



Terms of Reference

TERMS OF REFERENCE & REQUEST FOR PROPOSALS (RFP) FOR RECRUITMENT AGENCY

1. BACKGROUND

Kenya Private Sector Alliance is the apex body for the private sector in Kenya established in 2003. KEPSA brings together local and foreign business associations, federations, chambers of commerce, professional bodies, corporates including multinationals, large and medium-sized corporates, SMEs and start-ups from all sectors of the economy, representing over 1 million businesses locally and over 45million businesses globally through the membership of ICC-Kenya Chapter. We enable these businesses to speak with one voice when engaging Government, development partners and other stakeholders on cross-cutting policy issues affecting private sector development and we implement programs that ensure the social-economic development of the country including women and youth empowerment.

2. PURPOSE AND OBJECTIVE OF THE ASSIGNMENT

KEPSA wishes to contract an experienced recruitment firm to support with recruitment and selection services for the following senior management and specialist positions;

1. Executive Director - KEPSA Foundation
2. Chief Operations Officer
3. Communication and PR Manager
4. Marketing and Membership Services Manager
5. Public-Private Dialogue Manager

3. DELIVERABLES AND TIMELINES

The recruitment firm will be required to deliver on the following;

- a. **Searching and headhunting** - 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 tap networks of professional affiliations, leverage social media and other non-traditional methods of candidate sourcing;
- b. **Identifying** - Analyse profiles identified or received through applications or other sources and identify the ones that match the position profile;
- c. **Assessing** - Conduct both oral and written assessments aimed at testing each individual's potential. Share preliminary competency-based assessment of the top ten candidates;
- d. **Shortlisting** - Share a shortlist of a maximum of seven of the most qualified prospective candidates for each position with KEPSA for final interviews and selection. If any of the shortlisted candidates do not meet KEPSA's expectations, then KEPSA will ask for additional candidates to be added to the shortlist until suitable candidates are identified for the vacant positions.;
- e. **Reference Checking** - The recruitment agency shall perform reference checks of two to three referees provided by the prospect candidates. References checks may be performed for one to three of the top interviewed candidates per position.

The contract awarded to the successful bidder shall be for a period of 30 days.

4. REQUIRED QUALIFICATIONS AND SKILLS

The recruiting firm must meet the following specifications:

1. An advanced degree in human resources management or related subject
2. Extensive knowledge of local and international labour laws, acts, regulations and procedures
3. At least 7 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with the private sector
4. Registered with the Institute of Human Resource Management Kenya (IHRM)
5. Flexible, creative, detail-oriented and well organised

6. Ability to maintain the highest standards of confidentiality and professionalism and sound judgement

5. SUBMISSION OF PROPOSAL

The proposal should demonstrate sound knowledge, technical skills and capacity as required by the nature of work of the assignment and understanding of the requisite tasks set forth in the scope of work.

Eligible firms should submit the following;

1. Technical and financial proposals
2. Date and activity schedule
3. CV of key individuals; outline of team structure
4. 3 recommendation letters from previous assignments
5. IHRM registered certificate

The proposals should be emailed to procurement@kepsa.or.ke by **July 21, 2023**.

Your personal information will only be used for KEPSA's internal and external auditing purposes and will be stored for 10 years on KEPSA's internal servers. Any other use of your data will always be subject to further consent. Your data will NOT be used for commercial advertising purposes.

Only shortlisted firms will be contacted.

Kind Regards,



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Connect With Us:



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