



REQUEST FOR EXPRESSION OF INTEREST

- 1) The Assignment:
Kilimo Trust invites Consultants / Firms to support its recruitment process for the Finance & Administration Manager Position.
- 2) About Kilimo Trust:
Kilimo Trust (KT) is an independent Regional Agricultural Development Organization - working on agriculture for development across the EAC Region. It is registered in the Republic of Uganda, and it implements projects across all EAC Partner States. The core business of KT is to support the transformation of food and nutrition security in the EAC Region away from high-risk subsistence farming into lower-risk trade-based systems.
- 3) The Consultant will be expected to:
 - a) Shortlist suitable candidates from the pool of applicants who have responded to the advertisement.
 - b) Head Hunt additional suitable candidates
 - c) Conduct Psychometric tests for 8 suitable candidates.
 - d) Prepare assessment tool to be used by the Selected Committee.
 - e) Share the CVs of 6 Candidates whom the Selected Committee will interview
 - f) Prepare the assessment tool to be used by the Human Resources Committee
 - g) Coordinate the Interviews of Four (4) short-listed candidates that the Human Resources Committee will interview
 - h) Conduct Comprehensive reference checks on the successful candidate.
 - i) Submit a recruitment report.
- 4) Criteria/Qualifications
 - a) The Lead Consultant Must have a Master's Degree in Human Resources Management
 - b) 8 years Experience in handling similar assignments
- 5) Mode of Application.

All Interested Consultants must submit their Expression of Interest (EOI), Financial Proposal online via email to recruitment@kilimotrust.org by 14th February 2025 by 12:00 pm