

Annex II: Terms of reference of the independent executive search firm

I. Introduction

1. The Selection Committee established by the Board will oversee the recruitment process for the Head of the Independent Evaluation Unit.
2. It will engage a recruitment firm to provide advisory and administrative support. It is expected that the recruitment process will be completed no later than the thirty-first meeting of the Board.
3. The Secretariat will provide the Committee with logistical and administrative support.
4. These terms of reference (TOR) seek to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this TOR. The authority to decide on the selection of a recruitment firm rests with the Selection Committee, based on the outcome of the procurement process undertaken by the Secretariat.

II. Objective of the assignment

5. The objective of the assignment is to ensure an open, transparent and non-biased recruitment process of the Head of the Independent Evaluation Unit, by providing longlists, a shortlist and a final interview list of qualified applicants to the Selection Committee.

III. Scope and focus of the assignment

6. The successful recruitment firm will be responsible for the screening process (longlisting and shortlisting), and for supporting the Selection Committee in final listing. The Secretariat will maintain oversight over the outsourced recruitment services in order to ensure compliance with recruitment policies and procedures. Activities to be undertaken by the firm under the direction of the Selection Committee are included below.

3.1 Phase I - Attracting and communicating with candidates

- (i) Review the job description of the position and ensure that the selection criteria are properly formulated;
- (ii) Assist in developing and advertising the vacancy notice for the position in appropriate media;
- (iii) Receive and keep record of all applications;
- (iv) Act as the contact point for those seeking information and/or proposing candidates;
- (v) Communicate, where appropriate, with the applicants; and
- (vi) Proactively approach/contact professionals that could be a good fit in order to seek their interest in applying for the position or refer the recruitment firm to other potential candidates.

3.2 Phase II - Supporting the work of the Selection Committee

3.2.1. Establishment of the longlist of candidates (20-25)

- (i) Develop a role specification for the position based on the terms of reference of the Heads of the Independent Evaluation Unit, with guidance from the Selection Committee;
- (ii) Review all applications received; and
- (iii) Present to the Selection Committee for its approval a longlist of 20-25 candidates as well as appropriate background information (that can be gathered without contacting the potential candidates).

3.2.2. Establishment of the shortlist of candidates (approximately 6-10)

- (i) Interview all individuals on the shortlist of 6-10 candidates, supplemented by information gathering via telephone, videoconference or in person (where appropriate) and by other means;
- (ii) Conduct appropriate reference checks and further screening of all shortlist candidates, and present the Selection Committee with verbal and written comments; and
- (iii) Assist the Selection Committee in establishing a final interview list of approximately five candidates that will be evaluated further.

3.2.3. Establishment of the final interview list of candidates (at least 5)

- (i) Facilitate the interviews of the five final interviewees, including drafting probing interview questions and scoring templates for the Selection Committee; and
- (ii) Prepare a report on the minutes of the interviews conducted for consideration by the Selection Committee in its deliberations.

3.2.4. Establishment of the final list of candidates (two only)

- (i) Assist the Selection Committee in establishing the final list of candidates; and
- (ii) Preparing a detailed final report to be presented to the Board for decision.

IV. Outputs

7. To provide, as a result of the above:
 - (a) A longlist of 20-25 candidates;
 - (b) A shortlist of candidates;
 - (c) A final interview list of candidates;
 - (d) Support to the Selection Committee to produce a final list of candidates;
 - (e) Complete data and brief comments on the longlist of 20-25 candidates;
 - (f) A report on the minutes of the interviews conducted by the recruitment firm for establishing the final interview list of candidates;

- (g) Drafting of probing interview questions and scoring templates for the Selection Committee and preparing a short report on the interviews of the final list of candidates; and
- (h) Preparing a detailed final report, in collaboration with the Selection Committee, on the final list of candidates and the recruitment process.

V. Monitoring and progress controls, including reporting requirements

- 8. The Selection Committee, through HR, will provide overall supervision for the assignment.

VI. Duration of the consultancy

- 9. This consultancy is expected to take up to a maximum of [six] months starting from the date of signature of the contract by both parties, subject to adjustments as required.
- 10. Negotiation is up to signature of the contract by the selected candidate. There will be a performance payment linked to successful appointments by the Board. If the candidate resigns or is let go within one year of taking up his or her role, the recruitment firm will have to find a replacement without charge.