

TERMS OF REFERENCE

Framework Contract for the recruitment Firm on behalf of Agaciro Development Fund

1. INTRODUCTION

Agaciro Development Fund (Agaciro) is Rwanda's national sovereign wealth fund with a mandate to maximize the fund's return over the long term to secure a better Rwanda for future generations. Initially AgDF was financed through voluntary contributions, however voluntary contributions were phased out in 2020 and Agaciro is now structured as an income-generating fund with a portfolio that spans various asset classes such as listed equities, fixed income and direct investments in companies in a range of sectors from financial services to agriculture to technology.

2. PURPOSE OF THE ASSIGNMENT

This Terms of Reference (ToR) is developed to acquire services from an external service provider to provide relevant recruitment and selection related services and review the drafted Job Descriptions of the position to be recruited for.

3. OBJECTIVES OF THE ASSIGNMENT

This is a national tender to select a local qualified firm to provide independent and external HR consultancy services in talent sourcing and recruitment for Agaciro's and / or its portfolio companies.

4. SCOPE OF THE ASSIGNMENT

The firm will work closely with the Chief Finance and Operation Officer (CFOO). For the period of the contract, the firm will be responsible to provide the below deliverables:

- Review and refine the Job descriptions related to the position to be advertised,
- Proactively reach out to candidates in line with the job description leveraging multiple channels
- Compile and tabulate all the applications received in response to the advertisement and duly screen each of them against the laid down criteria and short-list the eligible candidate for a further selection process.
- Manage a multi-round interview process end-to-end, including coordinating interview times, coordinating psychometric tests and work sample tests where applicable and conducting briefing and debriefings,
- Check references and genuineness of the degrees,
- Provide to Agaciro the final report,
- Manage response handling for both successful and unsuccessful candidates.
- Support the negotiation process with the successful candidates.

5. COMPANY QUALIFICATIONS AND REQUIREMENTS

The recruitment firm must meet the following specifications:

- The assigned firm and project leads must demonstrate experience in providing executive and professional search services from talent identification to recruitment, to screening, to negotiations with experience in Rwanda, with a minimum of 5 years' experience specifically in recruitment. The assigned firm must demonstrate experience in sourcing junior, mid-manager and senior positions in Rwanda, with a minimum of 5 years' experience.
- Familiarity with the following industries within which the fund operations - Financial Services, Agribusiness, Technology & Telecommunications, Asset Management and Industrial.
- Extensive knowledge of local labour laws, acts, regulations, and procedures,
- Strong communication and interpersonal skills,
- Flexible, creative, detail-oriented, and well organized,
- Ability to maintain highest standards of confidentiality and professionalism.
- Sound judgment, able to influence senior managers and be seen as a credible source of advice.

6. DURATION OF THE ASSIGNMENT

This will be a framework contract for a period of one year, renewable based on performance, between Agaciro and the firm whereby the services will be delivered on demand. The successful firm's appointment will commence as soon as the contract has been signed.

7. GENERAL TERMS AND CONDITIONS

- During the entire period of the assignment, the firm (staff) shall make themselves available for providing the Service to Agaciro as stipulated in the scope of the assignment.
- In providing the Services to Agaciro, the firm shall ensure to the best of its/their reasonable endeavours the highest professional standards and exercise all due care, skill, and competence so as to ensure that the Services provided shall be to the full satisfaction of Agaciro and requirement of the tasks. The firm shall render the Services in a proper and timely manner.
- The firm shall always comply with the relevant internal laws and policies of Agaciro in providing the Service,
- All reports and documents prepared during the assignment will be treated as Agaciro property,
- The reports / documents or any part, therefore, cannot be used and reproduced in any manner without prior written approval of Agaciro. Additional terms and conditions shall be mentioned in the agreement.

8. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following scenario:

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the service. In this regard, the respective weight of the proposals are:

- a. **Technical Criteria weight is 70%**
 - General experience of the firm in the field,
 - Relevant experience in similar services,

- Provision of clear methodology and work plan,
 - Team qualification and experience,
- b. Financial Criteria weight is 30%**

9. CONTENTS OF THE PROPOSAL

- Presentation of how the firm understands the work to be performed.
- Description of technical approach and methodology including typical timelines.
- Profile of the bidding firm and the proposed team members - the profile should include relevant case studies from the last five years and references (if available)
- Financial proposal clearly showing the firm's fee structure including details such as duration of placement guarantees.

The proposal must be addressed to the Chief Executive Officer of AgDF and be submitted to **procurement@agaciro.rw** not later than **4 December 2023 at 10:00 AM**. Late bids will be rejected. For any further information on AgDF, the contact person is Mr Jerry Ntare reachable at **procurement@agaciro.rw**.