



REQUEST FOR PROPOSAL

RFP/051/ADMIN/2024

CONSULTANCY SERVICES FOR RECRUITMENT SERVICES

RFP ISSUE DATE: - 18TH SEPTEMBER 2024.

Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.

SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: - RFP/051/ADMIN/2024

RFP Reference No.	RFP/051/ADMIN/2024
Title of Tender	CONSULTANCY SERVICES FOR RECRUITMENT SERVICES
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - https://taxjusticeafrica.net/
Location of this Assignment	Nairobi - Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Amendment of RFP Documents	At any time before the submission of proposals, the Client, TJNA may for any reason, whether at its initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. The addenda shall be sent by mail to all invited consultants and will be binding on them. The Client may, at his discretion, extend the deadline for the submission of proposals if deemed. Necessary to allow bidders reasonable time to take the amendment into account.
Email address for submission of Proposals	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Deadline for submission of questions and clarifications	3rd October 2024
Deadline for Answering questions and clarifications	4th October 2024
Deadline for submission of Proposals	Please include the subject line "RFP/051/ADMIN/2024" in the email.
Anticipated Award Type	Consultancy Agreement
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<u>Preliminary Mandatory Requirements</u> Bidders will be evaluated on the following mandatory requirements, and those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps. Registered Firms/ Individual Entities: - <ol style="list-style-type: none">1. Certificate of Registration or Incorporation/IDs for individual-based consultant2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)3. Tax Compliance4. Valid business permit from country of jurisdiction5. Submission Technical Proposal6. Submission of the financial proposal7. Previous Experience (Reference letter/LSO/Contract)8. CVs for the proposed team

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SECTION 2: INSTRUCTIONS TO CONSULTANTS

1. BACKGROUND

Tax Justice Network Africa (TJNA) is a pan-African network established in 2007, with 48 member organizations in 26 African countries. The network envisions a new Africa where tax justice prevails to contribute to equitable, inclusive, and sustainable development. The mission of the network is to spearhead tax justice in Africa's development by enabling citizens and institutions to promote equitable tax systems through policy influencing. TJNA seeks to promote socially just, accountable, and progressive taxation systems in Africa. This is by advocating for tax policies with pro-poor outcomes and tax systems that curb public resource leakages and enhance domestic resource mobilization. It aims to achieve this by challenging harmful tax policies and practices that, on the one hand, facilitate illicit financial outflows of resources and, on the other hand, favor the wealthy while aggravating and perpetuating inequality.

2. SUBMISSION OF PROPOSAL

Interested and Eligible consultants/consortiums are required to submit their application in the English language with the following specific information: -

- Company profile and relevant experience.
- Detailed approach and methodology for recruitment services.
- Proposed timeline and milestones.
- Cost structure and payment terms.
- References from previous clients.

Interested consultants may obtain further information from our website: <https://taxjusticeafrica.net/>

2.1 The Technical and Financial Proposals must be submitted separately to (procurement@taxjusticeafrica.net) by **9th October 2024 @ 5:00 PM.**

2.2 Association

Consultants may associate with other firms in the form of a Joint venture or a sub-consultancy to enhance their qualifications (provide group agreement to the effect).

Shortlisted consultants may associate with non-shortlisted consultants ONLY after seeking written approval from TJNA.

2.3 Grounds for Exclusion

Organizations or Individuals are to be excluded from participating in this RFP if: -

- a) They are declared prohibited by TJNA because of their involvement in corrupt or fraudulent procurement practices.
- b) TJNA staff or management involved in the procurement process have a financial interest. In, or close relatives working with, the organization or individual.
- c) they are bankrupt or are being wound up, whose affairs are being administered by a court, who have entered an arrangement with creditors, who have suspended. Business activities or who are subject to an injunction against running a business by the court.

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- d) they are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court, or for an arrangement with creditors or of any other similar proceedings.
- e) They have been convicted of an offense concerning their professional conduct by a court.
- f) they have been found guilty of grave professional misconduct or
- g) They have not fulfilled obligations relating to payments of taxes or social security contributions.

2.4 Validity of Proposal

Proposals must remain valid for **90 calendar days** after the proposal submission deadline.

2.5 Communication

Communication between bidders or their agents and any official of TJNA is strictly forbidden except as provided for in the relevant sections of this RFP. Infringement of this clause may lead to automatic disqualification from the bid process.

2.6 Taxes

The financial proposals shall include all applicable taxes quoted separately. If taxes are not mentioned in the financial proposal, TJNA shall consider that they are included in the prices provided.

2.7 Currency

The financial proposal shall be in Kenya Shillings (KES) or US Dollars (USD).

