



REQUEST FOR PROPOSAL

RFP-020-ADM-2024

CONSULTANCY SERVICES FOR REVIEW OF THE ADMINISTRATION MANUAL AND STANDARD OPERATING PROCEDURES FOR TAX JUSTICE NETWORK AFRICA

RFP ISSUE DATE: - **RFP-020-ADM-2024**

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SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: - **RFP-020-ADM-2024**

RFP Reference No.	RFP-020-ADM-2024
Title of Tender	CONSULTANCY SERVICES FOR REVIEW OF THE ADMINISTRATION MANUAL AND STANDARD OPERATING PROCEDURES 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, 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. 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	7th February 2024
Deadline for Answering questions and clarifications	9th February 2024
Deadline for submission of Proposals	Please include the subject line “RFP-020-ADM-2024” of 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 consultant 2. Copy of List of Directors, Shareholders, and beneficial owners (CR12) 3. Tax Compliance 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. CVs for the proposed team

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SECTION 2: INSTRUCTIONS TO CONSULTANTS

2.1 Objective of the Assignment

The main goal of this consultancy is to provide tailored support by thoroughly evaluating and revising the current Admin policies, while also helping to create new policies. This will strengthen TJNA's regulatory framework and enable greater participation from stakeholders, ensuring smooth, effective, and efficient operations that deliver the best possible returns and value for money across all TJNA's activities.

2.4 Submission of Proposal

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/>

2.1.1 The Technical and Financial Proposals must be submitted separately to procurement@taxjusticeafrica.net by **14th February 2024 @5:00PM**

2.6 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.

2.4 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 court, who have entered an arrangement with creditors, who have suspended business activities or who are subject of an injunction against running business by court.
- d) they are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings.
- e) They have been convicted of an offence 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.

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2.5 Validity of Proposal

Proposals 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 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 Kenya Shillings or US dollars.

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.

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 a 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 cancellation of 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.

3.1 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.

3.2 Evaluation Criteria

The following criteria shall be used during technical evaluation: -

ITEM DESCRIPTION	POINTS
<p>1. Experience and Organizational Criteria i.e., Experience in similar services (Previous experience in similar work will be a distinct advantage)</p> <p>Client portfolio and similar assignments relevant to the task</p> <ul style="list-style-type: none">• 1 to 3 similar engagements• 3 to 7 similar engagements• Over 7 similar engagements <p>Consultant's experience relevant to the assignment: -</p> <ul style="list-style-type: none">• 1 to 3 years• 3 to 7 years• 7 to 10 years	20-30%
<p>2. Proposed work plan and approach criteria.</p> <ul style="list-style-type: none">• Comments on the Terms of Reference with demonstrated understanding of requirements.• Technical response - proposed methodology/concept and approach; and Proposed work plan.• The consultancy is expected to be completed within 4 months after the contract sign-off.	30-40%
<p>3. Key personnel criteria i.e., Relevant Experience of the Team</p> <p>Key Experts' Qualifications and Competence for the Assignment (specify key experts required for the assignment, three or more depending on the assignment):</p> <p>(a). Team Leader:</p> <p>(b). Expert 2 (specify title)</p> <p>(c). Expert 3 (specify title)</p> <p>(d). Expert 4 (specify title) etc.</p>	40-50%

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Scope of consultancy

The consultant chosen for this project will be responsible for meeting the objectives of this consultancy. The consultant must review the current policies of TJNA against similar institutions' best practices. The operational scope of the consultancy service will include:

Review of the current TJNA Administration Manual and Standard Operating Procedures against best practices and Labour Laws. The related policies include:

- i. Human Resources Policy
- ii. Conflict of Interest Policy
- iii. Anti-fraud Policy
- iv. Gender and workplace policy
- v. HIV/Aids Workplace Policy
- vi. Code of Ethics Policy
- vii. Breast Feeding Policy
- viii. Complaints Policy
- ix. Whistle-blowing Policy
- x. Sexual Harassment Policy – Protection from Sexual Exploitation and Abuse (PSEA)
- xi. Safeguarding Policy
- xii. Occupational Health and Safety Standard Operating Procedures
- xiii. Internship Policy

Institutional Arrangements

The consultant will work closely with the HR and Administration Manager and the Senior Management Team to deliver the assignment's objectives. TJNA will facilitate access to information on its operating environment and its current policy context. This will involve providing relevant background, documents, and necessary information for the assignment. Similarly, TJNA shall be responsible for the coordination of meetings, sharing sessions and other activities under the consultancy.

