# REQUEST FOR PROPOSAL

## PROVISION OF RECRUITMENT/HEADHUNTING SERVICES

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| **RFP number:** | RFP-RW-23004 |
| **Service Required:** | Recruitment of 2 Directors<br>(Capacity & Deployment and Policy Innovation) |
| **Submit proposal to:** | [careers@akademiya2063.org](mailto:careers@akademiya2063.org) |
| **Method of submittal:** | Respond via email with attached document in pdf format. Please include the subject line "RFP-RW-23004" |
| **Issue Date:** | April 12, 2024 |
| **Deadline for questions and clarifications:** | April 22, 2024 |
| **Deadline for Submission of Proposals:** | May 10, 2024, at 5:00 PM East African Time |
| **Anticipated Award Type:** | Lump-sum Consultancy Agreement |

## DESCRIPTION OF ACTIVITY/SERVICE

1.  **Background**
    AKADEMIYA2063, an international non-profit organization, headquartered in Kigali, Rwanda with a regional office in Dakar, Senegal, was established in January 2020. AKADEMIYA2063's overall mission is to create across Africa state-of-the art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the agenda 2063 of transforming national economies to boost growth and prosperity. The main goal of AKADEMIYA2063 is to help meet the needs of African countries in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of member states. It works to help deliver the expertise we need for the Africa we want.

2.  **Need Statement**
    AKADEMIYA2063 seeks a service provider who will assist with the open and transparent recruitment process of a **Director of Capacity & Deployment** and a **Director of Policy Innovation** by providing long lists, short lists, and a final list of at least five qualified applicants for each position.

    The selected firm will be responsible for the screening process and is expected to provide the following services:
    1.  Review job description and specifications and ensure that the selection criteria are properly formulated
    2.  Develop and launch the vacancy advertisement in appropriate media
    3.  Receive, review, and keep record of all applications
    4.  Conduct an executive search for suitable candidates
    5.  Screen all applications against the job requirements

6. Conduct interviews and shortlist the five best candidates for final interviews (if shortlisted candidates do not meet hiring expectations, AKADEMIYA2063 may ask for additional candidates to be added to the shortlist)
7. Assess shortlisted candidates to test their potential (i.e., psychometric tests, oral assessment, etc...)
8. Check references of two to three referees provided by the top three shortlisted candidates
9. Coordinate and set up interview appointments with the Hiring Panel
10. Attend the interviews and prepare minutes as needed
11. Submit a detailed final report to AKADEMIYA206 3

## SPECIAL TERMS & CONDITIONS
1. The Request for Proposal is not and shall not be considered an offer by AKADEMIYA2063
2. The Firm shall have proven experience recruiting for similar level positions in the for-profit and/or non-profit sectors
3. Demonstrated availability of key individuals with applicable skills to provide the requested services (please provide CVs of key staff that will be involved in the assignment)
4. Proposers must confirm in their offers that, based on their current best knowledge, there are no real or potential conflict of interests involved in rendering services to AKADEMIYA2063
5. The firms should provide detailed pricing for the services
6. Any proposals received by AKADEMIYA2063 after the deadline for submission stated above may be rejected

## PERIOD OF PERFORMANCE
Maximum thirty (30) days from date of award.

## PAYMENT
Proposed payment will be made based on the below deliverables:
1. **Work plan and Inception Report: 20%** of contract value will be paid to the selected firm, upon delivery of the inception report/implementation plan, after contract signing.
2. **Shortlist of Interviewees: 40%** of the contract value
3. **Hire of the recommended: 40%** of contract value

## TECHNICAL AND FINANCIAL PROPOSALS
The proposal should include:

**Technical Proposal**
A. Company profile and accreditations
B. Proposed methodology and approach
C. Detailed work plan, including deliverables timing
D. Proposed key staff including their CVs
E. Relevant experience including at least three client reference letters
F. Current company registration documents/certificate of incorporation

**Financial Proposal**
- Price must be quoted in US Dollars (USD)
- All applicable taxes shall be included

- If the financial proposal is silent on taxes, AKADEMIYA2063 shall assume that these are inclusive
- Financial proposal shall be valid for a period of 90 days from the date of bid closure
- Financial proposal shall be sent as a separate attachment from the technical proposal.
- Bidders must provide complete financial costing for the entire assignment

