



**ROSA LUXEMBURG STIFTUNG** SOUTHEAST ASIA

RLS Southeast Asia

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*Date: 27 March 2017*

**Invitation to submit an offer for the recruitment supporting service**

Dear Sir/ Madam,

Rosa Luxemburg Stiftung Southeast Asia office (hereinafter mentioned as RLS SEA) would like to call for applications for the services of a qualified, reputable and experienced recruitment agency in Myanmar. We hereby request you to submit *detailed information of your company, provided service packages and relevant costs*.

More details of the service request can be found in the attached Terms of Reference.

**Deadline for the submission of offer: By 24<sup>th</sup> April 2017**

Late submission of offer shall not be considered.

If you have questions, please contact us.

Your contact person is: Ms. Nguyen Thu Ha, Project Manager of RLS Southeast Asia.

E-mail address: [thithuha.nguyen@rosalux.org](mailto:thithuha.nguyen@rosalux.org)

We look forward to receiving your offer.

Appendix:

- Terms of Reference for a Recruitment Firm

## Terms of Reference for a Recruitment Firm

### Background

Rosa Luxemburg Stiftung started its work in Vietnam in 2002 and opened a Representative Office in Hanoi, Vietnam in 2009. Since then, it has been actively engaged with its partners in supporting the idea of democratic socialism and creating solidarity as well as social cohesion in the region. In recent years, we have expanded our activities to other countries in Southeast Asia like Myanmar, Cambodia and Laos and since 2013, we have officially registered in Vietnam as a regional office - Rosa Luxemburg Stiftung Southeast Asia (RLS SEA).

In Germany, RLS is a recognized as a nationwide affiliated trust of the political party “Die Linke” (The Left). The Centre for International Dialogue and Cooperation (CID), together with its partners around the globe, conceptualizes and implements the international work of RLS.

RLS SEA established a network of valuable partners, promoting scientific publications and providing a broad range of political education opportunities. Like the CID of the RLS Headquarter in Berlin, we enable and facilitate emancipatory changes toward a transformation of our civilizational values. Democratic participation, education, health and social security are fundamental common goods, decent work is a part of a fulfilled life, freedom is more than the absence of war. We advocate a sustainable relationship between human beings and nature.

We are involved in bringing together diverse stakeholders like civil society organizations (CSOs), state institutions as well as representatives from local people and marginalized groups on a local, national and regional level in order to create the synergies and cooperation.

As we are expanding and enhancing our regional work, especially in Myanmar, we are looking for a Project Manager based in Myanmar and would like to engage the service of a Human Resources Consultancy/ Recruitment Firm to assist in the recruitment of such position.

### Scope of the Assignment

The main objective of the assignment is to assist RLS SEA to identify and present suitable candidates for the Project Manager based in Myanmar in the most transparent, cost effective and efficient method.



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As part of the assignment, the recruitment firm will carry out the following tasks:

- Discuss with RLS SEA to fine tune the requirements for the position;
- Advertise the job post via media and professional networks;
- Identify potentially suitable candidates from own data-base as well as incoming CVs through job posts
- Screen applications against the relevant job description for the position which will be availed by RLS SEA and provide first short-list of suitable candidates
- Provide an expert analysis of the shortlisted candidates;
- Conduct 1<sup>st</sup> round interviews with shortlisted candidates;
- Prepare a final shortlist following the interviewing of shortlisted candidates;
- Conduct reference checks based on information provided by the shortlisted candidates;
- Support candidate through transition in position.

### **Reporting Obligations**

The selected Recruitment Firm will report to RLS SEA by providing weekly progress updates via email, phone and/ or Skype. A detailed report will be presented to RLS SEA at the end of the selection process, including a detailed evaluation report with detailed resume of each final shortlisted candidate.

### **Advertisement**

The recruiting firm will publish the position on relevant and suitable websites and networks. RLS SEA will also advertise the position on its website and through its internal professional networks.

### **Time frame**

It is expected that this assignment will take a maximum 4 to 5 weeks from commencement. Recruitment Firms should submit their offers by 24<sup>th</sup> April 2017 as RLS SEA would like to conclude the contractual arrangement by 30<sup>th</sup> April 2017.

**Expertise required**

- The selected recruitment firm is to have extensive experience in executive search and selection assignments, with the ability to attract candidates locally and internationally.
- It should have a proven track record of working with international development organizations and possesses an in-depth understanding of the political content of RLS SEA's work in the region and worldwide.
- The recruitment firm should propose one head consultant who must have a degree or experience in executive search and selection and/ or HR related work.
- The recruitment firm should possess a large customers data base, especially in political, development and aid field.