



Kenya Bureau of Standards

Standards for quality life

**REQUEST FOR PROPOSAL
FOR
KEBS/QUOTE/699/2018/2019**

**PROCUREMENT OF CONSULTANT FOR RECRUITMENT OF CHIEF
EXECUTIVE OFFICER (CEO)**

**KENYA BUREAU OF STANDARDS
HEAD OFFICE
P.O. Box 54974-00200
NAIROBI
JUNE 2019**

1. You are invited to submit a bid on the service listed above for consultancy service to NSC for recruitment of a CEO
2. Date: 12th June, 2019
3. This bid should be deposited in the **Tender Box** provided in the main reception on or before **10.00 a.m. 21st June, 2019**.
4. Your bid price quoted should include all government taxes
5. The bid shall remain valid for a period of 120 (one twenty) days from the date of submission.

PRIMARY REQUIREMENTS

1. **The Consultant Must swear an affidavit of not having criminal record and signed.**
2. **Must have a sworn affidavit of proof of compliance to the requirement of Chapter 6 of the constitution.**

1. QUOTATION PRICE

Kenya shillings (in words)

In figures

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2. VALIDITY PERIOD

The bid shall remain valid for a period of 120 (one twenty) days from the date of submission

TERMS OF REFERENCE (TOR) — PROCUREMENT OF CONSULTANT FOR RECRUITMENT CHIEF EXECUTIVE OFFICER

INTRODUCTION

The Kenya Bureau of standards (KEBS) is a statutory organization of the Government of Kenya established by the Standards Act, Cap 496 of the laws of Kenya in July 1974. The mandate of KEBS is to provide Standardization, Metrology and Conformity Assessment services through Promotion of standardization in commerce and industry, Provision of testing and calibration facilities, Control of the use of standardization marks, undertaking educational work in standardization, Facilitation of the implementation and practical application of standards, Maintenance and dissemination of the International System of Units (SI) of measurements.

OBJECTIVES OF THE HR RECRUITMENT CONSULTANT

- i. To Create a talent pool of candidates to enable the selection of best candidates for the organization
- ii. The consultant should guide the exercise to ensure that the outcome is fair in order to avoid discrimination and ensure a pool of good quality candidates;
- iii. To ensure that the shortlisting process is fair and objective. The consultant will consider each application against the same set of criteria which should relate to the requirements of the job; and

PURPOSE OF THE ASSIGNMENT

- The consultant shall undertake, in consultation with the Kenya bureau of standards NSC, executive recruitment of potential staff at the leadership level of the Organization for the position of the Managing Director.

TERMS OF REFERENCE

Overview

A Consultant with twenty (20) years' experience ten (10) of which should include engagement in the key human resource position of a large multi-national entity as well as demonstrable experience working for a government body.

The Consultant should have vast knowledge in executive recruitment, executive leadership and Organization Development issues in the region including alignment of such strategies to the Constitution of Kenya and Employment Laws.

The Consultant should understand global and local HR trends and be informed on current Kenyan (Mwongozo) and global issues on governance and leadership.

The Consultant should have at least two (2) professional memberships (International and Local) in Human Resource related fields

Services to be provided

The National Standards Council (NSC) of Kenya Bureau of Standards seeks to engage the consultant to provide support in the recruitment of a Chief Executive Officer/Managing Director for the Bureau. The consultant shall be expected to provide consultancy services in the following areas:

1. Assist the NSC in designing an advertisement for placement in the print media;
2. Develop a comprehensive list of applicants who respond to the advertisement on behalf of the National Standards Council;
3. Make reference to the job description, competency profile and person specification for the role as provided and design a shortlisting criteria which shall be approved by the NSC;
4. Develop a list of prospective candidates who appear to match the requirements specified in the job descriptions and selection criteria;
5. Assist the NSC in screening and shortlisting of applications against the set basic qualifying criteria; and identifying a suitable pool of candidates whom the consultant shall forward to the NSC for further assessment and consideration;
6. Compile and present to the NSC a report on short listed applicants, which shall include a summary of the applicant's personal information, employment history, academic background, results of any preliminary tests conducted and an accurate analysis of the applicants' strengths and key competencies, as outlined in their resumes;
7. Guide the NSC through the process of conducting preliminary competency based interviews for the agreed shortlisted candidates based on the agreed criteria.
8. Present to the NSC a list of the six (6) proposed qualifying candidates for the position with a report on the process leading to the shortlisted candidates, together with copies of their letters of application, certificates and testimonials, CV, national identity card.
9. Prepare and present to the National Standards Council a report on the initial interviews and psychometric tests. This should give a complete listing of all candidates tested with their scores per test;
10. Discuss and review the list of prospective candidates with the NSC whom due to the significance of the matter at hand, shall reserve the right to decline candidate(s) proposed by the Consultant with sufficient and appropriate reason.
11. Offer advisory support services to the National Standards Councils Interview Panel which will include but shall not be limited to: all the necessary requisite arrangements and plans for the interview as guided by the NSC; contacting candidates, preparation of interview schedules, review of the interview questions, design of the score sheets, preparation of folders to be used by the interview panel members, taking minutes during the interviews, including recording marks awarded; preparation and submission of the comprehensive final report to the National Standards Council;
12. Conduct independent reference and background checks for the candidates selected by the NSC for appointment; and
13. Communicate on behalf of the NSC to unsuccessful candidates after completion of the recruitment by letter or email;
14. Facilitate any other administrative arrangements that may be deemed necessary in completing this engagement.

TURN-AROUND TIME

Kenya Bureau of standards expects the recruitment process for the position to take the shortest time possible. The consultant will therefore be expected to specify the duration the exercise will take, from advertisement to submission of final comprehensive reports.

The received RFP will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Compliance with Technical Requirements
3. Stage 3: The Financial Evaluation;

Stage 1: Mandatory Requirements

No.	Requirements
1	Pin/ Vat certificate
2	Single business permit/Trade license- N/A if submitting as a consultant and not through a firm
3	Certificate of Registration and /or Incorporation- N/A if submitting as a consultant and not through a firm
4	Valid Tax Compliance Certificate
5	Dully filled and stamped business questionnaire

Stage 2: compliance with technical requirements

EVALUATION CRITERIA

Compliance to Technical Requirements

Proposals meeting all the mandatory requirements in stage one will be subjected to technical evaluation based on the criteria given below:

Criteria	Description	Weight Factor (Total: 100 %)	Marks awarded
<p>Specific Experience Of The Consultant(Firm)</p> <p>Related to The Assignment</p>	<p>Over 10 years' relevant Experience in Recruitment and selection with an emphasis in executive search & selection- 10</p> <p>Masters-3.5 marks Degree- 1 Marks Professional qualification-0.5 Experience in Consultancy- 10 Marks – attach evidence</p> <p>At least ten (10) number related assignments undertaken in the last 3 years (list the assignments, respective clients and dates). Attach Evidence; agreements/contracts, LOE, LPOs etc.</p> <p>(Each relevant assignment - 3 Marks)</p>	<p>20</p> <p>30</p>	
<p>Specific Experience & Academic qualification of Key technical personnel in the Assignment (Attach CVs And Academic & Professional certificates)</p> <p>Consultant's Team Leader – Experience</p>	<p>Over 10 years' experience in Recruitment & Selection related assignments – 10 Marks Below ten years – 0 Marks</p>	<p>15</p>	

Consultant's Team Leader – Academic Qualification	Over 5 years Work experience in executive search and selection – 5 Marks Below 5 years – 0 Marks Relevant Certifications in HR – 5 Marks Relevant First Degree and above – 5 Marks Below first degree – 0 Marks	5 10	
Globally accredited Assessment Tools	Demonstration of possession of globally accredited and/or certified assessment tool for administering selection tests (provide evidence of accreditation)	15	
Methodology Adequacy of the proposed work plan and methodology in responding to the terms of reference	Approach to the consultancy Adequacy of the work plan – 10 Marks Composition, qualifications and experience of the preliminary interview panel(s) – 5 Marks Turn-around time – 5 Marks	20	
Total score		100	

To be eligible for Financial Evaluation, quotation must score **at least eighty (80) out of one hundred (100) Points at the Technical Evaluation stage.**

Only bidders scoring Eighty percent (80%) and above in the technical evaluation will have their financial bids opened for financial evaluation.

Stage 3: Financial Evaluation

Bidders scoring 80% and above in the technical evaluation will be subjected to financial evaluation. The bidders offering the highest combined scores will be ranked and the first three will be considered for a multiple award.