



A Call for Expressions of Interest for the recruitment of an international firm specializing in human resources management to assist CORAF/WECARD in recruiting qualified staff based in its Executive Secretariat in Dakar

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1. Created in 1987, CORAF/WECARD is a sub-regional organization currently gathering the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, the Central African Republic, Congo, Côte d'Ivoire, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Democratic Republic of Congo, Sao Tome and Principe, Senegal, Sierra Leone, Chad, and Togo.
 2. The Executive Secretariat of the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD) is seeking an international firm specializing in Human Resources Management to provide technical support in the recruitment of qualified staff for the positions listed below at its Executive Secretariat based in Dakar. However, it should be noted that this list is not exhaustive:
 - **Director of Research and Innovation,**
 - **Financial Controller,**
 - **IT Manager,**
 - **Chief Accountant.**
 3. CORAF/WECARD intends to use part of its resources to make payments under the contract for the recruitment of an international firm specializing in Human Resources Management to assist CORAF/WECARD in the recruitment of staff based at its Executive Secretariat.
 4. The Executive Director of CORAF/WECARD is therefore inviting all firms or consultancies specializing in human resources management to express their interest in providing the services described above.
 5. Human resources management firms interested in this call must provide information showing that they are qualified to provide the services (brochures, references to the performance of similar contracts, CVs, experience in similar field, experience in similar conditions, etc.).

6. The recruitment firm must have proven experience in the recruitment of high-level executives primarily in the areas of agricultural research and development. It must have at least the following key staff:
- A Head of Mission, holding at least a Master's Degree in Human Resources Management, Social Sciences or equivalent. He/she must have at least ten (10) years of proven experience in the recruitment of senior management staff and must have completed at least ten (10) similar assignments as Head of Mission in the past five (5) years. He/she must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, IDB etc). He/she must be perfectly bilingual (English and French).
 - An Assistant to the Head of Mission, holding at least a Master's Degree in Human Resources Management, Social Sciences or equivalent. He/she must have at least five (05) years of proven experience in the recruitment of Executives and must have completed at least five (05) similar missions in the past five (5) years. He/she must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, IDB etc). He/she must be perfectly bilingual (English and French).
 - **Expressions of interest must include the CVs of the key staff listed above.**

The firm will be selected according to the "*Selection Based on Consultant's Qualifications*" method in accordance with the procedures defined in the Guidelines entitled "*Selection and employment of consultants by World Bank borrowers*", 2011 version revised in 2014.

The method used will be the "Selection Based on Consultant's Qualifications" (CQS): (At the end of the expressions of interest, the most qualified and experienced consultant will be selected and invited to submit a technical and financial proposal. Then, if the proposal is compliant and acceptable, the Consultant will be invited to negotiate the contract).

The duration of the assignment of the firm will be twelve (12) months.

Interested firms meeting the requirements can obtain further information by consulting the terms of reference of the assignment from Monday to Friday, from 8:30 am to 5:00 pm at the following address: **CORAF/WECARD Executive Secretariat, 7 Avenue Bourguiba, Dakar, Tel: 33 869 96 18** or by contacting the following persons: maquette.sy@coraf.org with copy to s.adaripare@coraf.org. The terms of reference can also be downloaded from CORAF/WECARD's website: www.coraf.org through the "**Call Opportunity**" (*Tenders*) tab.

Expressions of interest addressed to the Executive Director should be sent by email to the following address: cabinet-rh@coraf.org no later than **25th July 2017 at 11:00 GMT, Tel: 33 869 96 18.**

CORAF/WECARD's Executive Director

Terms of reference for the selection of an international firm specializing in human resources management to assist CORAF/WECARD in the recruitment of qualified staff based at its Executive Secretariat in Dakar

1. Background and History

Created in 1987, CORAF/WECARD is a sub-regional Organization currently gathering the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, the Central African Republic, Congo, Côte d'Ivoire, Gabon, The Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Democratic Republic of Congo, Sao Tome and Principe, Senegal, Sierra Leone, Chad, and Togo.

The mission of CORAF/WECARD is to achieve sustainable improvements in the productivity, competitiveness, and markets of the agricultural system in West and Central Africa by meeting the main demands of the target groups of the sub-regional research system.

