



REQUEST FOR PROPOSAL

RFP AGRA-NB-1223

CONSULTANCY FOR RECRUITMENT & HEADHUNTING SERVICES

Disclaimer | AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Section 1: Synopsis of the Request for Proposal

a) Solicitation Reference No.	RFP AGRA-NB-1223
b) Title of Consultancy	Consultancy for Recruitment & Headhunting Services
c) Eligibility	All Eligible firms
d) Location of the assignment	Nairobi.
e) Type of Consultant	Consultancy Firm
f) Issuing Office & Address	Alliance for a Green Revolution in Africa (AGRA), Nairobi Website: www.agra.org
g) Point of contact for clarifications and questions	AGRA, General Procurement Email: Procurement@agra.org
h) Bid Submission	Electronically via the AGRA Oracle SCM System. Refer to the Advertisement in our Website
i) Solicitation Issue Date	As per Open Date in AGRA Oracle SCM system
j) Deadline for submission of questions and clarifications	26th November 2024
k) Deadline for Answering questions and clarifications	28th November 2024
l) Deadline for Submission of Proposals	3rd December 2024
m) Selection method	Quality Based Selection (QBS)

1. Introduction

AGRA is a not-for-profit organization working with African governments, other donors, NGOs, the private sector, and farmers to improve the productivity and incomes of resource-poor smallholder farmers in Africa. AGRA aims to catalyze an inclusive agricultural transformation in Africa by increasing incomes and improving food security for millions of smallholder farmers in Africa. For more information about AGRA, please visit www.agra.org.

AGRA invites qualified consulting firms to submit proposals to provide recruitment & headhunting Services. This document outlines the requirements and guidelines for the submission of proposals.

2. Background

A well-performing and efficient Organization is a prerequisite for agricultural transformation in every country. Over the years, AGRA has invested a significant number of resources to build the right skills composition to deliver on its strategy. Through various other interventions, AGRA was able to hire and train diverse skills across the managerial and leadership teams.

While a lot of progress has been made, AGRA seeks to assess its current skills composition against its new strategy and fit-for-purpose ambitions to guarantee the achievement of its 10-year ambitions as an African-led and African-inspired Institution.

AGRA recently launched its new strategy 3.0, and staff skills remain one of the key pillars, critical in contributing to AGRA's performance and impact through its people as a key pillar for organizational performance. It is against this backdrop that AGRA seeks to assess its skills composition and build /develop comprehensive Skills and its strength further as a future ready institution purposed to support African countries to achieve a food-inspired Inclusive Agriculture transformation.

AGRA would like to hire an experienced firm to provide recruitment and headhunting services. The purpose is to engage a recruitment firm with experience in executive recruitment & specialist program roles to enable us access a wide array of diverse talent for various roles. The firm must have a wide talent base in Africa and where appropriate, globally.

3. Objectives

The overall objective is to facilitate recruitment of diverse high caliber talent that can deliver on our mandate and are also a culture and values fit for AGRA. By ensuring we have an extensive pool of recruitment firms, we will then be able to leverage on their specific areas of expertise.

The purpose of this call for proposals is, therefore, to enable AGRA to identify a suitable consultant who may be engaged to support the AGRA Talent Acquisition Team with critical resourcing initiatives.

4. Scope of Work

The key objective of this assignment is for the consultant to provide independent and external HR consultancy services for the following scope of work:

- a. Well-planned and timely recruitment and placement of high caliber talent into new or vacant posts as per new fit for purpose organizational structure, including additional support in other areas of HR in relation to the above Including:
 - i. Review existing staff skills-to-role mapping and make recommendations on shortlisted candidates to be interviewed for available roles.
 - ii. Interview scheduling & coordination of interview panelists
 - iii. Design of interview assessments e.g., competency and culture fit etc.
- b. Headhunting support where candidate pool does not meet requirements for the hard to fill or critical roles.
- c. Assist with the drafting and placement of advertisements in relevant media, based on job descriptions, and to handle subsequent responses.
- d. Use private networks or otherwise where appropriate to reach out to prospective candidates. AGRA will be keen to appoint candidates from the African continent but will consider candidates from across the world, where appropriate or necessary.
- e. Present shortlists to the AGRA Hiring Manager in charge of each recruitment at AGRA as well as the AGRA Talent Acquisition Team supporting in that recruitment, and discuss the subsequent process of recruitment, including mobilizing and supporting subsequent interviews.
- f. Work with AGRA Talent Acquisition team on position briefs and monitor implementation plan throughout the process to successful completion.

