



TERMS OF REFERENCE

Executive Recruitment Services for the Position of Chief Executive Officer (CEO)

1. About NABII Zambia

The Zambia National Advisory Board for Impact Investment (NABII), established in 2019, is a non-profit organisation dedicated to advancing the growth and effectiveness of impact investing in Zambia. As a proud member of the Global Steering Group for Impact (GSG Impact), NABII works to mobilise stakeholders and resources to foster a private sector-driven "impact economy" that integrates social and environmental impact measurement into all aspects of economic activity.

Mission: To mobilise stakeholders and resources to support the creation of a private sector- driven economy through the identification of domestic opportunities for change and innovation that help achieve and maintain the Sustainable Development Goals (SDGs).

Vision: A prosperous Zambia driven by inclusive green growth and sustainable development.

2. Organisational Context

NABII is at a pivotal stage of its institutional evolution, transitioning from a foundational establishment to actively scaling its influence within Zambia's impact investment ecosystem. Having gained growing recognition through successful initiatives and collaborations in Market Development, Knowledge Development, Policy Development, and Communication Development, the organisation is now entering a growth phase that demands strategic leadership to sustain momentum and deepen its national and regional footprint.

Over the next three years, NABII will focus on:

- **Capital Mobilisation:** Increase the supply and diversify the sources of impact investment capital by attracting and engaging investors, piloting innovative financial instruments, and scaling deal-matching platforms such as the Zambia Impact Investment Summit
- **Ecosystem Strengthening:** Supporting Small and growing Businesses (SGBs), Entrepreneurship Support Organisations (ESOs), and Intermediaries through capacity building, access to markets and finance, and promoting collaboration among ecosystem players.
- **Knowledge and Awareness:** Raising national understanding and visibility of impact investing through research, publications, campaigns, events, and engagement with policymakers and market regulators, including media and academic institutions.

- **Organisational Capacity:** Strengthening NABII's internal systems, diversifying funding, investing in staff development, and improving operational.

To lead this growth, NABII requires a dynamic, strategic, and relationship-driven CEO – one with a proven track record in ecosystem building, stakeholder engagement, and resource mobilisation. The ideal candidate will demonstrate success in early-stage market development initiatives and growing institutional visibility and credibility in both national and regional arenas.

3. Desired CEO Skill Sets and Competencies

- Proven credibility in financial and social impact sectors.
- Demonstrated fundraising success.
- Strong coalition-building and stakeholder engagement skills.
- Experience working with Government, Entrepreneurship Support Organisations (ESOs), investors, Small and Growing Businesses (SGBs), media, and ecosystem-building networks.
- Strong written and verbal communication across technical and non-technical audiences
- Fair knowledge of policy/regulatory frameworks in Zambia and the SADC region.
- Prior C-suite and board-level leadership experience.

4. Scope of Recruitment Services

The selected agency will be responsible for:

1. Reviewing and refining the CEO job description and publishing the advertisement.
2. Sourcing and/or headhunting qualified candidates.
3. Conducting initial screening for suitability.
4. Administering psychometric testing and verifications (academic, professional, criminal, and identity).
5. Presenting a shortlist with detailed screening summaries and salary expectations.
6. Coordinating interviews, including scheduling and logistics.
7. Supporting final negotiation and onboarding.
8. Managing candidate communications, ensuring timely feedback to all applicants.

5. Service Provider Profile

5.1 Experience & Qualifications

- Degree in Human Resources or Industrial Psychology.
- Minimum 5 years of executive recruitment experience, ideally in the impact investment, non-profit, or sustainable development sectors.
- Proven experience managing executive-level recruitment on fixed-term contracts.
- Understanding of employment legislation and Zambia's socio-economic environment.
- Excellent facilitation, reporting, and communication skills.

5.2 Documentation Requirements

- Firm profile and CVs of key personnel.
- Proposed recruitment work plan with timelines.
- Three reference letters from recent similar assignments.
- Financial proposal with fee breakdown and payment terms.

6. Selection Criteria

Criteria	Maximum Score
Financial offer	50
Experience and knowledge of the subject matter	30
Traceable references	20
Total	100

7. Application Guidelines

Interested service providers are invited to submit their proposals by May 30, 2025, to:

Email: secretariat@nabii.org.zm

Address: ZANACO Business Center, 1st Floor, Cairo Road, Lusaka

Website: nabii.org.zm

Submissions must include:

- Documentation listed in Section 5.2
- A comprehensive financial proposal