



## **TERMS OF REFERENCE N° 01/FP-CIRGL/HR/2026**

### **Recruitment of a Consultancy Firm / Consultant to Assist with the Recruitment of the Finance and Resource Mobilization Manager.**

#### **1. Background**

The Forum of Parliaments of the Member States of the International Conference on the Great Lakes Region (FP-ICGLR) is an inter-parliamentary organization made up of national parliaments of twelve ICGLR member States, namely: the Republic of Angola, the Republic of Burundi, the Central African Republic, the Republic of Congo, the Democratic Republic of the Congo (DRC), the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of the Sudan, the United Republic of Tanzania, the Republic of Uganda and the Republic of Zambia.

The FP-ICGLR was established on 4 December, 2008 in Kigali, Republic of Rwanda, through the signing of the Inter-Parliamentary Accord by the Speakers of Parliaments. Its mandate is to promote, maintain and strengthen peace, security and development in the Great Lakes Region in line with the political will expressed by the Heads of State and Government in the Dar-es-Salaam Declaration, signed in November 2004.

The Dar-es-Salaam Declaration led to the signing of the Pact on Stability, Security and Development in the Great Lakes Region by the Heads of State and Government on 15 December 2006 in Nairobi. The Pact provides for the establishment of a Forum of Parliaments to oversee the implementation of ICGLR programmes, projects, and activities.

In November 2013, during its Fourth Ordinary Session held in Bujumbura, Republic of Burundi, the Plenary Assembly adopted the organizational structure of the FP-ICGLR General Secretariat, which includes the position of Finance and Administration Manager.

Following the resignation of the Finance and Administration Manager, the General Secretariat undertook a review and adjustment of the position in order to better align it with the evolving institutional and financial needs of the FP-ICGLR. As a result of this restructuring, the position has been redefined as Finance and Resource Mobilization Manager. The General Secretariat is therefore in the process of recruiting a Finance and Resource Mobilization Manager.

It is within this framework that the General Secretariat of FP-ICGLR is launching the recruitment process for a consultant who will assist with the recruitment process of the Finance and Resource Mobilization Manager.

## 2. Objective of the Assignment

The main objective of this consultancy is to ensure a transparent, competitive, and merit-based recruitment process for the position of Finance and Administration Manager of the FP-ICGLR General Secretariat.

## 3. Scope of work

Under the supervision of the Secretary General, the Consultant shall:

- Produce a shortlist of candidates (pre-select candidates);
- Compose the written recruitment test and marking scheme;
- Supervise the administration of the written test;
- Mark and evaluate the written test;
- Prepare structured interview questions and evaluation tools;
- Participate in and facilitate the interview process;
- Prepare and submit a comprehensive final recruitment report, including:

## 4. Duration of the Assignment

The assignment is expected to be completed with 10 calendar days from the date of signature of the contract.

## 5. Consultant's Profile

- Be a national of one of the Democratic Republic of the Congo;
- Hold at least a Master's degree (PhD is an added advantage) in Human Resource Management, Public Administration, Management of International Organizations, Business Administration, or a related field;
- Have a minimum of five (5) years of proven experience in recruitment and selection processes, preferably for senior management positions;
- Demonstrate experience working with international or regional organizations (an asset);
- Have an excellent command of English and French (written and spoken);
- Knowledge of another official language of FP-ICGLR shall be considered an asset;
- Be computer literate and proficient in standard office applications.

## 6. Deliverables and Indicative Timeline

| Deliverable  | Indicative Due Date <sup>1</sup> | Responsible |
|--|----------------------------------|-------------|
| Inception meeting with the Secretary General and validation of recruitment methodology | Day 1                            | Consultant  |
| Submission of shortlist of pre-selected candidates                                     | Day 3                            | Consultant  |
| Submission of written test and marking scheme for approval                             | Day 4                            | Consultant  |
| Supervision of written test administration   | Day 5                            | Consultant  |

<sup>1</sup> Indicative due dates are calculated from the date of signature of the contract.

|  |         |            |
|--|---------|------------|
| Submission of written test evaluation results  | Day 6   | Consultant |
| Submission of structured interview questions and evaluation grid                                       | Day 7   | Consultant |
| Facilitation and participation in interviews   | Day 8–9 | Consultant |
| Submission of comprehensive final recruitment report (including candidate ranking and recommendations) | Day 10  | Consultant |

## 7. Application requirements

Interested candidates are encouraged to submit the following documents:

- A motivation letter addressed to the Secretary General of FP-ICGLR;
- An updated Curriculum Vitae;
- A technical proposal (methodology and work plan);
- A financial proposal (in USD or another convertible currency).

## 8. Language of Proposals

All correspondences and documents relating to this invitation to tender shall be written in English or French.

## 9. Deadline for submission

**The deadline for submission of bids is March 11, 2026 at 15:00 GMT.**

Applications must be submitted via e-mail to the following addresses: [secretariat@fpcirgl.org](mailto:secretariat@fpcirgl.org) and [fpcirgl@gmail.com](mailto:fpcirgl@gmail.com)

For more information, please consult the FP-ICGLR website: [www.fpcirgl.org](http://www.fpcirgl.org)

**Amb. Dr. Deo Osmund Mwapinga**

**Secretary General**

Done at Kinshasa, on 27<sup>th</sup> February, 2026.