



## REQUEST FOR PROPOSAL

RFP-001-POLICY-TTAA-2026

### CONSULTANCY SERVICE TO DESIGN GENDER FRAMEWORK FOR HEALTH TAX POLICY AND ADVOCACY IN AFRICA

RFP ISSUE DATE: - 27<sup>TH</sup> APRIL 2026.

Disclaimer: TJNA may terminate the RFP at any time without entering into a contract. It reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.

---

Disclaimer: *TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.*

## SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: -RFP-001-POLICY-TTAA-2026

RFP Reference No.	RFP-001-POLICY-TTAA-2026
Title of Tender	<b>CONSULTANCY SERVICE TO DESIGN GENDER FRAMEWORK FOR HEALTH TAX POLICY AND ADVOCACY IN AFRICA</b>
Issuing Office & Address	<b>TAX JUSTICE NETWORK AFRICA</b> Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - <a href="https://taxjusticeafrica.net/">https://taxjusticeafrica.net/</a>
Location of this Assignment	<b>Nairobi-Kenya</b>
Point of contact for clarifications & questions	<b>TJNA Procurement Unit,</b> <a href="mailto:procurement@taxjusticeafrica.net">procurement@taxjusticeafrica.net</a>
Amendment of RFP Documents	<b>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. The addenda shall be sent by mail to all invited consultants and will be binding on them.</b> <b>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.</b>
Email address for submission of Proposals	<b>TJNA Procurement Unit,</b> <a href="mailto:procurement@taxjusticeafrica.net">procurement@taxjusticeafrica.net</a>
Deadline for submission of questions and clarifications	<b>06<sup>th</sup> MAY 2026</b>
Deadline for Answering questions and clarifications	<b>07<sup>th</sup> MAY 2026</b>
Deadline for submission of Proposals	<b>Please include the subject line "RFP-001-POLICY-TTAA-2026" in the email.</b>
Anticipated Award Type	<b>Consultancy Agreement</b>
<b>PRELIMINARY/MANDATORY EVALUATION CRITERIA</b>	
	<p><b><u>Preliminary Mandatory Requirements</u></b> 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.</p> <p><b>Registered Firms/ Individual Entities: -</b></p> <ol style="list-style-type: none"> <li>1. Certificate of registration or Incorporation/IDs for individual-based consultants</li> <li>2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)</li> <li>3. Tax Compliance certificate in respective jurisdiction</li> <li>4. Valid business permit from country of jurisdiction</li> <li>5. Submission Technical Proposal</li> <li>6. Submission of the financial proposal</li> <li>7. Previous Experience (Reference letter/LSO/Contract)</li> <li>8. CVs for the proposed team</li> </ol>

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**

## **SECTION 2: INSTRUCTIONS TO BIDDERS**

### **1. Background**

Tax Justice Network Africa (TJNA) is a pan-African policy advocacy network established in 2007, working in 26 African countries with 53 member organisations. TJNA advances tax justice to support equitable, inclusive, and sustainable development by challenging unjust tax policies that exacerbate inequality and facilitate illicit financial flows.

The network's work is implemented across four core thematic arenas:

1. Tax and International Financial Architecture
2. Tax and Investments
3. Tax and Natural Resources
4. Tax and Equity

Within the Tax and Equity workstream, TJNA coordinates the Tobacco Tax Advocacy in Africa (TTAA) project, which is implemented in the DRC, Ghana, Kenya, Nigeria, Senegal, South Africa, Namibia and Zambia, and works with the Regional Economic Communities (East Africa Community (EAC), Southern African Development Community (SADC) and Economic Community of West African States (ECOWAS) at sub-regional levels. The project's overall goal is to reduce the affordability of tobacco products and increase domestic revenues for health financing.

The TTAA project is currently in its third phase, with one of the central focuses being on reducing gender bias in the design and implementation of tobacco tax policy as a primary outcome. The project seeks to strengthen gender-responsive advocacy to protect vulnerable populations, particularly women and youth, from tobacco-related harms driven by tobacco industry interference and inequitable tax policy structures.

To achieve this, TJNA seeks to engage a consultant to develop a robust country-specific Gender Framework for Health Tax Advocacy in Africa to guide programming, evidence generation, stakeholder engagement, and policy influence across eight African countries.

### **2. PROPOSAL SUBMISSION**

Interested and Eligible consultants 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/>.

---

***Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.***

2.1 The Technical and Financial Proposals must be submitted separately to (**tender@taxjusticeafrica.net**) by **11<sup>th</sup> May 2026 @5:00PM**.

## 2.2 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.

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

## 2.5 Validity of Proposal

The proposal 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 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 can be offered in **US Dollars (USD)** or **Kenya Shillings (KES)**

## 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.

---

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**

**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 the 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 (3<sup>rd</sup>) 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.

**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 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 the cancellation of the 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.

• **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.

---

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**

### 3. OBJECTIVE

The overall objective of this consultancy is to develop a comprehensive Conceptual Framework for Taxation and Gender that will guide health tax advocacy, policy development, and implementation with a strong emphasis on women, girls, and gender-diverse groups across the TTAA countries and Africa's regional economic communities. The scope of the consultancy will be limited to health harmful products, specifically tobacco and nicotine products, alcohol, and sugar sweetened beverages (SSBs), ensuring that gender considerations are systematically integrated into tax policy design and advocacy related to these products.

