



## **Terms of Reference for Recruitment Consultant for the Position of Executive Director - August 2020**

### **1.0 INTRODUCTION**

#### **1.1 Background**

The Uganda Road Fund (URF) was established by Act of Parliament – the Uganda Road Fund Act of 2008, and is the body responsible for financing public roads maintenance in Uganda. The Fund operates under the general oversight of a Board of Directors, while its day-to-day management is undertaken by a Secretariat headed by an Executive Director.

Under section 19. (1) of the Uganda Road Fund Act of 2008: *“The Executive Director shall hold office for five years and is eligible for re-appointment for one more term.”* The second term of the previous Executive Director expired at the end of October 2019.

The Uganda Road Fund during FY 2020/21 therefore desires to set in place a time-bound process, embodying the set of activities necessary to appoint a new Executive Director.

This process shall allow for:

- Shortlisting of applicants;
- Interview of shortlisted applicants;
- Recommendation to Board for the appointment of a successful candidate;

Applications from prospective candidates will be received at URF offices from 14<sup>th</sup> August 2020 up to 14<sup>th</sup> September 2020.

#### **1.2 General Assignment Objective**

The firm supports the Board in the process selection and recruitment of a competent and suitably qualified candidate for position of Executive Director as per the specifications outlined in the ED Job advertisement. The Board shall subsequently recommend the successful candidate to the Hon. Minister of Finance for appointment. The process shall be undertaken in full compliance with the Uganda Road Fund Act No.15 of 2008 and the Human Resource Manual 2019.

The specific objectives are to:

- a) Shortlist the qualifying candidates and make a report for approval.
- b) Agree on bidders proposed methodology to efficiently accomplish the task
- c) Conduct interviews for the shortlisted candidates.
- d) Carry out reference and security checks on qualified candidates.
- e) Present the final report clearly showing the shortlisted candidates, those interviewed and those recommended for Board interviews.

## **2.0 Scope of Assignment**

Applications will be received by URF during the months of August and September 2020, and the consultancy firm will handle the recruitment process on behalf of the Board. Apart from the specific expertise involved, such an appointment would avoid actual or alleged conflicts of interest that may arise if the recruitment were to be undertaken in-house by URF Board. The Consultant is expected to manage the following processes:

- i) Review all applications, accompanying documents such as CVs and serialise them accordingly;
- ii) Develop a Shortlisting criteria and shortlist applicants;
- iii) Arrange for Interviews and facilitate interviews of shortlisted applicants
- iv) Evaluate candidates based on submitted applications, evidenced in (ii) above and interview results in (iv) with appropriate recommendation to the Board for final interviews;
- v) The Consultant will conduct a final comprehensive reference check of the best three candidates.
- vi) Finally prepare and submit a final Report to the Board for approval and submission to the appointing authority.

## **4.0 Timing and Logistics**

### **4.1 Timing**

The Consultant will provide the timeframe in the Expression of Interest (EoI).

### **4.2 Facilities, services, to be provided by URF**

URF Board will provide the Consultant with all the applications received for the position of Executive Director.

### **4.3 Facilities, services, to be provided by the Consultant**

The Consultant shall provide his/her own staff, office space, computers, printer and related materials for carrying out the assignment.

#### **4.4 Deliverables for the assignment**

The Consultant specialist shall prepare the following deliverables that shall be submitted to the Chairperson of the Board:-

- i. 7 copies of a spiral bound inception report.
- ii. Job analysis and shortlisting criteria
- iii. Report on review and screening of applications basing on approved criteria stipulated in 2.0 (ii) and subsequently recommend preliminary shortlist of candidates for interview.
- iv. Qualifying interview report.
- v. Psychometric testing and assessment report.
- vi. Competence based interview report.
- vii. Final shortlist of candidates for onward submission to URF Board, for the final interview, including score sheets for interview panel members
- viii. Draft final report ranking candidates based on accumulated score points from all stages.
- ix. Final report of the above incorporating Board comments which shall be on CD and three spirals bound hard copies.

