



REQUEST FOR PROPOSAL

RFP-007-ED's OFFICE-2025

CONSULTANCY SERVICES FOR THE DEVELOPMENT OF EXECUTIVE COUNCIL MANUAL FOR TAX JUSTICE NETWORK AFRICA.

RFP ISSUE DATE: - 22nd April 2025

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-007-ED's OFFICE-2025

RFP Reference No.	RFP-007-ED's OFFICE-2025
Title of Tender	CONSULTANCY SERVICES FOR THE DEVELOPMENT OF EXECUTIVE COUNCIL MANUAL FOR TAX JUSTICE NETWORK AFRICA
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, Client TJNA may, for any reason, whether at its own 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, 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	24 th April 2025
Deadline for Answering questions and clarifications	25 th April 2025
Deadline for submission of Proposals	Please include the subject line "RFP-007-ED's OFFICE-2025" in the email.
Anticipated Award Type	Consultancy Agreement
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<p>Preliminary Mandatory Requirements Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps.</p> <p>Registered Firms/ Individual Entities: -</p> <ol style="list-style-type: none"> 1. Certificate of registration or Incorporation 2. Copy of List of Directors, Shareholders, and beneficial owners (CR12) 3. Tax Compliance Certificate 4. Valid business permit from country of jurisdiction 5. Submission Technical Proposal 6. Submission of the financial proposal 7. Previous Experience (Reference letter/LSO/Contract) 8. Company Profile 9. CVs for the proposed team

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SECTION 2: INSTRUCTIONS TO BIDDERS

INTRODUCTION

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organization established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organizations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. To strengthen governance and ensure effective oversight and management, TJNA seeks the services of a consultant to update its Executive Council manual. The manual will serve as a key governance document, providing guidance on roles, responsibilities, processes, and expectations for Executive Council members.

2. PROPOSAL SUBMISSION

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

- Experience in similar assignments.
- Availability of appropriate key staff to be involved in the assignment.
- A brief profile of the firm, including a description of the firm.
- Proposed work plan and approach/methodology/concept.

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 **5th May 2025 @5:00PM.**

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 practices in Procurement.
- b) TJNA staff or management involved in the procurement process have financial interest.
in, or close relatives working with, the organization or individual.
- c) They are bankrupt or 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.

2.5 Validity of Proposal

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

2.6 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.

2.7 Taxes

The financial proposal 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.

2.8 Currency

The financial proposal shall be in **US Dollars (USD)**.

2.9 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 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 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 for the purpose of influencing such people 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 prior to 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.

3.0 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 the cancellation of the award. TJNA reserves the right to negotiate provisions in addition to those stipulated in this RFP or proposed by a consultant for the purpose of obtaining the best possible contract.

- **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.

4.0 Purpose of the Assignment:

The purpose of this assignment is to engage a consultant to review and update the current governance manual to enhance the effectiveness, accountability, and transparency of the TJNA Executive Council. The manual will provide a clear framework for the governance of the organization and ensure that Executive Council members have the necessary tools and knowledge to fulfill their roles effectively.

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5.1 SCOPE OF WORK:

The consultant will be expected to carry out the following tasks:

5.1 Review of TJNA's governance framework:

- Review existing documents, including the TJNA constitution, strategic plan, and other relevant governance documents.
- Conduct interviews or discussions with key TJNA staff and Executive Council members to understand governance practices, challenges, and expectations.

5.2 Research and best practices:

- Conduct research on international and regional best practices for governance, particularly for non-governmental organizations (NGOs) and similar entities in Africa.
- Review relevant laws, regulations, and guidelines for governance applicable to TJNA's jurisdiction.