**CRITERIA FOR SELECTION**

**TECHNICAL PROPOSAL**

| CRITERIA | Sub- | Score |
|---|---|---|
| **1. ORGANIZATIONAL CAPACITY** <br> Company profile, client portfolio and company accreditations | | **10** |
| **2. EXPERTISE** | | **30** |
| 1.1 Proven track record of successfully searching for a similar position | 10 | |
| 1.2 Proven experience working with International multilateral organizations | 10 | |
| 1.3 Demonstrated knowledge of the skillset required for such position | 10 | |
| **3. TECHNICAL APPROACH, METHODOLOGY, WORKPLAN** | | **30** |
| 3.1 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promises efficient implementation of the project? | 10 | |
| 3.2 Have the important aspects of the task been addressed in sufficient detail? | 10 | |
| 3.3 Is the scope of work/task well defined? | 10 | |
| **4. PERSONNEL** | | **30** |
| 4.1 Does the team leader has adequate experience in the recruitment of high-level staff? | 10 | |
| 4.2 Are his/her academic/professional qualifications suitable for this recruitment? | 5 | |
| 4.3 Do the other team members have adequate experience in the recruitment of high-level staff? | 10 | |
| 4.4 Do they have the right academic/professional qualifications for this recruitment? | 5 | |
| **TOTAL** | | **100** |

Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of the financial proposal.

**FINANCIAL PROPOSAL**

The maximum number of points (100) will be allotted to the lowest price proposal and compared among those firms which obtained the threshold points of 75 in the evaluation of the technical component.

The lowest financial proposal will receive the maximum number of points and the other proposals will be rated as follows:

**P = M (L/C)**
**P** = points for the financial proposal being evaluated
**M** = maximum number of points for the financial proposal
**L** = price of the lowest financial proposal
**C** = price of the proposal being evaluated

**Weighted Total Score = (75% of Technical Proposal) + (25% of Financial Proposal)**

AKADEMIYA2063 (A2063) reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to A2063.

A2063 will not award a contract to any bidder where there is indication of a lack of business integrity.

The firm with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of A2063.

AKADEMIYA2063 reserves the right to conduct negotiations with the selected firm regarding the content of their offer.

**FOR PREPARATIONS AND SUBMISSION OF PROPOSALS**
- Questions and/or clarifications may be submitted to careers@akademiya2063.org by **April 22, 2024.**
- The proposals shall be submitted to careers@akademiya2063.org by **May 10, 2024.**
- VALIDITY of the proposal shall be for a period of 90 days from the date of bid closure (May 10, 2024).
- Financial proposal shall be sent as a separate attachment.

Annex: Job Descriptions: -Director of Capacity and Deployment (DCD)
                         -Director of Policy Innovation (DPI)

## Director, Department of Capacity and Deployment (DCD)

### Role Summary.

This position is responsible for leading the organization's capacity-building activities and collaborative initiatives. The incumbent will spearhead efforts to mobilize, train, and deploy local experts to provide data and analytical services that drive advancements in agricultural and economic development policies.

### Duties and Responsibilities.

Specific duties and responsibilities include but are not limited to:

- Develop a comprehensive vision and strategic plan for the Capacity and Deployment department, aligning with AKADEMIYA2063's overall goals.
- Collaborate with senior leadership to ensure the department's role in positioning AKADEMIYA2063 as a leading organization in Africa's development sector.
- Develop technical, statistical, analytical, monitoring, and reporting frameworks, and related tools, methodologies, systems, databases, etc. to support the planning, implementation/delivery, and monitoring of the programs of work, products, projects, and services.
- Design and oversee the implementation of skills development plans for technical staff, focusing on methodological innovation and maintaining organizational excellence.
- Develop and implement capacity development plans for local experts to establish AKADEMIYA2063 as a regional leader in data and analytics.
- Lead strategic partnerships with renowned institutions such as IFPRI and other expert centers to strengthen AGRODEP's membership, activities, and outputs. Collaborate proactively with IFPRI's team to leverage AGRODEP's resources, expand its reach, and enhance AKADEMIYA2063's impact on clients through data and technical support.
- Work closely with the Executive Office to secure resources and funding that sustain a robust portfolio of activities within the Capacity and Deployment department.
- Seek out grant opportunities, partnerships, and sponsorships that align with the department's objectives and contribute to its growth.
- Engage with stakeholders, including government agencies, research institutions, and development partners, to foster collaborative efforts and promote AKADEMIYA2063's expertise.
- Supervise the effective execution of skills development plans, capacity-building initiatives, and collaborative projects. Ensure alignment of departmental activities with broader organizational objectives and standards of excellence.
- Monitor and assess the outcomes and impact of capacity-building efforts and collaborative activities, adjusting strategies as needed. Establish key performance indicators (KPIs) to track progress and demonstrate the department's contributions to the organization's success.
- Prepare comprehensive reports detailing the achievements, challenges, and lessons learned from capacity-building programs and partnerships.
- Maintain accurate documentation of strategies, plans, and outcomes for internal and external communication.
- Publish research in peer-reviewed publications.