5. Deliverables

- i. **Searching and headhunting** - The consultant shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the skills and qualifications required by the specific job description. To achieve this, the agency may be required to undertake labour market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
- ii. **Identifying**- The consultant will analyze profiles identified or received through applications or other sources and identify the ones who match the position profile. This will include internal candidates who may be interested in the open roles.
- iii. **Shortlisting** - The consultant shall then share a shortlist of a maximum of ten of the most qualified prospective candidates to AGRA for final interviews and selection.
- iv. **Postscript** - If any of the shortlisted candidates does not meet the hiring managers' expectations, AGRA may ask for additional candidates for review.
- v. **Assessing** - The consultant will invite potential candidates to be assessed using effective assessment tools, coordinate and set up interview appointments with the AGRA hiring panel and hiring manager.
- vi. **Reference and Background Verification Checking**- The consultant shall perform reference checks of at least three referees provided by the prospect candidates and in some cases for senior or critical roles background verification checks will be conducted. References or background verification checks may be performed for one to three of the top candidates interviewed per position.

6. Location and nature of the assignment

The assignment will be largely virtual with regular virtual meetings with the responsible AGRA team based. Where possible, physical meetings may be held on need basis.

7. Duration

The Consultant will work for a period of one year from the date of signing the contract.

8. Reporting, Communication and Coordination

In carrying out this assignment, the consultant will be supervised directly by the Director, People & Organization Development.

9. Qualifications and Experience

The consultant must meet the following specifications:

- i. The assigned organization shall propose at least two key personnel who possess:
 - a. An advanced degree in human resources management or related discipline.
 - b. Extensive knowledge of local and international labour laws, Acts, regulations and procedures.
 - c. At least 5 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with INGOs.
 - d. Strong communication and interpersonal skills.
 - e. Flexible, creative, detail-oriented and well organized.
 - f. Ability to maintain highest standards of confidentiality and professionalism.
 - g. Sound judgment - Able to influence senior managers and be seen as a credible source of advice.
 - h. Ability to use competency and culture fit tests as part of the selection process.
 - i. Demonstrated experience of carrying out expansive and comprehensive system-wide and expansive talent recruitment for reputable organizations.

- ii. The team members should have skills that complement each other to facilitate effective delivery of the assignment. The key positions should include but not limited to the following: Lead Consultant/Project team leader, etc.

- iii. Demonstrate experience in similar assignments. In this regard, firms shall be required to share a reference list of similar assignments carried out.

- iv. The firm shall have presence in Kenya and demonstrate experience in working in other African countries.

10. Evaluation Criteria

a) Mandatory Requirements

- i) Company profile.
- ii) Trading license or Certificate of incorporation or Certificate of Registration
- iii) Valid Tax Compliance certificate (Applicable to firms originating from Kenya, Rwanda, Ghana, Tanzania, Malawi and Mozambique).
- iv) CVs of Key personnel.

b) Technical Evaluation Criteria Summary

Interested firms shall be evaluated against the following technical evaluation criteria.

a) Organizational Capacity10%

- i. Company profile, company accreditations and certifications.
- ii. The firm shall have presence in Kenya and demonstrate experience in working in other African countries.

b) Experience in similar assignments30%

- i. The firm must demonstrate experience in executive and specialist (programmatic) recruitment.
- ii. The firm must demonstrate experience in recruitment for other similar organizations in development sector.
- iii. The firm must demonstrate ability to scope and contextualize organization needs and draft winning recruitment strategies.
- iv. The firm must provide a detailed reference list indicating the scope and magnitude of similar assignments carried out.

