

TERMS OF REFERENCE (TOR)

1. Background

Pullus Africa Solutions Ltd ("Pullus Africa") is seeking to engage a competent and experienced Human Resources/Recruitment firm to provide recruitment and related talent acquisition services for a period of **one (1) year**.

The selected firm will support Pullus in identifying, screening, assessing and recommending qualified candidates for various positions as required during the engagement period. The firm will also be responsible for conducting appropriate candidate verification and background checks to support Pullus in making informed hiring decisions.

2. Objective of the Engagement

The objective of this engagement is to appoint a reliable recruitment partner that will support Pullus Africa in attracting and selecting competent candidates who meet the required qualifications, experience and organisational fit.

The engagement is expected to:

- Improve the quality and efficiency of the recruitment process.
- Provide access to a wider pool of qualified candidates.
- Reduce the time required to fill vacant positions.
- Strengthen candidate screening and assessment.
- Ensure appropriate verification of candidates' credentials and references.
- Provide professional recruitment support as staffing needs arise.

3. Scope of Services

The selected firm will be expected to provide the following services:

A. Recruitment and Candidate Sourcing

- Understand the recruitment requirements provided by Pullus.
- Develop appropriate candidate sourcing strategies for each vacancy.
- Advertise vacancies through suitable recruitment channels and platforms.
- Source candidates from relevant talent pools and databases.
- Head-hunt suitable candidates where necessary, particularly for specialised or senior positions.

B. Application Screening and Shortlisting

- Review and screen applications received.
- Assess candidates against the agreed job requirements and selection criteria.
- Conduct initial candidate screening/interviews where applicable.

- Prepare and submit a shortlist of suitable candidates to Pullus.
- Provide brief profiles or assessment summaries of shortlisted candidates.

C. Candidate Assessment and Interviews

- Conduct preliminary interviews and assessments as agreed with Pullus.
- Where required, administer relevant skills, competency, aptitude, or personality assessments.
- Provide assessment reports and recommendations to support the final selection process.
- Coordinate interviews between shortlisted candidates and Pullus.

D. Credential and Background Verification

The firm will be required to conduct appropriate verification checks on selected candidates, which may include:

- Academic and professional qualification verification.
- Previous employment verification.
- Reference checks.
- Professional certification verification where applicable.
- Identity verification where appropriate and legally permissible.
- Other reasonable background checks agreed with Pullus.

Verification findings should be documented and submitted to Pullus Africa before the candidate's final appointment, where applicable.

E. Recruitment Reports and Documentation

For each recruitment assignment, the firm should provide relevant documentation, including:

- Candidate shortlist.
- Candidate CVs/profiles.
- Screening or assessment results.
- Interview/assessment reports where applicable.
- Credential and reference verification reports.
- Final recruitment recommendations.

4. Recruitment Process

The recruitment process is expected to generally follow the stages below:

Vacancy Request → Candidate Sourcing → Application Screening → Shortlisting → Initial Assessment/Interview → Pullus Africa Interview → Verification → Final Recommendation → Offer/Appointment

5. Expected Deliverables

The selected firm will be expected to deliver:

1. Qualified and relevant candidate shortlists for assigned vacancies.
2. Candidate screening and assessment reports.
3. Credential and reference verification reports.
4. Recruitment status updates.
5. Recruitment market insights where relevant.
6. Final candidate recommendations.
7. Other recruitment-related reports or services reasonably requested by Pullus.

6. Turnaround Time

The firm should clearly state its proposed turnaround time for:

- Acknowledging a recruitment request.
- Providing an initial candidate shortlist.
- Completing candidate screening.
- Conducting verification checks.
- Providing final recommendations.

The proposed timelines should be realistic and should take into consideration the seniority and complexity of each role.

7. Duration of Engagement

The engagement will be for a period of **twelve (12) months** from the effective date of the contract.

The engagement may be reviewed periodically based on the quality of service, recruitment outcomes, responsiveness, and overall performance of the selected firm.

