



TERMS OF REFERENCE
FOR
A RECRUITING FIRM TO CARRY OUT EXECUTIVE SEARCH FOR CCARDESA EXECUTIVE
DIRECTOR

1. INTRODUCTION

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a Sub-Regional Research Organisation (SRO) established in 2010 by Member States of the Southern African Development Community (SADC). Its headquarters are in Gaborone, Botswana. CCARDESA is a subsidiary organization of SADC Secretariat and has the mandate of coordinating all matters of agricultural research, technology dissemination and agricultural development in the SADC region.

The CCARDESA mandate is aligned to the objectives of the SADC Regional Indicative Strategic Development Plan, SADC Regional Agricultural Policy, the CAADP Pillar4 and the Malabo Declaration Commitment. CCARDESA closely works with regional and international partners to facilitate generation and use of essential agricultural technologies. It also supports the exchange of information and technologies among Member states.

CCARDESA has established strategic alliances with regional and international Research and Development organisations, with which it has a number of ongoing joint programmes. Within the region it has strong ties to the National Agricultural Research and Extension Systems (NARES) within each SADC Member State. The operational model of CCARDESA is based on building strong partnerships while focusing on addressing the needs of farmers with regard to production, productivity and marketing of farm products.

Although CCARDESA is independent entity, it still maintains very close link with the SADC Secretariat and performs its duties as an implementation arm of the SADC. It reports to the SADC Ministers responsible for Agriculture and Food Security through the SADC Secretariat. The Ministers responsible for Agriculture and Food Security constitute the highest Governance body of CCARDESA, the other two being the General Assembly of stakeholders and the Board of Directors whose main function is to provide oversight to the CCRDESA Secretariat.

CCARDESA would like therefore to engage a Recruiting Firm to carry out an Executive Search for the CCARDESA Executive Director.

2. DESCRIPTION OF SERVICES TO BE RENDERED

The CCARDESA Secretariat is headed by the Executive Director who is responsible for managing the Secretariat and report to the Board. The Executive Director is required to provide leadership to the Secretariat in terms of general management of the organisations, maintenance of a strong technical team, mobilization of resources, control of financial expenditure, compliance with the policies of the organization, maintaining effective partnerships with other organizations, reporting to the Board and Ministers responsible for Agriculture and Food Security, management of financial, human and physical resources and protecting and promoting the interests of CCARDESA.

Since May 2016, the position of Executive Director has been vacant. The Board of Directors of CCARDESA now wishes to fill this position. In line with the policies of CCARDESA, the recruitment of the Executive Director is done by the Board, with the assistance of an independent recruiting firm. The firm conducts all the processes up to a stage when Ten leading candidates have been identified. These are then submitted to the Board of Directors for further action and identification of the most suitable candidate to be appointed as Executive Director. The role of the Recruiting Firm is therefore extremely critical and requires to be performed with high level of firmness, honesty and objectivity.

2.1 Key tasks of the Recruiting firm

The main task of the recruitment is to assist the Board of Directors of CCARDESA to recruit a highly qualified, experienced and honest professional for the position of Executive Director of CCARDESA. The specific tasks to be performed will be the following:

- a) Assist the Board of CCARDESA and the Secretariat to advertise the position of Executive Director of CCARDESA widely in the region and beyond;
- b) Receive applications and compile a list of all the applicants;
- c) Conduct initial vetting of the applicants based on the CVs submitted and the terms of reference for the position;
- d) Use a range of innovative tools, including electronic interviews, to identify the top 10 candidates;
- e) Write a detailed report documenting the process followed and how the firm arrived at the top 10 candidates; and
- f) Submit the report, along with the 10 shortlisted candidates, to the Chairperson of the Board of Directors of CCARDESA

1. PROFILE OF THE FIRM

The Board of CCARDESA is seeking the services of a recruitment firm with the following profile:

- a) At least 8 years of experience in the recruitment of Chief Executives and senior managers, especially within the SADC region
- b) Evidence of highly qualified experts who will lead the process of recruitment
- c) Domicile/registration in the SADC region
- d) Traceable knowledge of the SADC region and its cultural and religious diversity
- e) Ability to work efficiently and deliver the results on time

4. REPORTING

The successful firm shall report directly to the Chairperson of the Board of CCARDESA. The Chairperson shall also be the supervisor of this Task, including clarifications, receipt of reports, discussion of assignment details and contracting. The successful firm therefore shall not discuss or communicate with the CCARDESA Secretariat unless the Chairperson provides written permission to the firm for a specific matter.

5. DURATION

This assignment shall be for a period of 16 Man-person distributed as follows:

- a) Advertising: 1 day
- b) Receipt of applications: 2 days
- c) Initial screening of applications: 5 days
- d) Preliminary assessments and interviews: 5 days
- e) Report writing: 3 days