



**Kenya
Red Cross**

HEADQUARTERS

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REQUEST FOR QUOTATION

PROGRAM: GENERAL ADMINISTRATION/COORDINATION

PROVISION OF: HR CONSULTANCY

PREQ NO: PRF 23631 CLOSING DATE: 25/02/2025 at 5:00 pm

SUBMISSION METHOD: Email (read the quoting instructions)

YOU ARE HEREBY REQUESTED TO SUBMIT YOUR QUOTATION FOR THE FOLLOWING GOODS / SERVICES

NO	PRODUCT/ SERVICE SPECIFICATION	UNIT PACK	QTY	UNIT PRICE	TOTAL PRICE	BRAND	DELIVERY PERIOD
1.	HR Consultancy	LOT	1				

Lead time proposed will be considered during evaluation among other parameters and the successful bidder will have to maintain the delivery period.

Terms and conditions.

- I. Quoted prices to be in *KSH* for local suppliers and *USD* for international suppliers.
- II. Quotations that are to be dropped in the tender box shall be sealed in an envelope, well labeled clearly indicating the quotation number i.e *Quotation No: for supply of.....* and must be dropped in the tender box located at the reception of the *KRCS* Headquarters.
- III. Quotations will be opened immediately after the closing time and bidders are free to attend the opening.
- IV. Prices quoted must be valid for at least 60 days and should be inclusive of transportation costs and any other chargeable costs that will be incurred in delivering the items to the *KRCS* warehouse. Bid variation after contract award will not be accepted.
- V. Samples and/or catalogues shall be submitted for technical evaluation where applicable.
- VI. Quotations submitted should have all the details as requested to enable fair comparison: unit price, total price, brand/origin (where applicable) and delivery period from date of issuance of an order.
- VII. Quotations that are not clearly labelled, or are altered and not countersigned by the bidder will be disqualified.
- VIII. Bidders shall be required to maintain their proposed delivery period as indicated in the Quotation upon issuance of an order/contract.
- IX. All quotations should be submitted on your company letterhead dully signed, dated and stamped. Where additional information is provided, please attach it to this form dully signed.
- X. Payment for the goods and services shall be made only after complete deliveries of goods or successful performance of contract based on the agreed terms of payment.

AUTHORIZED BY:

SIGN AND STAMP:

DATE:

EVANSI SIMIYU
KENYA RED CROSS SOCIETY
P.O. Box 40712
NAIROBI

SUPPLIER

SIGN AND STAMP

DATE:

Terms of Reference (TOR) for Head Hunting Services for Kenya Red Cross Society

1. Background Information

The Kenya Red Cross Society (KRCS) is a humanitarian organization committed to alleviating human suffering and responding to disasters, emergencies, and crises across the country. As a leading humanitarian organization we have increased need to tap into specialized and experienced human resource that are a fit.....

KRCS seeks a reputable recruitment agency to identify and recruit high-calibre and ethical candidates for key leadership positions within the organization based in Kenya.

The agency will utilize headhunting strategies to source passive candidates with exceptional skills and experience relevant to the specified roles.

2. Objectives:

- To identify and present a shortlist of qualified candidates for specific roles within the humanitarian sector in Kenya, aligning with the society's strategic goals and leadership requirements.
- Conduct thorough market research to understand the talent landscape and identify potential candidates with the necessary expertise and experience.
- Facilitate a smooth transition process by providing comprehensive candidate information and supporting the interview stages.

3. Scope of Work:

- **Candidate Profile Development:**
 - Collaborate with Kenya Redcross Society leadership to define detailed job descriptions, outlining key responsibilities, qualifications, and desired skills for each position.
 - Develop comprehensive candidate profiles based on the established criteria.
- **Market Research and Candidate Sourcing:**
 - Leverage extensive networks and industry knowledge to identify potential candidates within the Kenyan market, including passive candidates.
 - Utilize headhunting techniques like direct outreach, professional associations, and online platforms to source for qualified individuals.
- **Candidate Evaluation and Screening:**
 - Conduct initial screening interviews to assess candidates' suitability based on the pre-defined criteria.
 - Conduct in-depth reference checks and background verifications.
 - Prepare detailed candidate profiles with key strengths, weaknesses, and relevant experience for presentation to the client.
- **Candidate Presentation and Selection:**

- Present shortlisted candidates to the hiring manager, including comprehensive candidate profiles and interview summaries.
- Facilitate the interview process, including scheduling and managing candidate communication.
- Support the client in making informed hiring decisions.

