



Inades-Formation Tanzania

Serving the common good - Utumishikwaustawiawote

African Institute for Economic and Social Development

CALL FOR CONSULTANCY SERVICE ON RECRUITMENT OF MANAGING DIRECTOR FOR INADES FORMATION TANZANIA

1. Brief History of INADES Formation Tanzania

INADES-Formation Tanzania (IFTz) is an autonomous NGO affiliated to the network of Inades-Formation International (IFI), covering ten African countries (Cote D'Ivoire, Burkina Faso, Cameroon, Togo, TChad, Republic of Congo, Rwanda, Burundi, Kenya and Tanzania). In each country, there is a local IF establishment operating autonomously according to the demands of the local situation, but bound together by a common vision, philosophy and operational principles.

IFTz was established in Dodoma in 1989 as a branch of Inades-Formation Kenya. It became an independent National Office in 1992 and acquired full legal status in 1994, after registering with the Ministry of Home Affairs as a "Society" under the provisions of the Societies Ordinance. In June 1996, IFTz became a "Trustee" under the provisions of the 'Trustees' Incorporation Ordinance. In January 2009, it was awarded the 'Certificate of Compliance', No. 0851 after complying with the terms and conditions of the NGO Policy and NGO Act No. 24 of 2002 as reviewed in 2005. INADES Tanzania is seeking the service of an individual professional Consultant to oversee the recruitment of the Mission Director as explained below in the Scope of Work.

2. Scope of Work (SoW)

Scope of Work

Objective:

To facilitate a transparent, efficient, and timely and most up-to-date recruitment process that results in the selection of the most suitable candidate for the position of Managing Director.

The Consultant will be responsible for managing the end-to-end recruitment process for the Managing Director position. Specifically, the Consultant will be obliged to undertake the following tasks:

1. Advertise the Vacancy:

- Prepare and disseminate adverts for the Managing Director position on relevant social media platforms

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- The desired qualifications for the Managing Director will be provided to the Consultant after his selection at the time of signing of the contract with Inades Formation Tanzania

2. Application, Screening and Shortlisting:

- Receive and acknowledge applications.
- Evaluate all applications in accordance with the position criteria.
- Rank the top six most qualified candidates.
- Prepare a shortlisting report to the Board detailing the number of applications received, the evaluation criteria used, and justification for the shortlisted candidates.

3. Interview Coordination:

- Schedule and invite shortlisted candidates for interviews.
- Develop and utilize a structured interview guide and scoring system. The guide must be prior approved by the Board
- Facilitate or oversee the interview process in collaboration with the IFTz Board.

4. Final Recommendation and Reporting:

- Prepare a detailed selection report to the Board recommending the most suitable candidate for recruitment indicating the methodology and scoring system used, Justification for recommending the selected candidate.

5. Deliverables

The Consultant is expected to deliver the following:

1. Shortlisting Memorandum (Deliverable 1):

- Advertisement method used
- Number of applications received.
- Evaluation methodology and criteria.
- Justification for the shortlisted candidates.

2. Final Selection Memorandum (Deliverable 2):

- Interview structure and assessment tools used.
- Summary of each candidate's performance.
- Justification and recommendation of the selected candidate.

5. Timeline

The recruitment process will follow a strict timeline as follows:

Activity	Duration
Advertising to shortlisting	7 calendar days from the date of posting the job advertisement to shortlisting. The consultant shall post the advertisement within ONE DAY after signing the contract with Inades Formation Tanzania
Interview coordination to submission of final selection memo	10 calendar days from the day of approval of Deliverable No 1.

6. Reporting and Supervision

The Consultant will report directly to the Board.,

7. Qualifications of the Consultant

The Consultant (individual) must demonstrate a strong track record in recruitment, particularly for senior leadership positions in development or non-profit organizations. The required qualifications include:

i. Academic Qualifications -

- A minimum of a Bachelor's degree in Human Resource Management, Organizational Development, Business Administration, Public Administration, Psychology, or a related field.
- A Master's degree in a relevant field is highly desirable and will be an added advantage.

ii. Professional Experience

- At least **7 years of proven experience** in executive recruitment, talent acquisition, or human resource consulting, preferably within the non-profit, NGO, or development sector.
- Proven ability to attract, assess, and recommend senior leadership candidates with the required strategic, operational, and interpersonal competencies.

iii. Skills and Competencies

- Strong analytical and evaluation skills, with the ability to assess candidates based on both technical and behavioral competencies.

- Excellent written and verbal communication skills in English; fluency in Kiswahili is an added advantage.
- High ethical standards and demonstrated ability to manage confidential information with integrity.
- Capacity to complete the assignment within tight deadlines, with strong project management and organizational skills.

3. Application Procedure

The prospective consultant should submit the following documentations to be considered for this work.

1. Technical proposal which addresses the requirements of the consultant. The technical proposal should be in pdf format, The proposal should not exceed 5 pages, excluding table of contents, and attachments.
2. Budget proposal (in EXCEL) accompanied with budget narratives.

The evaluation of the proposal will be done as follows

Technical proposal

- Academic qualification – 20 marks
- Recruitment track record – 55 marks
- Skills and competencies – 15 marks

The proposals to be submitted electronically to the following email address: mkurugenzimpya@gmail.com by 31st May 2025, 12:00 noon EAT.