8. Replacement Guarantee

The firm should clearly state its proposed **replacement/replacement guarantee period** for candidates recruited through its services.

Where a candidate resigns, is terminated for performance or suitability reasons, or otherwise exits within the agreed guarantee period, the firm should indicate whether it will provide a replacement candidate at no additional recruitment fee.

The terms and conditions of the replacement guarantee should be clearly stated in the proposal.

9. Confidentiality and Data Protection

The selected firm will have access to confidential information relating to Pullus and prospective employees.

The firm will therefore be required to:

- Maintain strict confidentiality of all information received from Pullus.
- Ensure candidate information is handled responsibly and securely.
- Use candidate information only for the purpose of the recruitment assignment.
- Comply with applicable Nigerian data protection and privacy requirements.
- Not disclose Pullus Africa's confidential information to any third party without prior authorisation.

10. Responsibilities of Pullus

Pullus will:

- Provide the firm with relevant job descriptions and recruitment requirements.
- Provide information necessary to support the recruitment process.
- Review submitted candidates within a reasonable timeframe.
- Participate in interviews and final selection.
- Provide feedback on candidates where required.
- Communicate the final hiring decision to the selected firm.
- Make agreed payments in accordance with the terms of the engagement.

11. Responsibilities of the Recruitment Firm

The selected firm will:

- Provide qualified candidates in line with agreed requirements.
- Maintain professional communication with Pullus throughout the recruitment process.
- Conduct thorough screening and assessments.
- Ensure accuracy of information presented about candidates.
- Complete agreed verification checks.
- Maintain confidentiality of all information.
- Provide timely recruitment updates and reports.
- Meet agreed recruitment timelines and service standards.

12. Minimum Firm Requirements

Interested firms should demonstrate:

- Proven experience in recruitment and HR consulting.
- Experience recruiting across different functions and levels.
- Access to a broad and reliable candidate pool.
- Experience conducting candidate screening and background/credential verification.
- Strong understanding of the Nigerian employment and recruitment environment.

- A competent team capable of delivering the required services.
- Evidence of previous or current clients with similar requirements.

Experience supporting startups, SMEs, growing businesses, or organisations within the agricultural, technology, manufacturing, logistics, or related sectors will be an advantage.

13. Proposal Requirements

Interested firms are requested to submit a proposal containing the following:

A. Company Profile

- Company background and history.
- Areas of expertise.
- Relevant experience.
- Details of key personnel who will handle the Pullus account.

B. Proposed Approach and Methodology

The firm should explain how it intends to manage recruitment assignments from vacancy requests through candidate placement and verification.

C. Relevant Experience

Provide details of similar recruitment assignments handled, including relevant clients or sectors served.

D. Proposed Turnaround Time

Clearly state the expected timeline for sourcing, shortlisting, assessment, and verification.

E. Replacement Policy

Provide details of the firm's replacement guarantee and applicable terms.

F. Pricing/Commercial Proposal

Provide a clear breakdown of:

- Recruitment fees
- Any other applicable charges
- Payment terms

G. References

Provide at least **two (2) client references** for similar services.

14. Expected Performance Standards

The selected firm will be expected to demonstrate:

- Quality and relevance of candidates submitted.
- Timely delivery of recruitment assignments.
- Effective communication and responsiveness.
- Accuracy and reliability of verification reports.
- Professional handling of candidates.
- Ability to understand Pullus' organisational and staffing requirements.
- Overall contribution to improving the recruitment process.

15. Submission of Proposals

Interested firms are invited to submit their proposals electronically to hr@pullusafrica.com

16. Disclaimer

Pullus Africa Solutions Ltd reserves the right to accept or reject any proposal, request additional information or clarification from any applicant and discontinue the selection process where necessary.

Submission of a proposal does not constitute a contract or guarantee of engagement.

The final engagement will be subject to satisfactory evaluation, commercial negotiation and execution of a formal agreement between Pullus and the selected firm.