



«APPROVED» by

**The First Deputy Chairman of the
Management Board
Sh.Yusupov**

December 25, 2025 #382

TECHNICAL SPECIFICATIONS

for the recruitment of a recruiting company on an outsourcing basis for the search and selection of candidates for senior management and narrow specialist positions

No.	Information and requirements	Remarks
1	Organization	The JSCB "Business Development Bank"
2	Type of work performed or service rendered	Search and selection of candidates for senior management personnel and narrowly specialized positions
3	Basis for conducting competitive bidding	Law of the Republic of Uzbekistan dated April 22, 2021 #684 "On Public Procurement"; Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated May 20, 2022 No. 276 "On Approving the Regulation on the Procedure for Organizing and Conducting Procedures Related to the Implementation of Public Procurement"; Procedure for Procurement in the System of JSCB "Business Development Bank," approved by the decision of the Bank's Management Board dated December 11, 2025 #155/4.
4	Requirements for the transfer of services to the contractor's responsibility	Having successful service experience in searching for and selecting suitable candidates for senior management positions and narrowly specialized positions for companies with 1,000 or more employees over the past two years. Number of successful projects over the past two years for searching and selecting candidates suitable for senior management positions and specialized roles in companies with more than 1,000 employees, where the resumes of hired candidates must be submitted within the first 30 calendar days after the job vacancy announcement.

		<p>The availability of at least 3 consultants for banks to search for and select suitable candidates for senior management positions and narrowly specialized positions. Service experience is considered successful if the HR agency has facilitated the candidate's employment.</p> <p>Availability of valid certificates for one of the candidate evaluation methodologies, such as Hogan, TalentQ, SHL, or Thomas.</p> <p>Availability of an own database of CVs.</p> <p>Preference is given to applicant companies with experience in the successful selection of personnel for banks ranked in the TOP-5 of the Republic of Uzbekistan or foreign banks.</p>
5	Address of the organization	18-A, Navai st, 100011, Tashkent, Uzbekistan
6	Details of the service	<p>Provision, based on the order of JSCB "Business Development Bank," of services for the search and selection of candidates for senior management personnel and narrow specialist positions in accordance with the following requirements:</p> <p>a) In-depth analysis of positions and requirements:</p> <ul style="list-style-type: none"> - Search and selection of personnel corresponding to the competency model approved by JSCB "Business Development Bank"; - taking into account the requirements of the Central Bank and the relevant internal regulatory documents of JSCB "Business Development Bank" when searching for and selecting personnel. <p>b) Targeted search:</p> <ul style="list-style-type: none"> - use targeted headhunting methods, except for public announcements; - coverage of the domestic and international personnel market. <p>c) Initial interview:</p> <ul style="list-style-type: none"> - conducting a preliminary interview and preparing a conclusion on compliance with the established qualification requirements and competence; - conducting inquiries and obtaining conclusions from previous workplaces;

		<ul style="list-style-type: none"> - conducting a preliminary investigation and preparing a conclusion on their reputation and information in public sources. <p>d) Presenting candidates for each positions:</p> <ul style="list-style-type: none"> - submission of at least 2 candidates for each position; - presentation of a portfolio for each candidate. <p>e) Tenor and result:</p> <ul style="list-style-type: none"> - the search and selection period for each candidate is 20-30 days; - monitoring of the selected candidate's performance during the probationary period; - warranty commitment: free retrieval if the candidate resigns or does not qualify within 3 months. <p>f) Data security and confidentiality:</p> <ul style="list-style-type: none"> - Full protection of banking secrecy and strategic information. <p>g) Report and communication:</p> <ul style="list-style-type: none"> - regular contact with the responsible subdivision assigned by the bank; - phased report on the search process; - preliminary agreement with the bank on changes to the search strategy. <p>h) Other requirements:</p> <ul style="list-style-type: none"> - guarantee of prevention of conflicts of interest; - allocate a separate manager to coordinate the candidate search and selection process.
7	Payment terms	Payments are made based on the volume of work performed and services within 5 (five) working days after the signing of the document on work performed and the invoice by the customer and the contracting organization.
8	Period of contract	Full realization of contract amount
9	Acceptance of completed work and services	Work and services performed by the contractor are considered performed after their full completion, submission of acceptance documents, and their bilateral signing
10	Winner	Winner will be selected based on the selection results
11	Contact	(78) 150-93-39, short: 850

Agreed with: A.Azimov, A.Asqarov, Kh.Quyjanov

<https://hujjat.brb.uz/?pin=cT18uE64&id=d7950d76-ea86-4f77-b468-a5b52b7cce0a>