c) Proposed approach, methodology and work plan.....30%

- i. Understanding of the project/assignment requirements, practicality of the proposed methodology relative to the context of the assignment, proposed work plan, staffing schedule, risk assessment and mitigation strategies integrated into the assignment, planning, appropriateness of the implementation schedule to the project timelines and project quality assurance measures.
- ii. The firm must demonstrate the ability to engage hiring managers and work with AGRA Talent Acquisition team on position briefs and monitor implementation plan throughout the process to successful completion.
- iii. Ability to use different assessment tools to support the selection process.
- iv. Ability to conduct due diligence and have existing tools to manage credible background checks for recommended candidates.

d) Experience and Qualifications of key personnel.....30%

As indicated in section 9 above.

Total Score.....100%

NB: Only the Firm with the best technical proposal equal or above 75% shall proceed to financial evaluation.

11. Copyright

All materials / documents arising out of this consultancy work shall remain the property of AGRA.

12. Proposal Submission Requirements

To be considered for this consultancy, consultants must include the following in their proposal:

- Technical Proposal (see template in annex 1)
 - Technical submission letter
 - Detailed reference list indicating the scope and magnitude of similar assignments carried out
 - Approach and methodology to deliver on the scope of work
 - CVs of key personnel
 - Staffing schedule
 - Proposed work plan
- Financial Proposal (see template in annex 2)
 - Financial submission letter
 - Detailed cost breakdown (including taxes). The preferred cost breakdown is unit cost per role category as follows:
 - i. Executive Level (Vice Presidents, Chiefs & Directors)
 - ii. Managerial/Heads of Units
 - iii. Technical/ Program Level
 - Payment schedule based on deliverables or milestones

13. Payments

a. Invoices

The consultant shall submit invoices to AGRA as per guidance provided in the contract. Payments are made upon AGRA's approval of deliverables, which must incorporate AGRA's comments.

b. Reimbursable costs

Reimbursable expenses, pre-approved by AGRA, must be invoiced with valid receipts. They will be paid with the consultancy fees if documentation is complete and satisfactory.

14. Proposal Submission Instructions

Proposals shall be submitted electronically through our oracle system by the deadline indicated in the system.

- i. Bidders shall use the bid submission forms that have been provided under Annex 1 & 2.
- ii. The proposals **SHALL** be submitted via oracle system by the deadline indicated on the **oracle system**.
- iii. The Proposals shall be prepared in **English**.
- iv. Late submissions will not be accepted, as the system is configured to automatically reject proposals after the deadline. To avoid any issues, especially for new users, bidders are strongly encouraged to submit proposals at least one day before the deadline.
- v. AGRA assures bidders that we can't access proposals before the deadline provided by the system.
- vi. **VALIDITY** of the proposal shall be for a period of **90 days** from the date of bid closure.
- vii. The detailed financial proposal shall be uploaded under the lines section in oracle.
- viii. The financial proposal shall include all taxes. If the financial proposal is silent on taxes, AGRA shall assume that these are inclusive.
- ix. Prices must be quoted in USD (\$). Contracting will be in USD and bidders are encouraged to have a USD bank account.
- x. Please note that the oracle system will seal the financial proposals until the technical evaluation is completed.
- xi. All communications regarding the RFP should be directed to procurement@agra.org.

15. Contract template

- Please refer to Annex 4 on contract templates.

16. Annexes

Annex 1: Technical proposal submission forms: [FIRM- TECHNICAL PROPOSAL SUBMISSION FORM.docx](#)

Annex 2- Financial proposal submission forms: [FINANCIAL PROPOSAL SUBMISSION FORM.docx](#)

Annex 3- AGRA Partner code of conduct: [LINK](#)

Annex 4-Company contract sample for Nairobi BU: [KE Consultancy Agreement \(Company\).pdf](#)