.

FANRPAN has advertised the three Director positions in different mediums of communication at its own cost, and will forward the CVs received to the selected recruitment firm. The selected recruitment firm will review the CVs, together with any others from its own database.

As part of the assignment, the firm will carry out the following:

- Hold discussions with the FANRPAN Recruitment Committee to determine the requirements for the position
- Hold discussion with the FANRPAN Recruitment Committee to fine tune the requirements for the suitable candidates
- Approach suitable candidates to determine whether they may be interested in this position
- Screen applications received against the relevant job description for the positions which will be availed by FANRPAN
- Provide an expert analysis of the resumes received
- Conduct an in depth interview of potential candidates
- Prepare a shortlist following the interviewing of potential candidates
- Conduct reference checks based on information provided by the shortlisted candidates

¹ http://www.fanrpan.org/about/origins/
Psychometric Assessment

FANRPAN has appointed a Psychologist who will work closely with the selected Recruitment Firm in reviewing the shortlisted candidates. FANRPAN expects the Recruitment Firm to work with the Psychologist in analysing the shortlisted candidates before presentation to FANRPAN. The Psychologist will guide the Recruitment Firm on the process she will follow once the latter has identified the potential candidates.

Reporting Obligations

The selected Recruitment Firm will report to the FANRPAN CEO by providing regular progress updates. The first weekly update will be presented during the first two weeks of the commencement of the assignment. A detailed report will be presented to the Recruitment Committee at the end of the selection process, including a detailed evaluation report on each candidate.

Advertisement

FANRPAN will facilitate the advertisement of the positions in suitable regional newspapers and other popular job hunting websites at its own cost.

Time Frame

It is expected that this assignment will take a maximum of six weeks from commencement. Recruitment Firms should submit their proposals by 28 October 2013 as FANRPAN would like to conclude the contractual arrangements by 30 October 2013.

Expertise Required

The recruitment firm to be selected should have extensive experience in executive search and selection assignments, with the ability to attract candidates globally. It should have a proven track record of working with international development organisations and placement of the heads of or senior management teams for such institutions in Africa. The recruitment firm will have an experienced team with a specified team leader for this assignment. The team leader will need to have a minimum of 15 years’ experience in executive search and selection, 10 years’ experience in HR related work and should have a degree in any related field. The firm may also propose one Supporting Consultant with 6 years’ experience in similar assignments, and who must have a degree in any relevant field.

Send your responses to admin@fanrpan.org. Closing date is 28 October 2013.