

CALL FOR EXPRESSION OF INTEREST

**Recruitment of a firm specializing in human resources management to assist
CORAF in recruiting qualified personnel (local and International) based
at its Executive Secretariat in Dakar**

**Opening date: May 27, 2025
Closing date: June 17, 2025**

AMI No. 07-2025

The West and African Centre for Agricultural Research and Development (CORAF) is a sub-regional organization founded in 1987. It currently includes the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

The CORAF Executive Secretariat intends to use part of its resources to make payments under the contract for the recruitment of an international firm specialized in human resource management to assist CORAF in recruiting staff based in its Executive Secretariat.

The CORAF Executive Secretariat is looking for a firm specialized in recruiting local and international staff who will provide substantial technical support on the various positions to be filled at the level of its Executive Secretariat based in Dakar.

The Executive Director of CORAF invites offices or consulting firms specialized in human resources management to express their interest in providing the services described (see TDR).

Firms specializing in human resources management interested in this opinion must provide information indicating that they are qualified to perform these services (Brochures, references to similar contracts, CVs of key personnel including diplomas and work certificates, experience in a similar field, experience under similar conditions, detailed methodology, etc.).

The Recruitment Firm must have a proven track record of recruiting senior executives primarily in the agricultural research and development sectors. It must have at least the following key personnel:

- A Head of Mission, holding at least a Bac 5 in Human Resources Management, Social Sciences or equivalent. Must have at least ten (10) years of confirmed recruitment experience and must have completed at least ten (10) similar assignments as a Head of Mission in the last five (05) years. It must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, European Union etc.). Must be fluently bilingual (English, French).
- An Assistant to the Head of Mission, holding at least a Bac 5 in Human Resources Management, Social Sciences or equivalent. Must have a minimum of five (05) years of recruitment experience and must have completed at least five (05) similar assignments having participated in senior executive recruitments within the last five (05) years. He/she must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, European Union, etc.). Must be fluently bilingual (English, French).

Expressions of interest must include the CVs of key staff listed above.

The firm will be selected on a “Selection based on Consultant Qualifications” basis in accordance with the procedures set out in the World Bank’s Guidelines for the Selection and Employment of Consultants by Borrowers, 2011 version, revised in 2014.

The selection method to be used will be based on the consultant’s qualification (SQC): (At the end of this expression of interest, the most qualified and experienced consultant will be selected and invited to submit a technical and financial proposal and then, provided that the proposal is compliant and acceptable, will be invited to negotiate the contract).

The duration of the Cabinet’s mission will be twelve (12) months with the possibility of renewal after a satisfactory evaluation of the service by CORAF for a period not exceeding three (03) years.

Interested firms meeting the required conditions can obtain additional information from the CORAF Executive Secretariat via sophie.ngning@coraf.org get copy to procurement@coraf.org .

Expressions of interest, addressed to the Executive Director, must be submitted by email to the following address: procurement@coraf.org no later than **June 17, 2025 at 17:00 GMT**.

**The Executive Director
Dr Moumini SAVADOGO**

TERMS OF REFERENCES

Recruitment of a firm specialized in human resources management to assist CORAF in the recruitment of qualified personnel (local and International) based at its Executive Secretariat in Dakar

1. Context

The West and African Centre for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) currently includes the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

CORAF's vision is a future where people and communities in West and Central Africa will achieve food and nutrition security and prosper. Its mission is to achieve a "sustainable improvement of productivity, competitiveness and agricultural markets in AOC.

2. Mission objective

As part of the conduct of its activities, CORAF is looking for a firm specialized in recruiting local and international staff who will provide substantial technical support on the various positions to be filled within a reasonable time.

