



## Terms of Reference for Recruitment Agency (Contractor)

### Introduction

The Eastern Africa National Networks of AIDS and Health Service Organizations (EANNASO) is a regional umbrella body bringing together Civil Society (SC) and Community Group (CG) voices to inform policies and improve the programming of HIV, TB, Malaria and other health issues present in the communities.

Founded in 2002, EANNASO is made up of Seven (7) Eastern Africa National Networks of AIDS and Health Service Organizations in the following countries (Kenya, Uganda, Tanzania (including Zanzibar), Rwanda, Burundi, Ethiopia and Southern Sudan). EANNASO secretariate is Based in Arusha, Tanzania.

EANNASO recognizes that her staff are fundamental to its success. EANNASO therefore needs to be able to attract and retain staff of the highest caliber and a strategic and professional approach to recruitment is essential to do this.

### Background

This terms of reference (ToR) outlines the services required from a recruitment agency to manage the process of recruitment and selection for the position of Executive Director of EANNASO. They will also be expected to advise on the execution of a strategic leadership onboarding and transition process.

The ideal agency must have capacity and use appropriate approaches to reach a vast network of potential candidates ideally from the region. The Consultant will also have substantial experience recruiting for positions within International non-profit Organizations and Non-Governmental Organizations. The Consultant will be required to demonstrate his/her availability to implement the scope of work.

### Objective of the assignment

The key objective of this assignment is for the contracted agency to provide independent and external HR recruitment service for a well-planned and timely recruitment and selection of an Executive Director including additional to the Board recruitment taskforce in the onboarding process.

### Scope of assignment

1. Deliver a virtual meeting with the board committee members on Executive Director recruitment best practices and facilitate conversation on recruitment process direction.
2. Develop a work plan covering planning, recruitment and candidate assessment
3. Provide advice and support development of templates for recruiting – criteria and procedure for sourcing candidates, shortlisting and interviewing guide,
4. Study the Recruitment policy in conjunction with the job description
5. Receive applications through the email address provided.

6. Source prospective candidates in line with the job description and job advert
7. Develop a recruitment plan.
8. Conduct psychometric evaluation, academic and professional reference and vetting process for qualification, criminal and identification
9. Arrange and attend interviews with Recruitment committee and interview Panel.
10. Create a reference check guide and provide advice on successful leadership onboarding and transition.

### **Expected Deliverables**

1. Provide to Recruitment committee with at least 10 suitable applicants at first and subject to written assessment, then eliminate to 5 candidates to be interviewed.
2. Considering the JD/job profile the recruitment agency will work out / strategize on how to get the right candidates and appraises the whole applicants and come up with report on the merit of shortlisted candidates.
3. Report on the demerits and the merits of the shortlisted candidates
4. Train the recruiting Panel for the interview and selection process.
5. Work together with the Board Recruitment Committee to design review individual /group questions (interview, written and presentation, group discussion) and tailor make them to address the kind of competency required for organization leadership
6. The recruiting agency presents the summary of the report to the Recruiting Committee

### **Reporting line**

The assigned consultant will report to the Board Recruitment Committee Chair

### **Time Frame**

The agency will offer the service until the date a substantive candidate is identified and offered appointment with a specified start date, and employment contract is signed.

### **Required qualifications**

The assigned Consultant shall possess:

- Advanced educational background in human resource management
- The agency is registered under the Institute of Human Resource Management and licensed to offer outsourced recruitment services.
- Proven experience in recruitment and selection, and offering advice on onboarding and leadership transition for NGO
- Proven experience in handling recruitment of Executive Director or a similar role in a similar organization
- Ability to maintain high standards of confidentiality, professionalism and sound judgement

### **General terms and conditions**



- All reports and documents shared and prepared by the agency shall be treated as property of EANNASO
- During the entire period of recruitment, the agency shall assign specific individuals who will be available throughout the entire engagement
- The agency shall comply within the Employment Act and work within the HR Recruitment policy and stipulated in the EANNASO Human Resource Policy
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of EANNASO.
- Additional terms and conditions shall be mentioned in the consultancy agreement.

### **Application process**

All applications should include the following documents:

- An updated CV(s) of the lead consultant and the support team
- Practicing certificate and license from institute of Human resource Management, for the agency and the team.
- A covering letter or expression of interest - highlighting relevant experience and skills to the specific recruitment service
- A brief technical proposal, including your interpretation of the Terms of reference
- A separate financial proposal with a clear distinction between fee rate and expected logistics costs
- Examples or links of similar work, client recommendation letters at least 3
- The names of at least 2 previous clients to contact for references.

Applications should be addressed to, EANNASO Board Recruiting Committee and submitted via email to [eannaso@eannaso.org](mailto:eannaso@eannaso.org) on or before **05<sup>th</sup> March, 2023**