

## TERMS OF REFERENCE

### APPOINTMENT OF A RECRUITMENT AGENCY TO FACILITATE THE RECRUITMENT OF A CHIEF EXECUTIVE OFFICER (CEO) FOR THE WALVIS BAY CORRIDOR GROUP (WBCG)

<b>Client Organisation</b>	: Walvis Bay Corridor Group
<b>Assignment Title</b>	: Facilitate the recruitment of the Chief Executive Officer
<b>Date Issued</b>	: 13 February 2026
<b>Duration of Assignment</b>	: Estimated 2-3 Months (from contract signing to placement)
<b>Reporting To</b>	: WBCG Board

#### 1. BACKGROUND

The Walvis Bay Corridor Group (WBCG) is a Public–Private Partnership mandated to develop and promote the Walvis Bay Corridors as strategic transport and logistics routes for Namibia and the Southern African region. Following the resignation of the Chief Executive Officer (CEO), the WBCG seeks to procure the services of a qualified Namibian-based recruitment agency to manage and facilitate a transparent, professional and high-quality recruitment process for the appointment of a new CEO.

#### 2. OBJECTIVES OF THE ASSIGNMENT

The purpose of this assignment is to engage a reputable recruitment agency with demonstrated expertise in executive-level recruitment to assist the WBCG in sourcing, screening, and recommending the most suitable candidate for the position of Chief Executive Officer, capable of leading the WBCG and driving its strategic vision forward.

Specific objectives include:

- To conduct a thorough, rigorous and confidential search for suitable candidates.
- To ensure the process adheres to the standards of transparency, non-discrimination, and corporate governance.
- To deliver a final shortlist of three (3) to five (5) exceptional candidates to the Board Recruitment Committee.

#### 3. SCOPE OF WORK

The selected recruitment agency will be expected to undertake the following tasks:

### 3.1 Position Analysis

Review and refine the CEO job profile, key competencies and qualification requirements.

### 3.2 Recruitment Strategy

Develop and propose a targeted recruitment strategy.

### 3.3 Candidate Sourcing

- Professionally advertise the position in agreed channels (New Era, The Namibian & Republikein as well as social media & website).
- Actively headhunt suitable candidates from relevant industries and sectors.

### 3.4 Screening and Shortlisting

- Receive, acknowledge, and manage applications.
- Conduct initial screening and background checks.
- Shortlist candidates based on qualifications, experience, and leadership competencies.
- Present a detailed shortlist report to the Board.

### 3.5 Interview Facilitation

- Prepare structured interview guides and assessment tools.
- Coordinate and facilitate interviews with the Board-appointed panel.
- Provide competency assessments, psychometric tests, or leadership evaluations (if required).

### 3.6 Final Recommendation

- Submit a final report with rankings, assessment summaries and recommendations.
- Assist the Board in negotiating employment terms with the selected candidate.

## 4. DELIVERABLES

The agency must deliver:

1. A recruitment plan and timeline
2. A refined CEO job description
3. A longlist and shortlist of qualified candidates
4. Interview and assessment reports
5. Final recommendation report
6. Support in contract negotiations (if required)

## 5. TIMEFRAME

The full recruitment process is expected to be completed within 8–12 weeks from the date of appointment, unless otherwise agreed.

## 6. REQUIRED QUALIFICATIONS OF THE AGENCY

The recruitment agency must:

- Have at least 5 years' experience in executive recruitment;
- Demonstrate prior experience in recruiting C-suite positions, preferably in the public, logistics or corporate sectors;

- Have qualified HR professionals and assessors on staff;
- Have a proven track record of confidentiality, professionalism, and compliance with recruitment standards;
- The bid is open to Namibian-based companies;
- Proven excellent communication, analytical and facilitation skills;
- Fluency in English (written and spoken).

## 7. REPORTING

The agency will report directly to the **Board of Directors** through the Chairperson or a delegated representative.

## 8. SUBMISSION REQUIREMENTS

Interested agencies must submit:

- Company profile and registration documents
- Evidence of similar past assignments
- Proposed methodology and recruitment strategy
- Detailed work plan and timeline
- Team composition and qualifications
- Financial proposal (all-inclusive fee)

## 9. DOCUMENTS TO BE SUBMITTED

Service providers are required to submit the following:

- (i) Certified copy of Certificate of registration or founding statement.
- (ii) Certified copy of shareholders' identification document;
- (iii) A valid certified copy of affirmative action compliance certificate, or in its absence, proof from the Employment Equity Commission that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act 1998.
- (iv) A certified copy of a valid good standing certificate Social Security Commission not older than (30) Thirty days;
- (v) A certified copy of a valid good standing certificate from the Namibia Revenue Agency;
- (vi) Company profile consisting of ownership and management structure;

Should any one of the above-mentioned information and/or documentation not be attached, the proposal will be deemed non-responsive and disqualified from the prequalification process.

## 10. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and track record: 20%
- Methodology and approach: 25%
- Qualifications of proposed team: 25%

- Past performance and references: 20%
  - Proposal presentation: 10%
- Total: 100%**  
**Minimum qualifying score: 80%**

## 11. PAYMENT SCHEDULE

- **Contract Signing and Search Kick-Off** (Upon acceptance of the Inception Report, Job Profile, and Search Strategy): 35%
- **Presentation and Acceptance of Final Shortlist** by the WBCG Board Recruitment Committee: 35%
- **Successful Candidate Acceptance and Start Date** (Paid within 30 days of the CEO's signed contract or first day of employment): 30%

## 12. CONFIDENTIALITY

The agency must ensure full confidentiality of all candidate information and the WBCG documents at all stages of the recruitment process. In addition, the agency must declare any potential conflict of interest.

## 13. PROPOSAL SUBMISSION

The submission must be sealed in two separate envelopes, one technical proposal and one financial proposal clearly marked as either "Technical Proposal for Recruitment Agency for the Walvis Bay Corridor Group" or "Financial Proposal for Recruitment Agency for the Walvis Bay Corridor Group," and both envelopes must be **hand delivered** to:

**THE PROCUREMENT COMMITTEE  
WALVIS BAY CORRIDOR GROUP  
31 GENERAL MURTALA MUHAMMED AVENUE  
EROS  
WINDHOEK  
NAMIBIA**

All correspondence should be directed to:

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**CLOSING DATE: FRIDAY, 27 FEBRUARY 2026**