



SECRETARIAT PERMANENT DE L'OHADA
Don IDA n° H7990

CALL FOR EXPRESSION OF INTEREST NOTICE

N°21/SP-OHADA/PACI/DRHMAG/2016

**SELECTION OF A FIRM TO CARRY OUT THE PRE-SELECTION OF
CANDIDATES FOR THE RECRUITMENT OF STAFF TO FILL VACANCIES
WITHIN THE ORGANISATION FOR THE HARMONIZATION OF BUSINESS
LAW IN AFRICA (OHADA)**

This call for expression of interest follows the General Procurement Notice published in DG Market on October 25, 2012 and UNDB on-line paper form on 17 July 2013.

The Organization for the Harmonization of Business Law in Africa (OHADA) is recruiting *an international firm specialized in human resources* to assist in the recruitment of staff who will fill the vacancies within the Organization.

The mission of the firm is to conduct a pre-selection of candidates for the recruitment of five (05) Senior Staff as follows:

- One (01) Director General of the Higher Regional School of Magistracy (ERSUMA), who will be based in Porto Novo (Benin);
- One (01) Director of Legal Affairs, Documentation and Communication who will be based in Yaoundé (Cameroon);
- One (01) Assistant Judge at the Common Court of Justice and Arbitration who will be based in Abidjan (Côte d'Ivoire);
- One (01) Head of Service for Finance and Accounting at the Common Court of Justice and Arbitration (CCJA) who will be based in Abidjan (Côte d'Ivoire);
- One (01) Head of Service for Human Resources, Equipments and General Administration at the Higher Regional School of Magistracy (ERSUMA), who will be based in Porto Novo (Benin)

Scope of services:

- Publication and inclusion of the public call for applications notice into official or private press organs with largest audience in the 17 Member States of OHADA using the most appropriate means;
- Notification of the public call for applications notice to the Ministry of Justice and the Ministry of Finance of each Member States of OHADA for wide dissemination in their respective countries;
- Centralization and screening of application files following the public call for applications notice;
- Pre-selection of candidates who submitted application files;
- Transmission to the Permanent Secretary of the Report on the pre-selection of best candidates together with a short list of three to five candidates for each position in view of final selection.

The Organization for the Harmonization of Business Law in Africa (OHADA) invites eligible firms to express interest in providing the services described above.

Interested firms must provide information indicating that they are qualified to perform the services (brochures, references on the performance of similar contracts, experience in similar conditions, availability of appropriate skills among staff, etc.).

Short listing criteria:

1. Have relevant and proven experience of at least ten (10) years with at least five achievements in the area of HR for the benefit of organizations comparable to OHADA;
2. Have a good knowledge of OHADA and its institutions;
3. Have specific experience in the recruitment, within the three (3) previous years, of senior staff for an international organization, especially in Africa;
4. Have a good experience in developing skills specifications and interview guides or other recruitment tools;

Several firms may come together to enhance their respective skills.

Consultants are informed that the provisions of paragraph 1.9 of the "Guidelines: Selection and Employment of Consultants by World Bank Borrowers under the Loans and IDA Credits and Grants", January 2011 ("Consultants Guidelines") relating to the World Bank rules on conflict of interests shall apply.

A consultant will be selected based on the technical quality and the cost of its offer as described in the Consultants' Guidelines.

Interested consultants may obtain further information at the address below **from 9:00 am to 3:30 p.m. local time**

Expressions of interest shall be sent by e-mail or submitted at the address below **no later than August 30, 2016 at 2 pm (local time)** and shall be labeled:

**ASMI N°21/SP-OHADA/DRHMAG/2016
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At the following address:

**Permanent Secretariat of OHADA,
OHADA Building, quartier Hippodrome,**

**Angle Avenues Winston-Churchill & Charles-de-Gaulle, opposite MINREX,
P.O. Box 10071 Yaounde (Republic of Cameroon) - Tel. : + 237 222 21 09 05**

Fax : + 237 222 21 67 45

E-mail: secretariat@ohada.org

Yaounde, July 28, 2016

Prof. Cossi Dorothé SOSSA