5.3 Development of the Updated Manual: The Executive Council Manual should cover, but not be limited to, the following sections:

- **Introduction:** Overview of TJNA, its mission, vision, and strategic objectives.
- **Roles and Responsibilities of Executive Council Members:** Duties, expectations, and ethical conduct of Executive Council members.
- **Executive Council Structure and Composition:** Number of Executive Council members, categories of membership, term lengths, election/appointment procedures.
- **Executive Council Meetings:** Frequency, agenda setting, quorum, decision-making processes, and documentation.
- **Conflict of Interest Policy:** Procedures for identifying, disclosing, and managing conflicts of interest.
- **Performance Evaluation:** Guidelines for the periodic evaluation of the Executive Council's performance and individual Executive Council members.
- **Relationship with the Executive Director and Staff:** Role of the Executive Director; Skills Assessment of the Executive Director; Executive Council-Staff Communication Guidelines.
- **Financial Oversight and Risk Management:** Overview of the Executive Council's role in overseeing TJNA's financial performance, auditing, and risk management processes.
- **Executive Council Sub-Committees:** Roles and responsibilities of any standing or ad hoc committees (e.g., Audit, Finance, Governance, etc.).
- **Induction and Training:** Procedures for onboarding new Executive Council members and continuous capacity building.

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- **Succession Planning:** Strategies for leadership and Executive Council member succession.
- **Code of Conduct and Ethics:** Ethical standards, confidentiality, and governance policies.
- **Termination and Removal of Executive Council members:** Conditions under which an Executive Council member can be removed or resigned.

5.4 Consultation and Feedback:

- The consultant will organize at least two rounds of consultations with TJNA Executive Council members, senior management, and relevant stakeholders to ensure the manual meets the organization's needs.
- Incorporate feedback from the consultations into the final version of the Executive Council manual.

5.5 Final Submission:

- The consultant will submit a final draft of the Executive Council manual, including any appendices, policies, or templates as necessary.
- The manual should be clear, concise, and well-structured in both print and digital formats.

6.0 DELIVERABLES:

The consultant is expected to deliver the following:

6.1 Inception Report:

- A detailed work plan outlining the methodology, timeline, and deliverables.
- Identification of key stakeholders and any initial findings from the review of existing documentation.

6.2 Draft Executive Council Manual:

- A comprehensive draft manual for TJNA's Executive Council, including all sections listed under Scope of Work.

6.3 Final Executive Council Manual:

- A finalized version of the Executive Council Manual after incorporating feedback from consultations and discussions with the Executive Council and relevant staff.

6.4 Final Report:

- A summary report highlighting the process, key findings, and recommendations for the future implementation of the manual.

7.0 DURATION OF THE CONSULTANCY

The consultancy is expected to take approximately **8-10 weeks** from the commencement date. The consultant and TJNA will agree to a detailed timeline.

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8.0 REQUIRED QUALIFICATIONS:

The consultant should possess the following qualifications:

- 1) A minimum of 5 years of experience in governance consulting, particularly for non-governmental organizations or similar entities.
- 2) Proven expertise in developing governance documents, Board manuals, or related policies.
- 3) A strong understanding of African governance frameworks, including relevant laws, regulations, and best practices.
- 4) Excellent communication and interpersonal skills, with the ability to engage with diverse stakeholders.

9.0 BIDDING DETAILS

Interested entities should submit a request for proposals with the following:

- 9.1 A proposal detailing their methodology approach, work plan, and timeline.
- 9.2 Personnel curriculum vitae (CVs) highlights relevant experience and qualifications in undertaking the assignment.
- 9.3 A sample of a similar governance manual or governance document developed for a previous client (if applicable).
- 9.4 Previous experience (Reference letters/recommendation letters/ LPOs/ Contracts)
- 9.5 Financial proposal detailing proposed fees for services.

HOW TO APPLY:

Please submit the following by **17:00 East African time on Monday, May 5th, 2025**, to procurement@taxjusticeafrica.net with the email subject **RFP-007-ED's OFFICE-2025: "CONSULTANCY SERVICES FOR THE DEVELOPMENT OF EXECUTIVE COUNCIL MANUAL FOR TAX JUSTICE NETWORK AFRICA"**

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