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## **Terms of Reference for the Executive Director**

The Center for Development Policy (CDP) is a Pan-African and non-partisan think tank headquartered in Rwanda, focusing on Sub-Saharan African (SSA) countries. CDP is officially registered with the Rwanda Governance Board (RGB). The center contributes to the development of African countries through policy analysis, research, and capacity strengthening. We prioritize evidence-based development solutions and promote empirically tested interventions that address the real needs of Africa's population, contributing to the continent's inclusive development. The center works with local partners to study, document, and share lessons and best practices that influence development outcomes in Africa. Our uniqueness lies in offering policy advice and analysis to organizations while building their capacities through training and technical support to undertake evidence-informed development interventions. Our areas of research include but not limited to financial sector development, environmental and climate change, gender and women empowerment, agriculture, disability, digitalization, labor and employment, poverty, inequality, social protection, trade and regional integration, migration and development. These areas are delivered by a diverse pool of experts – both local and international associates as well as research fellows who have extensive experience in Africa's development contexts, challenges, and prospects. CDP has a subsidiary consulting wing (CDP Consult Ltd) that focuses on consultancy services to our partner organizations. For detailed information about our work, please refer to our website: [www.cdpafrica.org](http://www.cdpafrica.org)

## **Vision**

We aspire to be a source of credible evidence and expertise that drives inclusive development in Africa.

## **Mission**

We influence development outcomes by promoting evidence-based interventions that reflect the real needs of African citizens driven by capable organizations.

## **About the Position**

The Executive Director is responsible for the day-to-day management of the Center for Development Policy. He works closely with the Founder and President of CDP and reports to the governing Board of

Directors. The Board of Directors has the authority to recruit the Executive Director on basis of his/her technical competence.

### **Key Responsibilities**

- a) Oversee the execution of the CDP Board of Directors' decisions as well as those of the general assembly;
- b) Communicate with the Board and provide in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions;
- c) Oversee and deploy appropriate resources to ensure effective operations of CDP;
- d) Work with the Board and CDP staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- e) Mobilize resources sufficient to ensure the financial health of the CDP organization;
- f) Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of CDP;
- g) Establish and maintain relationships with various organizations, institutions (local and international), stakeholders and utilize those relationships to strategically enhance CDP's mission;
- h) Lead and mentor young researchers and young professionals to grow into research fellows and associate experts;
- i) Develops and coordinate the implementation of CDP capacity building interventions and training plans implemented by CDP;
- j) Serve as CDP's primary contact person and spokesperson to the organization's constituents including the media and the general public;
- k) Establish CDP employment and administrative policies and procedures for all functions and for the daily operation of the organization;
- l) Make use of the CDP Consult Ltd to mobilize resources for the center through consulting services;
- m) Review and approve contracts for services
- n) Perform other duties as assigned by the Founding President and the Board of Directors;
- o) Implement the strategic and action plans of CDP as approved by the board of directors;
- p) Prepare for the board meeting, and serve as the secretary to the board, with no voting rights;
- q) Closely collaborate with the Founding President to keep the vision and mission of the center, and to prepare and organize the general assembly of CDP

## **Key Deliverables**

The performance of the Executive Director will be assessed based on the following key components.

### **Implement CDP Strategy**

- With the guidance and support of the founding president and the governing board, the Executive Director is expected to operationalize the five-year strategy of the Center for Development Policy;
- Attract, train and assemble the team of research assistants, research fellows and expert associate teams that reflect a diversity of characteristics, perspectives and expertise to drive the growth of the center and its subsidiary consulting wing;

### **Drive and Oversees Research Portfolio**

- Initiate and attract research projects and initiatives that are in-line with the CDP strategy;
- Attract and collaborate with local and international partners and collaborators to drive research and policy analysis and policy engagements at CDP;
- Ensure excellence across all internal and external research studies and consulting services through proactive project and stakeholder management across academics, experts, research delivery partners, field operations, field technological tools and funding partners;
- Support and oversee internal team, associate experts and research fellows to design and deliver on a wide range of projects, leveraging on the existing institutional systems and tools.

### **Program and Program Design**

- Lead the design and implementation of the competitive grant research proposals, project proposals and programs either initiated internally, or jointly initiated by local or international collaborators;
- Provide the leadership on implementation of programs and projects for CDP;
- Drive evidence-based program design and implementation by synthesizing existing data and evidence in accessible formats and champion research uptake and policy engagement by organizing policy dialogues and dissemination of findings and lessons learnt;
- Engage and partner with senior research fellows and associate experts to design projects and deliver trainings to the local partners;
- Drive the implementation of CDP Young Fellowship program that seeks to develop a competitive pool of CDP young experts and researchers who are passionate about research and policy in African context.

## **Resource Mobilization**

- Strongly mobilize resources for the organizations through grants, consulting, technical support and trainings, organizing research conferences and policy dialogues, etc;
- Strong engagement with donors, partners and collaborators locally and internationally;
- Maximize the reach and impact of CDP research publications and project results by communicating externally about results, and synthesizing findings for publications and dissemination;
- Enable high-quality donor reporting by providing timely progress updates on project implementation and research outputs.
- Built internal capacity of the team for resource mobilization

## **Qualifications and Competency**

**The candidate must have the following qualifications and competencies:**

- Master's degree in public policy, economics (in any of the fields of economics), international development, political science, having a PhD in either of the latter fields would be an added and preferred advantage;
- A minimum of 5 years of relevant work experience, more experience preferred for Master's holder and 3 years of practical and relevant experience for the PhD holder;
- Strong technical research skills and project management skills required;
- Experience in managing teams of diverse culture backgrounds;
- Ability to manage and communicate effectively across cultures with multiple stakeholders including international and local academic researchers, government officials, NGO partners, enumeration teams, consultants, and study participants;
- Experience in managing internal financial resources and funds from multiple donors;
- Excellent organization and multitasking skills, self-motivating, ability to work under pressure and to prioritize effectively;
- High emotional intelligence, self-knowledge, flexibility, and a team player;
- Excellent English communication skills, ability to speak Kinyarwanda and French is not required but would be favored;
- Passion for connecting rigorous research to policymakers and practitioners;
- Innate curiosity, analytic reasoning, and a sense of humor are required;

***This position is open to all Africans interested and with the above skills and competencies.***

### **How to Apply and Important Dates**

- Application Submission: Submit your application, including your resume and academic documents, to [info1@cdpafrica.org](mailto:info1@cdpafrica.org)
- Keep your resume brief by demonstrating your practical experience.
- Submission Deadline: 6<sup>th</sup> June 2025
- Contact Information: For more information regarding the application process, please contact [+250789933362](tel:+250789933362).

**N.B:** Only short-listed candidates will be contacted for interview.

### **Job Location**

This position will be based in Kigali, Rwanda, with potential travel to the field within Rwanda when required.

Fast-paced, dynamic work environment requiring adaptability and resilience.

### **Equal Opportunity Statement**

The Center for Development Policy is an equal opportunity employer committed to developing and raising African talents into globally competitive experts in their fields. We celebrate diversity and are committed to creating an inclusive environment for all employees, where individuals from all backgrounds are given opportunities for career growth and decent employment.



Executive Director

Dr. Kasim Ggombe Munyegera

