



**REQUEST FOR EXPRESSIONS OF INTEREST (FIRM SELECTION)**

**COUNTRY: UGANDA**

**NAME OF PROJECT: THE ASSOCIATION FOR STRENGTHENING AGRICULTURAL RESEARCH  
IN EASTERN AND CENTRAL AFRICA (ASARECA)**

**ASSIGNMENT TITLE: CONSULTANCY SERVICES FOR RECRUITMENT OF AN EXECUTIVE  
DIRECTOR**

**REFERENCE NO. ASAR/CONS/2024/00002**

ASARECA has mobilised financing from internal and external sources and intends to apply part of the proceeds for provision of recruitment services for the Organization.

The main objective of this Consultancy is to provide recruitment services to fill the position of Executive Director for ASARECA.

ASARECA now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide the recruitment services for the position of the Executive Director. More details on these consulting services are provided in the preliminary terms of reference (PTOR) provided at ASARECA Website: [www.asareca.org](http://www.asareca.org)

The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund.

The selection process will be conducted using Quality and Cost Based Selection Method (QCBS) as laid out in the ASARECA Operations Manual and IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs based on: (1) Experience of consultants performing similar assignments over the last ten years; (2) Availability of appropriate skills among the consultants proposed staff (3) Experience working in Sub Saharan Africa or countries with similar conditions. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than 17:00hours EAT of 20<sup>th</sup> November 2024. The client will provide responses to all clarification requests by 22<sup>nd</sup> November 2024 at 17:00hours EAT.

Please submit your expression of interest to the address below no later than 29<sup>th</sup> November 2024 by 11:00hours.

The Chairman, ASARECA Board of Directors  
Attn: Procurement Consultant  
Plot 5 Mpigi Road  
Entebbe - Uganda  
[Procurement@asareca.org](mailto:Procurement@asareca.org)