**Selection Criteria.**

- Ph.D. or Doctorate in Economics, Agricultural Economics, Statistics, Public Policy, or a closely related field.
- Minimum 7 years of progressively responsible experience in leadership roles, including capacity development, project management, and partnership engagement.
- Proven knowledge and experience in programming of CGE models, preferably in GAMS.
- Proven track record of successful collaboration with international institutions and stakeholders.
- Demonstrated leadership skills and strong experience building and managing teams.
- Experience in resource mobilization, fundraising, and grant proposal writing.

**Director, Department of Policy Innovation (DPI)**

**Role Summary.**

The position is responsible for leading and coordinating AKADEMIYA2063's efforts to identify, replicate, and expand successful policies for transforming agrifood systems and driving economic growth in Africa. The incumbent also manages and oversees the Malabo Montpellier Panel program and the DERPIn project, ensuring the timely and high-quality delivery of their objectives.

**Duties and Responsibilities.**

Specific duties and responsibilities include but are not limited to:

- Oversee the entire process of program deliverables, ensuring their timely production, maintenance of high quality, and a clear and impactful design. This includes coordinating expert consultations through email and phone, active participation in the drafting, reviewing, and editing of report sections, including country case studies, and ensuring written outputs meet quality standards.
- Conceptualization and management of events, comprising the biannual Malabo Montpellier Forum and various workshops, dialogue events, or conference side events. This involves developing event concept notes, agendas, preparing speeches and presentations, managing speaker coordination, ensuring invitations are sent promptly, and cultivating partnerships to enhance the impact of these gatherings.
- Guide and mentor team members by offering technical guidance and mentorship to scientists, interns, and administrative staff, and leading regular team meetings that facilitate effective communication, foster a culture of collaboration, and promote knowledge exchange through cross-departmental interactions.
- Identify strategic areas for engagement and partnerships aligned with departmental goals, actively seeking opportunities for collaborations to enhance the implementation of programs and initiatives.
- Cultivate relationships with Malabo Montpellier Panel members, stakeholders, and partners, ensuring effective communication and collaboration among key stakeholders to ensure alignment and goal realization.
- Lead the management of the DERPIn project, ensuring partner engagement and timely deliverables. Collaborating with other departments to complete milestones, handling contracting arrangements, and maintaining consistent communication with funders.
- Represent AKADEMIYA2063 at events and conferences, advocating the institution's objectives, and directly engaging with primary stakeholders to advance the organization's mission.
- Review and contribute to various communication materials, such as blogs, press releases, and social media content. Additionally, evaluating post-event feedback to gauge the effectiveness of communication efforts.
- Stay informed on pertinent developments in Africa and Europe that impact the institution's work, including identifying and leveraging major events and conferences proactively.
- Build and nurture a network of partners across Africa and Europe, contributing to collaborative efforts and enhancing institutional impact.
- Collaborate with the management team to explore strategic directions and opportunities, facilitating cross-departmental collaboration, and contributing to the formulation of the departmental business plan.

- Craft compelling funding proposals and technical reports for projects, including responsiveness to requests from program and project donors.
- Contribute to a variety of written outputs, including reports, articles, and blogs, to enhance the institution's knowledge dissemination efforts.

## Selection Criteria.

- PhD in international development/relations, public policy, (agricultural) economics or a related field
- Minimum 7 years of work experience post-PhD.
- Minimum 4 years of management experience
- Experience working in a policy advisory role/environment (public sector, NGO, international organization or similar). At least 2 of those years spent working in an African country.
- Proven track record in managing complex, multi-partner projects with substantial budgets, particularly in international research contexts.
- Exhibit a deep understanding of food, nutrition, agriculture, climate and rural development challenges and opportunities in Africa.
- Possess comprehensive knowledge of project management methodologies and techniques, driving successful project outcomes.
- Bring a strategic mindset to the role, aligning initiatives with AKADEMIYA2063's overarching vision and objectives.