

TERMS OF REFERENCE



Employee Recruitment Services for SALID Agriculture Nigeria Limited's (SALID) 100MT/Day Shea Butter Manufacturing Plant

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1. Background/Origin and Nature of the Assignment:

SALID Agriculture Nigeria Limited (hereinafter: "SALID") is a limited liability company registered in Nigeria, establishing a premium shea butter extraction and processing plant with intended processing capacity of 100MT of shea nuts per day (36,500MT/per annum). The venture would establish one of Nigeria's first large-scale shea nut crushing and processing plants at Kudu, Mokwa Local Government Area, Niger State, Nigeria..

Positioning as a significant international player in the global shea business, SALID is seeking to retain a Recruitment Agency to deliver employee recruitment services for different jobs across the company's business.

2. Goals and Objective(s) of the Recruitment Assignment:

Upon completion of the assignment, SALID would have, recommended to it by the appointed Recruitment Agency:

- Two (2) individuals for each Position/Job itemized for filling, ranked in order of proficiency.

3. Scope of Services, Tasks (Components) and Expected Deliverables:

Deliverables from the assignment must be both rooted and domesticated within Nigeria-specific employee recruitment realities as well as commanding of an international quality with respect to execution and presentation.

A selected consulting firm would institute and deploy requisite skillsets, capacity, systems and structures to, at a minimum:

3.1. Perform the following key activities as part of its mandate and deliverables:

- Advertise applicable Jobs/Positions (*listing applicable jobs, draft advertisement artwork/notice, Circulation/Placement of Recruitment Announcement*);
- Track/Monitor Closing Date for submissions; Receive and collate submitted Resumes; Conduct Aptitude Tests/First-Level interviews and Second-Level interviews; Undertake verbal Reference checks and compile final shortlist for Client's consideration;
- Organise/arrange Client interviews conducted by SALID's Interview Panel and shortlist final top-2 Candidates;
- Dispatch Employment Offer Letters & coordinate Acceptances, including Resumption dates;
- Obtain Written References; and
- Specify Remediation Actions (for appointments subsequently adjudged unsatisfactory)

3.2. Proposed method of execution:

- The consultant would work offsite at its usual official premises; and

3.3. The mode of presentation of information for SALID's benefit would be:

- Written Reports

4. Team Composition and Qualification Requirements for the Eligible Firm (and any other requirements which will be used for evaluating its Key Personnel):

4.1 Interested eligible firms must meet the following minimum criteria:

- Work experience in employee recruitment in Nigeria on ;
- Demonstrable:
 - Inherent knowledge of effective recruitment practices;
 - Track record in this type of assignment;
 - Amenability to Client review exercise or willingness to attend Client interview session

4.2 List, brief biography and Curriculum Vitae (CV) of proposed personnel to be deployed on the project.

4.3 Key personnel requirements:

4.3.1 Team Lead and his/her alternate must have at least:

- Significant professional employee recruitment work experience (minimum of five (5) years).
- Good [convincing] understanding of both the Agricultural and Manufacturing industries
- Previous [convincing] knowledge of the Shea sub-sector would be an added advantage

5. Time Schedule for Deliverables and Reporting Requirements:

- Parties shall execute a contract as generated by SALID in evidence of the consulting arrangement and the appointed consultant will serve strictly according to expectations determined and advised by contractual obligations.
- The commencement of the assignment is within a maximum of one (1) week after the date of signing the contract for execution.
- The appointed firm will provide:
 - An electronically delivered **Inception Report** to be delivered one (1) week after commencement of the assignment, specifying:
 - i. Scope/Duration of work & Milestones
 - ii. Any other relevant issues
 - An electronically delivered **Activity/Progress Report**, submitted monthly, to the Chief Executive Officer of SALID or his identified alternate during the duration of the assignment
- Submissions would be to an interface within SALID, to be subsequently communicated

6. Client's Input and Counterpart Personnel:

6.1 Services, facilities and property for successful conduct of the exercise and conclusion of the mandate issues, to be made available to the appointed firm by SALID:

- i. The Managing Director of SALID shall bear ultimate responsibility for overseeing conduct of the exercise;
- ii. SALID would be available for frequent and routine interaction with the appointed firm

- iii. SALID would provide support services including office working space and any other provision necessary to facilitate the duties of the appointed firm in its work with SALID on this assignment