2.8 TJNA Policy and Standard Terms and Conditions

a) TJNA Employees

All proposals must indicate any/all known TJNA employees and/or near relatives who hold a position in your organization or have been engaged as a consultant for your organization within the last two years. Also, indicate any known TJNA employees or near relatives that own or control more than a ten percent (10%) interest in your organization. If there are none, state so.

b) Conflict of Interest

The Consultant shall not hire any officer or employee of TJNA to perform any service covered by this agreement. The Consultant should ascertain that to the best of their knowledge, there exists no actual or potential conflict between the Consultant's family, business, or financial interest and the service provided under this agreement, and in the event of change in either private interests or service under this agreement, any question regarding possible conflict of interest which may arise because of such change will be raised with TJNA.

The Consultant shall not be in a reporting relationship with a TJNA employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the Consultant.

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c) Ethics

The Consultant will exercise extreme care and due diligence to prevent any action or conditions that could result in conflict with the best interest of TJNA.

Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that creates a conflict of interest with TJNA or in any way compromises the work to be performed under this RFP or any agreement resulting from this RFP. The Consultant and its employees will not offer gifts, entertainment, payment, loans, or other gratuities or consideration to TJNA employees, their families, other Consultants, subcontractors, or other third (3rd) parties to influence such persons to act contrary to TJNA's interest or for personal gain. The Consultant will immediately notify TJNA of all such violations of this clause upon becoming aware of such violations.

d) TJNA's Right to Reject or Modify

Selection of a proposal does not mean that all aspects of the proposal(s) are acceptable to TJNA. TJNA reserves the right to negotiate the modification of the proposal terms and conditions before the execution of a contract to ensure satisfactory procurement.

e) Supplemental Terms and Conditions/Modifications

Any supplemental terms or conditions, or modification or waiver of these terms and conditions, must be in writing and signed by a Consultant and TJNA.

2.9 Form of Agreement

The contents of this RFP and the proposal document of the successful Consultant shall become contractual obligations as part of the Contract if acquisition action ensues. Failure of a successful Consultant to accept these obligations in a contractual agreement shall result in cancellation of the award. TJNA reserves the right to negotiate provisions in addition to those stipulated in this RFP or proposed by a consultant to obtain the best possible contract.

3.0 Marketing References

The successful Consultant shall be prohibited from making any reference to TJNA in any literature, promotional material, brochures, or sales presentations without the express written consent of TJNA.

3 OBJECTIVES

- To identify and recruit the most suitable candidates for open positions.
- To streamline and optimize the recruitment process.
- To ensure a diverse pool of candidates is considered.

3.1 Scope of Work

The selected recruitment service provider will be responsible for:

- **Job Analysis and Description:** Collaborating with TJNA to understand job requirements and develop detailed job descriptions.
- **Sourcing Candidates:** Utilizing various channels to source and attract potential candidates, including job boards, social media, and industry networks.
- **Screening and Shortlisting:** Conducting initial screenings and interviews to shortlist candidates based on skills, experience, and cultural fit.
- **Interview Coordination:** Scheduling and coordinating interviews between candidates and TJNA
- **Interview Process:** Handling written tests, screening interviews and oral interviews that leads to a selection of the best candidate.

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- **Reference Checks:** Conducting reference checks for shortlisted candidates.
- **Offer Management:** Assisting with offer preparation and negotiation, as well as facilitating the onboarding process.
- **Documentation** – Documenting the recruitment process and share all documents with TJNA as per the TJNA recruitment policy and practice.

3.2 Deliverables

- Recruitment strategy and plan
- Shortlisting and assessment of CVs
- Conducting interviews and reference checks
- Offer Negotiation and Onboarding Support
- Final Reporting and interview documentation

3.3 Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record.
- Quality and feasibility of the proposed approach.
- Cost-effectiveness.
- References and client feedback.

3.4 Qualifications Required:

- Proven experience in recruitment services with a focus on NGOs, CSOs, Pan African, and related.
- Strong network and sourcing capabilities.
- Excellent communication and negotiation skills.
- Ability to work effectively with diverse teams and stakeholders.

HOW TO APPLY:

Kindly submit your technical and financial proposal by **5:00 PM EAT on 9th October 2024** to procurement@taxjusticeafrica.net with the email subject: **RFP/051/ADMIN/2024 CONSULTANCY SERVICES FOR RECRUITMENT SERVICES.**

The Consultant will be selected based on the following:

1. Relevance and specific experiences in relation to the TOR.
2. Comprehensive Technical approach and methodology statement.
3. Proof/Evidence of similar assignments conducted in the past (Previous experience).
4. Key personnel criteria CVs and cover letter outlining one's competence subject and the suitability to undertake this consultancy service.

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5. A financial proposal including all fees: If the financial proposal is silent on taxes, TJNA shall assume that these are included in the offer.

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