4. Deliverables:

- Develop a work plan covering planning, recruitment and candidate assessment.
- Advertise, headhunt, receive applications, longlist, organize regular update and review calls and submit a shortlist of 7 to 10 suitable applicants at first and subject these to a written assessment, then eliminate to 5 candidates. (suitable number of candidates)
- Presentation of shortlisted candidates to the hiring manager of KRCS.
- Comprehensive reports on the recruitment process, including market insights and candidate feedback.
- Create a reference check guide and provide advice to the leaders to ensure successful onboarding and transition.
- Deliver regrets to the unsuccessful candidates.
- Share a final report of the interview process and industry experience and recommendations.

5. Key Requirements for the Recruitment Agency:

Interested suppliers must meet the following criteria:

- Proven experience (minimum 5-10 years) in executive headhunting within the Kenyan market, particularly in the humanitarian sector.
- Proven technical skill in the required area of expertise
- The agency is registered under the Institute of Human Resource Management and licensed to offer outsourced recruitment services.
- Demonstrated ability to source for passive candidates through effective networking strategies.
- Strong understanding of the Kenyan humanitarian landscape and talent pool.
- Excellent communication and interpersonal skills to build rapport with senior executives.
- Prior experience working with NGOs, government agencies, or humanitarian organizations is an added advantage.
- Availability of a skilled team with expertise in recruitment and negotiations.
- Ability to maintain high standards of confidentiality, professionalism and sound judgement

6. Application process

All applications should include the following documents:

- CV(s) of the lead consultant and the support team
- Practicing certificate and license from the Institute of Human Resource Management, for the agency and the team
- A covering letter or expression of interest - highlighting relevant experience and skills
- A brief technical proposal, including your interpretation of the Terms of reference
- Examples or links of similar work, and client recommendation letters- at least 3
- The names of at least 2 previous clients to contact for references

7. Mandatory document requirements

The proposal must contain the following:

- PIN certificate.
- Certification of incorporation/registration.
- Tax compliance certificate.

TECHNICAL EVALUATION CRITERIA

No.	Requirement	Score (/100)
	<ul style="list-style-type: none"> • Executive Search Strategy & Market Knowledge <ul style="list-style-type: none"> • How do you identify and target top executive talent in the humanitarian sector? • Provide proof of experience (minimum 5-10 years) in executive headhunting within the Kenyan market, particularly in the humanitarian sector. 	20
	<ul style="list-style-type: none"> • Sourcing & Candidate Assessment <ul style="list-style-type: none"> • What methods do you use to source passive executive candidates? • How do you evaluate an executive's cultural fit for an organization? 	20
	<ul style="list-style-type: none"> • Interviewing & Selection Techniques <ul style="list-style-type: none"> • How do you structure competency-based interviews for executives? • How do you handle difficult conversations when a candidate does not meet client expectations? 	20

	<ul style="list-style-type: none"> • Mandatory Documents <ul style="list-style-type: none"> • PIN certificate. • Certification of incorporation/registration. • Tax compliance certificate. • Practicing certificate and license from the Institute of Human Resource Management, for the agency and the team 	10
	<ul style="list-style-type: none"> • Fees and Terms <ul style="list-style-type: none"> • What are your fees and payment terms? • Do you offer any guarantees or replacement options if a candidate doesn't work out? 	10
	<ul style="list-style-type: none"> • Network and Reach – Demonstrate with evidence <ul style="list-style-type: none"> • How extensive is your network in this industry? • What experience do you have hiring for special roles and technical roles? • Can you provide examples of successful placements you've made recently? • Do you have access to passive candidates who might not be actively looking for a job but could be a great fit? 	20
	Total	100

FINANCIAL EVALUATION

Proposals getting at least 70 points on the technical evaluation will have their financial proposals reviewed (exclusive of VAT cost), with the contract awarded to the bidder whose proposal aligns with the RFP requirements and offers the lowest evaluated bid price.

Duration of Contract.

The duration of the contract is anticipated to run for a period of one year (renewable contract) commencing from the contract signing date whose service delivery will be reviewed on quarterly basis as per the terms of conditions. Contract extension will be subject to review outcomes.

Indicative prices must remain valid for 90 days from the date of RFP closing.