### 4. SCOPE OF WORK:

The consultant will undertake the following tasks:

- **Gender Impact Analysis: -**
  - Situational Analysis.
  - Country and regional economic community-specific analysis of existing gender and tax policies.
  - Conduct desk-based regional and country-specific research to determine gendered consumption patterns, economic burdens, health impacts, industry targeting tactics and how existing health tax structures affect gender consumption patterns.
  - Identify data gaps and propose gender-disaggregated data collection approaches.
  
- **Framework Development: -**

Design a gender-responsive policy and advocacy framework addressing:

  - Equitable health tax design and negative externality burden distribution.
  - Gender-sensitive tax measures for tobacco nicotine (including but not limited to Emerging Nicotine Products (ENDs), alcohol and SSBs products).
  - Health risk mitigation for women and youth, including cessation support
  - Community, feminist movement, and advocacy coalition engagement
  - Multi-sectoral health tax advocacy pathways
  - Monitoring, learning, and evaluation mechanisms
  
- **Stakeholder Collaboration Strategy: -**
  - Recommend mechanisms for collaboration with government ministries (health/finance), CSOs, women's and Feminist groups, academia, and regional bodies (EAC, ECOWAS, SADC).

---

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**

- **Policy and Advocacy Guidance Tools: -**

- Develop practical implementation toolkits for CSOs and governments including capacity-building guidance, messaging frameworks, and anti-industry-interference measures.

- **Validation and Integration Support: -**

- Present the draft framework for stakeholder validation.
- Produce final version incorporating feedback and practical rollout plan.

## **5. KEY DELIVERABLES**

- Inception Report with methodology, workplan, and stakeholder mapping.
- Gender Impact Analysis Report (Regional and Country-level findings).
- Situational Analysis/Landscape Assessment Report.
- Stakeholder Validation and Final Presentation
- Final Consolidated Consultancy Report (To include Gender-Responsive Health Tax Advocacy Framework, Implementation and Monitoring Toolkit).

## **6. TIMELINE**

The consultancy is expected to take place over 3 months, with key milestones and deadlines to be agreed upon after selection.

## **7. QUALIFICATIONS, EXPERIENCE AND SKILLS REQUIRED**

- Postgraduate qualification in Public Health, Gender Studies, Economics, Public Policy, Social Sciences, or related field
- Minimum 5 years' experience in gender mainstreaming, advocacy, or public health programming in Africa
- Proven knowledge of WHO FCTC, tobacco tax policy, or fiscal justice strongly preferred
- Demonstrated experience producing gender-responsive analytical frameworks
- Strong stakeholder engagement skills including working with civil society and feminist organisations
- Research and analytical expertise including gender-disaggregated data interpretation
- Excellent communication skills in English and/or French
- Ability to deliver within strict timelines

---

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**

## AWARD CRITERIA

We will evaluate the bids based on the requirements above using the following weighting:

MANDATORY REQUIREMENTS CRITERIA		POINTS
<b>NO.</b>	<b>FIRMS (COMPANYS)</b>	
1.	Valid Certificate of Incorporation/registration	<b>10</b>
	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	
	Valid PIN and Tax Compliance certificate	
	Valid business permit from country of jurisdiction	
<b>TECHNICAL EVALUATION CRITERIA</b>		
1.	Submission Technical Proposal: - <ul style="list-style-type: none"><li>✓ Qualification and competence of key staff (Kindly Attach CV /Resumes for the Proposed key staff and copies of relevant professional certificates)</li><li>✓ A cover letter outlining their relevant experience and approach to the assignment</li><li>✓ Well detailed technical proposal outlining proposed methodology and workplan</li><li>✓ Proven experience of the proposed team in providing relevant project services (NGOs organizations, international development or similar organizations)</li><li>✓ At least three (3) Proof of experience in providing similar services with advocacy networks or international development organisations (Provide at least three LSOs/Contracts and three Reference/Recommendation letters).</li><li>✓ Tobacco Industry Engagement Disclosure statement</li></ul>	<b>70</b>
2.	Bidders who qualify under <b>TECHNICAL</b> evaluation stage proceed to <b>INTERVIEW STAGE</b>	<b>10</b>
<b>FINANCIAL EVALUATION CRITERIA</b>		
3.	Financial proposal (including consultancy fees and any related costs).	<b>10</b>
5.	<b>TOTAL POINTS</b>	<b>100</b>

### HOW TO APPLY:

Please submit the following by 17:00hr East African time on **MONDAY, 11<sup>TH</sup> MAY 2026**, to [tender@taxjusticeafrica.net](mailto:tender@taxjusticeafrica.net) with the email subject: **RFP-001-POLICY-TTAA-2026: -CONSULTANCY SERVICE TO DESIGN GENDER FRAMEWORK FOR HEALTH TAX POLICY AND ADVOCACY IN AFRICA**

---

**Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. TJNA is also not obligated to award the procurement to the firm that offers the lowest price.**