



TERMS OF REFERENCE FOR A FIRM TO FACILITATE THE SEARCH FOR THE NEXT EXECUTIVE DIRECTOR OF FARA

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to assist the Board in the search and selection of the next Executive Director of FARA. The search will be carried out through an open and transparent competition process, with fairness and the highest standards of integrity.

2. SCOPE OF WORK

1. In consultation with the Board's recruitment advisory committee,
 - a. develop a workplan for the recruitment process covering planning, recruitment, and candidate assessment,
 - b. develop a vacancy announcement based on an available draft and ensure that the selection criteria are properly formulated.
2. Develop and launch the vacancy advertisement in the appropriate media.
3. Receive applications, act as the contact point for those seeking information and/or proposing candidates and communicate with applicants where and when needed.
4. Conduct an executive search for candidates, using networks, rosters, referrals, and other appropriate means, whilst striving for regional and gender balance in the selection process.
5. Screen the applications and establish a long list of candidates (approximately 12)
6. In consultation and in compliance with a process agreed upon with the RAC, including remaking reference to background checks, establish a short list of candidates (approximately 6).
7. Assist the RAC in establishing the final list of three candidates, interviewing them, and preparing a detailed final report that will be presented to the Board for decision-making.
8. Provide advice on successful onboarding of the new Executive Director.
9. Prepare a final report and closure of the recruitment process.

3. OUTPUTS OR DELIVERABLES

The firm is expected to deliver the following outputs:

- 1 Recruitment process action plan;
- 2 Vacancy announcement with a job description;
- 3 Long-list of candidates with brief comments on the suitability of each candidate;
- 4 Short-list of candidates with interview reports on each candidate;
- 5 Interview reports on the three candidates interviewed by the Board;
- 6 Recommendations to facilitate the onboarding of the newly selected Executive Director;
- 7 Final report of the entire process.

4. DURATION OF THE ASSIGNMENT

The duration of this assignment will be **18-man days** spread over the period **March 2022** to **December 2022**.

5. LOCATION OF THE ASSIGNMENT

The firm will be home-based for most of the assignment and work virtually. The firm will, however, be required to take part in the final interviews by the FARA Board and compile the final reports.

6. PERFORMANCE CRITERIA

The firm is expected to undertake the assignment with the highest standards of professional and ethical competence and integrity. It should deliver the listed outputs in a most effective and efficient manner, within the period of assignment.

7. REPORTING

The firm shall report to the Board through the recruitment advisory committee. It will only have contact with the FARA Secretariat for administrative purposes.

8. CONFIDENTIALITY

All details of this assignment, candidates, selection processes, discussions, interviews etc. must be kept entirely confidential. The firm's personnel are expected to understand the sensitive nature of this assignment and act accordingly.

9. QUALIFICATION AND EXPERIENCE OF THE FIRM

The firm is expected to have the following experience and qualifications:

1. At least 10 years' experience in conducting executive recruitments for International Agencies, Development Organizations, and International NGOs in Africa.
2. The firm should demonstrate evidence of completion of at least three (3) assignments of recruitment of Chief Executives in the last seven (7) years with evidence of excellent performance of selected candidates.
3. Availability of qualified and appropriately skilled personnel.

10. APPLICATION PROCEDURES AND DEADLINE

An Expression of Interest (EOI) including a financial proposal based on the Terms of Reference outlined above must be submitted. The EOI must outline the firm's proposed methodologies, references related to

the execution of similar contracts, experience in similar areas, or evidence of knowledge and a proposed timeline. The EOI must also include the CVs of the proposed team.

Interested firms may obtain further information at the address below during office hours 0900 to 1500 hours. Submission of an EOI on the assignment must be delivered to the address below on or before **Thursday, 17th February 2022** to:

Dr. Yemi Akinbamijo,
Executive Director
Forum for Agricultural Research in Africa (FARA)
PMB CT 173, Cantonment-Accra, Ghana
Email: recruitment@faraafrica.org

For further information and clarifications ONLY:

Ms. Ama Pokuah Asenso
Manager, Human Resources & Admin.
Forum for Agricultural Research in Africa
(FARA)
Email: aasenso@faraafrica.org

Mr. Callistus Achaab
Procurement Expert
Forum for Agricultural Research in Africa
(FARA)
Email: cachaab@faraafrica.org