

Terms of Reference

Executive Search Firms

Introduction

Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in the country. Set up by the Government of Pakistan as an autonomous not-for-profit organization, PPAF enjoys facilitation and support from the Government of Pakistan, The World Bank, International Fund for Agricultural Development (IFAD), KfW Entwicklungsbank (Development Bank of Germany) and other statutory and corporate donors. PPAF aims to be the catalyst for improving the quality of life, broadening the range of opportunities and socio-economic mainstreaming of the poor and disadvantaged, especially women. The core operating units of the PPAF deliver a range of development interventions at the grassroots/community level through a network of more than 125 Partner Organizations (PO) across the country. These include social mobilization, support for livelihood, enterprise and employment, access to credit, skills development, infrastructure and energy, health, education and disaster management. Externally commissioned independent studies have demonstrated positive outcomes and impact of PPAF interventions on the lives of benefiting communities related to their economic output, household incomes, assets, agricultural productivity skills and other quality of life indices. For a complete profile, please visit our website at <http://www.ppaf.org.pk/>

Background

Recruiting and selecting the right people is of paramount importance to the continued success of any organization. In order to increase the efficiency in hiring and to ensure consistency and compliance in the recruitment activities, multiple options have to be opted. Thus, various renowned executive search firms have to be on board in order to identify and acquire required candidates through their database and established networks and expertise.

Objectives

The aim is to maintain a pool of headhunters who specialize in providing headhunting services especially to development sector organizations. Services of these firms will be utilized as and when required for positions which are critical to PPAF, as per their expertise.

Scope of work

- The firm shall conduct search for relevant candidates for various positions.
- The firm shall use all its resources to undertake an intensive search to find candidates with profile commensurate to the position requirements.
- The recruitment search shall include a wide range of functional areas like, but not limited to, project management, project/program monitoring, field operations, research, engineering, quality assurance, media, and finance & accounts related fields etc.
- The firm shall preferably meet with Human Resources Unit of PPAF to understand the requirements for the position. This includes, but is not limited to, educational qualification, personal characteristics, and any other information deemed relevant to the search.

- In the next step the firm shall qualify candidates by interview / assessment / resume review to obtain a thorough understanding of their accomplishments, capabilities, and potential. A comprehensive resume describing past work experiences and education will be presented to PPAF after the initial shortlisting and assessment.
- After review from the hiring manager in PPAF and Human Resources Unit of PPAF, the firm shall assist in scheduling the interview of the candidates.
- Firm will assist, as requested, with final negotiations for terms of employment.
- The firm shall verify the education, work experience, certifications and professional references of the selected candidate, as, when and if requested by PPAF.
- The firm shall present summary of findings to PPAF's Human Resources Unit.

Key Tasks:

To achieve the mentioned objective, the consultant is required to do the following;

- The firm shall preferably provide shortlisting report of candidates for each category.
- The firm will shortlist preferably five candidates and conduct the preliminary interview and select three candidates in each category for the final interview by PPAF.
- The firm will submit resume(s) and candidate's interview/initial evaluation report.
- Firm shall submit candidate reference check report where required.

Deliverables

Hiring of vacant positions as and when needed by PPAF.

Clients (PPAF's) Responsibility

PPAF shall provide the following assistance/ information to the firm;

- Provide all necessary information (including position description), as deemed essential, for clear understanding of PPAF's needs and scope of work.
- Supervise all types of recruitment activities.

Quality Standards

- The recruitment activities should be conducted on time by the firm. (The time frame will be designated by PPAF's HR unit).
- The firm shall ensure confidentiality and transparency during the whole process.
- The firm shall identify and provide CVs of relevant candidates.

Qualification and Experience Requirements

- The company must have a registered NTN and should be registered with relevant Government department as per Procurement rule's requirements.
- The firm should at least have seven years of experience in providing services related to recruitment & selection, recruitment assessment, executive search, head-hunting etc.
- Experience in providing quality executive search / head-hunting services to national / international development sector organizations.
- Key staff members should have skills in recruitment, recruitment assessments, executive search, headhunting.
- Key team members should have at least 5 years of experience in the HR field.
- The firm should preferably be based in Islamabad and may have regional offices across the country.

Time Duration

The consultancy is envisaged to start at the earliest. Each recruitment assignment's duration shall end after six (06) months from the date of joining of potential applicant. And if the hire leaves/resigns/ is terminated before completing 6 months of service with PPAF the firm shall hire another person for the same position with no financial implications towards PPAF.

Estimated Budget

The budget will be as per one gross salary of each hired candidate and applicable taxes which will be paid as per following scheme:

- PPAF shall pay the 70% fee to firm after joining of the applicant and 30% on confirmation after probationary period.
- Relevant expenditures, like official travel, accommodation, printing, and telephone charges; official travel, may be reimbursed. Any such expenditure will need to be authorized by the Client's coordinator in advance.

Source of Funding

The services shall be charged to PPAF's own resources.

Selection Method:

As per approved Procurement guidelines.