



TERMS OF REFERENCE FOR THE RECRUITMENT FIRM

I. ABOUT NABII

The National Advisory Board for Impact Investment (NABII) Zambia is a non-profit organization created to accelerate the growth and effectiveness of the impact investment ecosystem in Zambia. We provide an all-inclusive platform to facilitate the deployment of impact finance at a scale sufficient to make meaningful contribution to achieving the Sustainable Development Goals for Zambia focusing on coordination, facilitation, promoting and catalysing of private sector contributions. Our mandate is to mobilize stakeholders and resources to support the creation of a private sector-driven impact economy in Zambia.

2. CONTEXT OF THE ASSIGNMENT:

NABII seeks to appoint a recruitment firm to assist with recruitment processes for vacant role on the executive management level. The focus is on filling the Chief Executive Officer position.

3. SCOPE OF SERVICE

- i. Study the Recruitment Policy in conjunction with the job description and job advert.
- ii. Source (or headhunt) prospective candidates in line with the job description and job advert.
- iii. Perform a screening process
- iv. Conduct psychometric evaluation, academic and professional reference and vetting process for qualification, criminal and identification.
- v. Provide NABII with CVs for shortlisting
- vi. Arrange and attend interviews with NABII interview panel.
- vii. Manage response handling for both successful and unsuccessful candidates.

5. PROFILE OF THE SERVICE PROVIDER

5.1 Experience and Qualification

The following requirements are crucial to under the above scope of service:

- i. Relevant HR or Industrial Psychology degree
- ii. 5 years broad knowledge and understanding of recruitment and selection methods
- iii. 3-5 years' experience in managing fixed term contracts for the executive management level
- iv. Minimum of 5years in recruitment consulting role with specific focus on Executive search
- v. Understanding of legislation frameworks governing the employment environment
- vi. Good communication, reporting, analyzing, facilitation and skills.

5.2 Documentation

Documentation to demonstrate that firm meets the qualification requirements should be provided. It should include the following:

- Organizational/firm profile and CVs of team leader and key personnel with brief description of the organization, institutional capacity, and an outline of recent experience in human resource and recruitment Support.
- At least two reference letters from recent clients for carrying out similar assignments.

6. MODALITIES OF SELECTION

A Selection Committee will evaluate the proposals using the following criteria and corresponding scores

Criteria	Maximum Score
Knowledge and experience of the subject matter	50
Financial offer	50
Total	100

7. APPLICATION GUIDELINES

Qualified and interested parties are hereby requested to apply by submitting their proposals to secretariat@nabii.org.zm not later than March 31, 2022. Application should include:

1. Documentation outlined in 5.2, and
2. Financial proposal (please include proposed payment terms)