#### **5.0 Requirements of the Consultancy Firm**

The selected recruitment consultancy firm must have diverse skills, knowledge and over 10 years demonstrable experience in the area of Recruitment and Selection of Chief Executive Officers of parastatals and Non-Government Organizations in Uganda and regionally. The evidence of successful recruitment of Chief Executive Officers / Executive Directors must be attached. The firm must have a clear understanding of diverse Government policies, standing orders, practices, legal procedures and regulations relating to recruitment and selection.

#### **5.1 Requirements of the Consultancy Team**

The selected firm shall have a team of specialists with relevant professional and academic qualifications and practical capabilities in specific areas relevant to the assignment and shall include, but not limited to:

#### **5.2 Team Leader/ Corporate Governance Specialist**

The Corporate Governance specialist should have a relevant undergraduate degree and post graduate qualification in Corporate Governance, institutional development, public policy, business administration or public administration. S/he should have at least 10 years' relevant experience in selection processes of executives in Uganda; preferably for government parastatals. S/he should have professional membership with the Institute of Corporate Governance of Uganda and other relevant international certification in governance.

- 5.3 Human Resource Specialist**, with a degree in Human Resource Management, Business Administration, Social Sciences (with Human Resource/ Personnel Management as a subject) or any other relevant discipline. S/he should be in possession of postgraduate qualifications in Human Resource Management from recognized Universities. The specialist should have at least 10 years' relevant experience in selection processes of executives in Uganda; preferably for government parastatals. S/he should have professional membership with relevant institutions.
- 5.4 Any other appropriately experienced and qualified key staff** proposed by the Consultant shall have their rates covered under the rates for the above key staff.

## **6.0 Reporting Requirements**

The Consultant shall report to Board and the reporting schedule for the assignment and timelines shall be as per consultants EoI filled in the table below:

<b>Sn</b>	<b>Report</b>	<b>Timing</b>
1	Inception report (deliverable (i))	
2	Preliminary Shortlisting report (includes deliverables (ii) & (iii))	
3	Preliminary assessment report (including deliverables (iv) & (v))	
4	Competency based interview report (including deliverables (vi), (vii) & (viii))	
5	Board Interview report (including deliverable (ix))	

## **7.0 Contract Arrangements**

The Consultant will be selected on merit with emphasis on the technical compliance of the Consultant's Curriculum Vitae and proposal; and the consultancy firm's relevant experience. The payment schedule for the assignment will be as indicated below:-

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- 30% on approval of the preliminary Shortlisting report and submission of an invoice to that effect.
- 40% on approval of the competence based interview report and submission of an invoice to that effect.

- 30% approval of the Board Interview report and submission of an invoice to that effect report.

## **8.0 Duration of the Assignment**

The Consultant shall deliver the assignment as per their proposal in the EoI.

## **9.0 Confidentiality**

The Consultant will at all times for the duration of the assignment ensure confidentiality in all dealings with the candidates and the Road Fund Board. The Consultant shall not release any information regarding the assignment to any unauthorized party except with the express permission of the URF Board in writing.

## **10.0 OBLIGATIONS**

### **10.1 The Consultant shall:**

- a) Take all the necessary steps to ensure that the entrusted task is executed transparently, ethically and on schedule in accordance with the established terms of reference
- b) Maintain a complete list of all applicants, those shortlisted, interviewed and the successful candidates and surrender all documents to URF at the end of the assignment;
- c) Have own logistical capacity, including transport and space to satisfactorily execute the assignment
- d) Provide own office accommodation and facilities (transport, etc)

### **10.2 The Road Fund Board shall;**

- a) Provide the list of all applications received and documentation pertaining to and as required in the assignment.
- b) Facilitate the interface of the firm with the different stakeholders and access the information essential to proper implementation of the exercise.
- c) Provide timely written approval/comments at each stage as required by the ToRs
- d) Fully abide by its core values of Prudence, Transparency, Integrity and value.

## **11.0 Address**

The Address for delivery of bids is:

**Head Procurement and Disposal Unit**

**Uganda Road Fund**

**5<sup>th</sup> Floor Twed Towers**

**Plot 10, Kafu Road, Nakasero**

**P.O. Box 7501,**

**Kampala, Uganda**

**Email; [rkyeyune@roadfund.ug](mailto:rkyeyune@roadfund.ug)**