Specifically, these are:

- Collect applications;
- Assess the suitability of each candidate's profile against the essential and desirable criteria defined for each position;
- Apply appropriate and effective screening techniques;
- Draw up a long list and shortlist of potential candidates;
- Organize tests and interviews in collaboration with CORAF;
- Provide all supporting documentation to justify the recruitment (initiation report, long list tables, shortlist, candidate reference and salary history check, selection report, etc.);

3. Methodology

The firm must provide CORAF with a detailed methodology for recruiting the different profiles (local and international).

4. Profile of consultants

The Recruitment Firm must have a proven track record of recruiting primarily in the agricultural research and development sectors. It must have at least the following key staff:

- A Head of Mission, holding at least a Bac 5 in Human Resources Management, Social Sciences or equivalent. Must have at least ten (10) years of confirmed recruitment experience and must have completed at least ten (10) similar assignments as a Head of Mission in the last five (05) years. It must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, European Union etc.). Must be fluently bilingual (English, French).
- An Assistant to the Head of Mission, holding at least a Bac 5 in Human Resources Management, Social Sciences or equivalent. Must have a minimum of five (05) years of recruitment experience and must have completed at least five (05) similar assignments having participated in senior executive recruitments within the last five (05) years. He/she must have a good knowledge of the principles of intervention of technical and financial partners (World Bank, USAID, European Union, etc.). Must be fluently bilingual (English, French).

5. Duration of the mission

The services of the firm are required for an initial term of one (01) year with the possibility of renewal after a satisfactory evaluation of the service by CORAF for a period not exceeding three (03) years.

6. How the firm is selected

The applications must include an expression of interest addressed to the Executive Director of CORAF with the recruitment methodology proposal and the CVs of the staff that will be made available to CORAF, including diplomas and work certificates. Expressions of interest must be addressed to the [Executive Director and submitted by e-mail to procurement@coraf.org](mailto:procurement@coraf.org) no later than **June 17, 2025 at 17:00 GMT**.

7. Other provisions

CORAF reserves the right to re-launch the call for expressions of interest in the event that the applications received have not been satisfactory.

FRAUD, CORRUPTION, CONFLICTS OF INTEREST, EXPLOITATION, SEXUAL ABUSE AND HARASSMENT

***Fraud, corruption:** bidders, suppliers, contractors and their subcontractors must observe the strictest rules of professional ethics when entering into and executing contracts. In particular, they must avoid any act of corruption and all fraudulent, collusive, coercive or obstructive manoeuvres for the purpose of granting or obtaining a contract concluded by CORAF. Any deviant behaviour will be subject to appropriate sanctions (cancellation of the contract, exclusion of future contracts concluded by CORAF, dismissal of CORAF staff guilty*

of these acts.

Conflict of interest: CORAF rules require that any company involved in a procurement process should not be in a conflict-of-interest situation. Two scenarios can be envisaged:

- The firm provides goods, works or services (other than consulting services) that are a follow-up to or directly related to the consultancy services for the preparation or execution of a project provided by the firm or an affiliated company;
- The company (including its staff) has a close business or family relationship with a CORAF staff member:
i) who is directly or indirectly involved in preparing the tender documents or contract specifications, and/or in the evaluation process for that contract; or ii) who may be involved in the execution or supervision of that same contract.

The term **"Sexual Exploitation and Abuse (SEA)"** includes the following meanings:

- **Sexual Exploitation (ES)**, defined as abusing or attempting to abuse a state of vulnerability, differential power or trust for sexual purposes, including but not limited to monetized profit, the social or political sexual exploitation of another person;
- **"Sexual Abuse" (SA)**, defined as any physical intrusion or threat of physical intrusion of a sexual nature, either by force or under unequal conditions or coercion;
- **Sexual Harassment (HS) is defined as any unwelcome sexual advances, any demand for sexual favours or other verbal or physical behaviour with a sexual connotation by Contractor personnel towards other Contractor or Supervisor personnel;**

Any company that is in a conflict of interest situation, or in a situation of exploitation, abuse or sexual harassment will not be able to obtain a CORAF contract.

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