



REQUEST FOR PROPOSAL

RFP-001-ICT-2025

CONSULTANCY SERVICES TO REVISE THE ORGANIZATION'S ICT POLICY.

RFP ISSUE DATE: - 20TH JANUARY 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-001-ICT-2025

RFP Reference No.	RFP-001-ICT-2025
Title of Tender	CONSULTANCY SERVICES TO REVISE ORGANIZATION'S ICT POLICY
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 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, 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	4 th February 2025
Deadline for Answering questions and clarifications	6 th February 2025
Deadline for submission of Proposals	Please include the subject line "RFP-001-ICT-2025" in the email.
Anticipated Award Type	Consultancy Agreement
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	Preliminary Mandatory Requirements 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 consultants2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)3. Tax Compliance certificate in respective jurisdiction4. 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 BIDDERS

1. INTRODUCTION

Tax Justice Network Africa (TJNA) is a Pan-African network that is focused on advancing equitable tax systems and improving financial accountability across the continent. This Terms of Reference (ToR) seeks a qualified consultant to review and revise TJNA's existing ICT policies to align with current best practices, address evolving digital needs, and strengthen IT governance and security in the organization.

2. BACKGROUND

As a regional organization, TJNA depends on robust and secure information and communication technology (ICT) systems to support its advocacy, research, and collaborative efforts. The current ICT policies require a comprehensive review to address recent technological advancements, enhanced data security requirements, and TJNA's evolving operational needs. The policies revision aims to ensure that ICT practices are aligned with industry standards, regulatory requirements, and organizational growth objectives.

3. PROPOSAL SUBMISSION

Interested and Eligible consultants 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 **07th February 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 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.
- 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.

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- 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 proposals 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 Kenya Shillings (KES) 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 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.

c) Ethics

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

Throughout the term of any agreement resulting from the RFP, Consultant will not accept any employment or engage in any work which 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 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.

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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. OBJECTIVE

The objective of this consultancy is to engage a skilled professional who can:

- Conduct a thorough assessment of TJNA's existing ICT policy.
- Identify gaps, weaknesses, and areas needing updates or enhancements.
- Develop a revised ICT policy document that includes recommendations for IT governance, data security, and digital resource management.
- Ensure the policy document aligns with TJNA's strategic goals and supports a secure, efficient, and compliant ICT environment.

5. SCOPE OF WORK

The consultant will undertake the following tasks:

- **Review of Existing ICT Policy**
 - Assess the current ICT policy document to identify outdated sections, inconsistencies, and any compliance gaps with relevant laws and regulations.
- **Stakeholder Consultation**
 - Conduct interviews or workshops with key stakeholders, including TJNA staff and IT personnel, to gather insights into current ICT practices, challenges, and future needs.
- **Gap Analysis**
 - Perform a gap analysis to identify areas where TJNA's ICT policies can be improved, with a particular focus on data protection, cybersecurity, and IT resource management.

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- **Policy Revision and Drafting**
 - Draft a revised ICT policy document that incorporates industry best practices, regulatory compliance, and recommendations for secure and effective ICT management.
 - Include guidelines for data management, cybersecurity, software usage, access control, and IT resource allocation.
- **Finalization and Handover**
 - Present the draft policy to TJNA's leadership for feedback.
 - Finalize the ICT policy document based on feedback and provide a presentation or workshop to familiarize key staff with the updated policy.
- **TJNA will be responsible for:**
 - Supporting the individual/organization to deliver new ICT policy.
 - Providing current ICT policy.

6. CONSULTANT QUALIFICATIONS

The consultant should possess the following qualifications:

- a) Proven Experience: Proven experience in ICT policy development or revision. At least 5 years' experience in Hosting services.
- b) Knowledge of ICT best practices, data security standards, and compliance frameworks.
- c) Familiarity with the specific ICT needs of non-profit or advocacy organizations is a plus.

7. DELIVERABLES

The consultant is expected to deliver the following:

- A report summarizing findings from the initial assessment and stakeholder consultations.
- A draft of the revised ICT policy document for review and feedback.
- A finalized ICT policy document that incorporates TJNA's feedback.
- A briefing session or workshop to introduce the new policy to relevant stakeholders.

8. TIMELINE

The consultancy is expected to take place over twelve weeks, with key milestones and deadlines to be agreed upon after selection.

9. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

Technical proposal Requirements

- **Demonstrate your suitability:** - Please clearly demonstrate why your team is the most suitable for this assignment. Highlight your technical expertise and capabilities in detail.
- **Methodology statement:** - Provide a methodology statement outlining how you intend to undertake the assignment if awarded. Explain the steps, processes, risk mitigation steps, and

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strategies you will employ to ensure project success. A timeline and work plan for the consultancy.

- **Personnel team:** - Introduce the key members of your personnel team who will be involved in this project. Clearly outline their roles and responsibilities.
- **Equipment:** - Specify the equipment and resources you plan to utilize to ensure the successful execution of the project.
- **Previous Experience:** - Include references such as reference letters, purchase orders, & contracts from previous clients or projects that showcase your relevant experience and capabilities.
- **Financial Proposal requirements:** -
Your financial proposal should be aligned with your technical proposal. Please provide a detailed breakdown of the costs associated with the entire exercise.

HOW TO APPLY:

Please submit the following by 17:00hr East African time on **FRIDAY, 7TH FEBRUARY 2025**, to procurement@taxjusticeafrica.net with the email subject: **RFP-001-ICT-2025: - CONSULTANCY SERVICES TO REVISE THE ORGANIZATION'S ICT POLICY.**

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