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Role of TJNA

To facilitate the consultancy work, TJNA will:

- i. Prepare a consultancy contract with the consultant(s).
- ii. Make financial consultancy payments directly to the consultant(s) in accordance with the contract.
- iii. Inform and mobilize respective staff and key stakeholders to participate in this exercise's various stages.
- iv. Provide all relevant background documents or reference materials including current manuals and working partner policies etc. to help implement the consultancy assignment.
- v. Organize internal validation meetings of the review exercise and other meetings as agreed upon with the Consultant.
- vi. The final terms will be stipulated in the consultancy contract.

Consultant

The following steps will be taken to review and develop operational policies in agreement with TJNA:

- i. Submit a Request for Proposal (RFP that confirms the consultant's understanding of the ToR, as well as a technical and financial proposal for the work.
- ii. Conduct a desk review and literature review of related subject matter.
- iii. Develop a draft of the policies as defined in the assignment.
- iv. Share the draft policies with key stakeholders at TJNA.
- v. Finalize the policies by incorporating feedback from TJNA.
- vi. If necessary, organize a consultative workshop with concerned stakeholders to validate the reviewed and/or developed policies.

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Project Lead

The Consultant is expected to work independently and be self-motivated. TJNA's HR and Administration Manager will provide support and supervision, including induction to the work, relevant background documents, and links to internal and external stakeholders. The Senior Management Team at TJNA will provide general guidance and advice.

The Consultant is expected to deliver the following outputs:

- i. An inception report that outlines the scope of work and work schedule, including the work plan, timelines, milestones, and deliverables in detail.
- ii. Draft policies as defined in the assignment.
- iii. Reviewed and updated policies in their final versions.
- iv. Facilitate stakeholder meetings to validate the reviewed and updated operational policies.

Qualifications and attributes required

Interested individual(s) or consultancy firm (s) should possess the following minimum qualifications:

- i. Minimum of 7 to 10 years' experience in human resource practice and managing/offering related advisory services to NGOs/ related institutions/programmes. This includes the development of Operational Manuals, SOPs, and internal control frameworks.
- ii. Demonstrated knowledge of the requirements and regulations of local and international Labor Laws and employment statutes
- iii. Demonstrated knowledge of government regulations in Africa
- iv. Good knowledge of NGO operations.
- v. Ability to establish priorities, plan, coordinate, and monitor your own work.
- vi. Good interpersonal skills, and ability to work in a consultative and collaborative manner.

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Application Process

Interested individuals who wish to apply for this consultancy must submit a concept note as a single attachment, not exceeding 12 pages. Bidders' technical and financial proposal should include the following information:

1. A description of the company/organization/personal profile.
2. Previous relevant experience, including a list of previous NGOs/ related institutions/programmes work related to the review and development of operational manuals and standard operating procedures.
3. CVs of the person(s) who will be carrying out the assignment, along with their contact details. The staff should be members of relevant professional bodies.
4. Three reference letters from past clients who can attest to previous manuals and SOPs developed.
5. Proposed methodology and consultancy work plans.
6. The proposed cumulative consultancy fee is inclusive of any applicable taxes

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TECHNICAL PROPOSAL SUBMISSION FORM

To: [Purchaser Address]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services in accordance with your Request for Proposals dated [**Insert Date**] and our Proposal. “We are hereby submitting our Proposal, which includes the Technical Proposal and a Financial Proposal sent on a separate email.”].

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by TJNA.
- (b) Our Proposal is valid for 90 days and shall remain binding upon us for this period
- (c) We have no conflict of interest in accordance with the instructions to consultants
- (d) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated may lead to the termination of Contract negotiations.
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that TJNA is not bound to accept any Proposal that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Address:

Contact information (phone and e-mail):

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FINANCIAL PROPOSAL SUBMISSION

- The consultant shall provide a financial proposal for carrying out the assignment.
- Professional fees shall include the applicable withholding tax.
- If the financial proposal is silent on taxes, TJNA shall assume that these are inclusive.
- Indicate the payment terms.