



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX A

TERMS OF REFERENCE

TENDER REFERENCE No. 258-18/102

1. Background

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that supports sustainable democracy worldwide. International IDEA's mission is to support sustainable democratic change by providing comparative knowledge, and assisting in democratic reform, and influencing policies and politics.

The Institute is headquartered in Stockholm (Sweden), has offices in 15 countries around the world and operates globally with ca. 165 staff members, and support from many consultants and experts in the fields of democracy building, electoral processes, constitution building, and political party representation.

International IDEA is presently looking for an executive search and recruitment agency to assist the Institute in its search for a new Secretary-General.

2. Objectives of the Assignment

The contractor will be expected to conduct the search for suitable candidates matching the job description provided by the Council of the Institute, and to assist the Institute in the assessment and selection of applicants until a final candidate is approved by the Council of International IDEA.

3. Scope of Work

The search for a new Secretary-General needs to be conducted at a global level and balanced gender representation is expected. The job description provides details of the main skills and competencies required by applicants. As for any leadership position in an intergovernmental organisation, it will be important for applicants to combine substantive competence in International IDEA's areas of expertise, political sensitivity and experience, and a track record of successful leadership roles.

The assessment of candidates will be conducted according to International IDEA's recruitment procedure and best recruitment practices as advised by the search company and agreed with International IDEA.

4. Timing and Work Plan

The search is expected to start as soon as practical and the selection should be completed by *March 31st 2019*. The main delivery will be a list of suitable short-listed candidates to be interviewed by an interview panel from the Steering Committee and Member States' representatives from *February 2019*.

5. Deliverables and Reporting Requirements

The following deliverables are expected:

- An initial meeting with the Steering Committee to clarify and agree the key selection criteria and the time frame of the search process;
- A complete list of applications received together with a recommended long list of suitable candidates assessed on the basis of the key criteria;
- Presentations of long listed candidates by the lead consultant to members of the Steering Committee as soon as practical, but at the latest on *15 February 2019* when a short list will be developed.
- A full CV assessment of shortlisted candidates, including interviews, details of their publications, full checking of their references (at least three) and appropriate criminal and other checks and past experience and any additional assessment deemed necessary. A thorough evaluation of the leadership style and management behaviour is of critical importance and should also be included;
- Participation in the interviews of the shortlisted candidates, and drafting of the recruitment assessment, together with the recommendation to the Steering Committee of the preferred candidate;
- Regular written reports on the candidates' assessment;
- Negotiations of terms and conditions with final candidate(s), taking into account International IDEA's Rules and Procedures and informing the Steering Committee of the negotiations as they progress. The salary of the Secretary-General presently ranges from 118K to 150K Euros annually, plus benefits as applicable. This salary scale is currently under review by International IDEA.
- Remuneration is exempt from Swedish taxation in accordance with the Headquarters' agreement between International IDEA and the Swedish Government. However, it remains the responsibility of the successful applicant to report on any income and pay taxes or social security contributions that he/she may be subject to in their country of nationality/legal residence or in any other jurisdiction where this may arise. Prospective candidates must be made aware of this provision from the very beginning in the recruitment process.

The search company will have at least one major point of contact in the Institute (the Head of Human Resources and Organisational Development (HROD)).

The contractor will commit not to approach any of IDEA's employees for another search or recruitment assignment.

6. Management and Organisation

The search needs to be conducted in full confidentiality. The final decision will be the responsibility of the Council of International IDEA whose members will examine one or several applications recommended by the Chair of the Steering Committee once the search has been completed.

The Executive Director and the Head of HROD will assist the search company by providing any information deemed useful or raised by candidates during the search.

7. Monitoring and Evaluation

Deliverables will be monitored by the Steering Committee and its focal points within International IDEA (Executive Director and Head of HROD) who will also process the invoices of the search company and raise any quality issues which might arise in the delivery of the procured services.