CORAF/WECARD is a non-profit, apolitical Association, independent of any financial, religious or trade union groups. Therefore, all forms of discrimination based on gender, race, tribe, ethnicity, language, and political, religious, trade union and philosophical beliefs of its members are prohibited in accordance with the current United Nations Charter on Human Rights.

The role of CORAF/WECARD consists in:

- Promoting cooperation, consultation and exchange of information between Member Institutions on the one hand and among Partners on the other;
- Defining identical research objectives and priorities at the sub-regional and regional levels;
- Serving as a forum for consultation for any agricultural research carried out by sub-regional, regional and international organizations active in the sub-region;
- Developing joint research programs to enhance the complementarity of its activities and those of its partners.

For the implementation of its activities, CORAF/WECARD receives funds from the countries of origin of its member NARS, Regional Economic Committees and from its financial partners. These funds are managed by the Executive Secretariat of CORAF/WECARD.

CORAF/WECARD's Executive Secretariat is therefore seeking qualified staff to fill the positions listed below. However, it should be noted that this list is not exhaustive:

- **Director of Research and Innovation,**
- **Financial Controller,**
- **IT Manager,**
- **Chief Accountant.**

2. Purpose of the Consultancy

The purpose of this consultancy is to seek technical support from a specialized firm that will help identify potential candidates for the various positions in order to fill them within a reasonable timeframe through

a credible and transparent selection process (publication of calls for applications in wide circulation newspapers and websites).

More specifically, the assignment involves the following: (i) applying appropriate and effective screening techniques and establishing a shortlist of potential candidates for each position, and (ii) assessing the suitability of the profile of each candidate in relation to the essential and desirable criteria defined for each position.

For guidance purposes, four (04) steps must be considered by the recruitment firm in the preparation of its working methodology.

3. Methodology and Expected Results

Step 1

The Consulting firm will carry out a preliminary work to screen out applicants who do not meet the basic criteria (age, nationality, proven professional experience, relevant qualifications) for each position before the initial selection of twenty (20) candidates. To do so in a reasonable timeframe, the screening process will be conducted as and when the applications are received. The results of this work shall be submitted to the Executive Secretariat of CORAF/WECARD for approval.

Step 2

At the end of the first screening, the consulting firm will have to further review the short-listed candidates' files in order to identify ten (10) potential candidates for each position with a summary supporting the selection of each candidate. The methodology adopted to achieve this second pre-selection task shall be proposed by the firm.

Step 3

A selection committee set up by the consulting firm shall review the 10 short-listed files for each position and propose a shortlist of three to five potential candidates for each position.

Step 4

Candidates shortlisted after Step 3 will be submit to:

- A psycho-technical test and a psychometric test at the recruitment firm office;
- A written test for positions requiring an assessment of technical skills (e.g. Financial Controller, Chief Accountant);
- An individual interview with the ad hoc selection committee.

Step 5

To finalize the selection process and facilitate decision-making, the firm's final report, including the results of personality tests, the minutes of the ad hoc selection committee and the report on the opinions of candidates' reference persons shall be sent to the Executive Secretariat of CORAF/WECARD.

4. Profile of the Consultancy Firm

The recruitment firm must have proven experience in the recruitment of high-level executives primarily in the areas of agricultural research and development. It must have at least the following key staff:

- A Head of Mission, holding at least a Master's Degree in Human Resources Management, Social Sciences or equivalent. He/she must have at least ten (10) years of proven experience in the recruitment of senior management staff and must have completed at least ten (10) similar assignments as Head of Mission in the past five (5) years. He/she must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, IDB etc). He/she must be perfectly bilingual (English and French).
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5. Duration of the Consulting Mission

The consulting services in human resources management are needed for a period of twelve (12) months from the date of signature of the contract.

6. Terms and Conditions for the Selection of the Consulting Firm

The firm will be selected according to the "*Selection Based on Consultant's Qualifications*" method in accordance with the procedures defined in the Guidelines entitled "*Selection and Employment of Consultants by World Bank Borrowers*", 2011 version revised in 2014.