



REQUEST FOR PROPOSAL

RFP-054-STB-2024

CONSULTANCY SERVICES FOR RECRUITMENT OF AN AGENCY SPECIALIZED IN GLOBAL CAMPAIGNS.

RFP ISSUE DATE: - 2nd SEPTEMBER 2025.

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-054-STB-2024**

RFP Reference No.	RFP-054-STB-2024
Title of Tender	CONSULTANCY SERVICES FOR RECRUITMENT OF AN AGENCY SPECIALIZED IN GLOBAL CAMPAIGNS.
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - https://taxjusticeafrica.net/
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, procurement@taxjusticeafrica.net
Amendment of RFP Documents	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. 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.
Email address for submission of Proposals	TJNA Procurement Unit, tender@taxjusticeafrica.net
Deadline for submission of questions and clarifications	5 TH SEPTEMBER 2025
Deadline for Answering questions and clarifications	8 TH SEPTEMBER 2025
Deadline for submission of Proposals	Please include the subject line "RFP-054-STB-2024" in the email.
Anticipated Award Type	Consultancy Agreement
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	Preliminary Mandatory Requirements 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. Registered Firms: - <ol style="list-style-type: none">1. Certificate of registration or Incorporation/IDs for Individual Consultants2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)3. Tax Compliance Certificate4. Valid business permit from country of jurisdiction5. Submission Technical Proposal6. Submission of the financial proposal7. Previous Experience (Reference letter/LSO/Contract)8. CVs for the proposed team

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SECTION 2: INSTRUCTIONS TO BIDDERS

I. BACKGROUND

The Stop the Bleeding Campaign (STB) is a Pan-African initiative aimed at mobilizing and advocating around the African debt crisis and illicit financial flows (IFFs). The campaign seeks to influence policymakers at both national and regional levels in favor of prudent debt management and equitable investment in public services. It highlights how unsustainable debt and IFFs perpetuate economic injustice, disproportionately affecting vulnerable communities.

African women, who constitute most of the informal economy, are the most affected by debt servicing as it leads to cuts in public services, notably health, education, and social protection. Women bear the brunt of these cuts, taking on more unpaid work. This reality underscores the need for the STB campaign not only to focus on debt relief but also to advocate for public investments and gender-transformative economic policies that prioritize participation in decision-making processes.

The campaign is built on the conviction that a feminist perspective must be applied to debt relief and IFFs, recognizing that economic injustices are deeply intertwined with gender inequalities. By addressing these challenges, the campaign aims to protect the socio-economic rights of African citizens, particularly women, youth, and vulnerable groups, and promote inclusive, citizen-led economic growth across Africa.

II. PROPOSAL SUBMISSION

Interested and Eligible consultants/consortiums are required to submit their application in the English or French 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/>.

2.1 The Technical and Financial Proposals must be submitted separately to **(procurement@taxjusticeafrica.net)** by **8th September 2025 @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 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

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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 shall be in Kenya Shillings (KES) or US Dollars (USD).

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.

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 (3rd) parties for the purpose of influencing such persons to act contrary to TJNA's interest or for personal gain. The Consultant will

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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.

III. OBJECTIVES:

The main goal of the STB campaign is to build a movement that:

- i. **Advocates for debt relief:** Mobilize support for the cancellation of unsustainable and unjust debts, with a particular focus on how debt servicing exacerbates gender inequalities and inequity.
- ii. **Fights against illicit financial flows (IFFs):** Reduce financial outflows from Africa that disproportionately harm citizens and advocate for policy reforms to close tax loopholes and end financial secrecy, which worsens inequality.
- iii. **Ensures good governance of public finances:** Strengthen the relationship between African citizens and their governments, ensuring that public debt and finance management is democratic, transparent, and gender transformative.
- iv. **Engages in legal advocacy for economic rights:** Reform power imbalances in the global financial architecture by pushing for legal reforms that protect citizens, particularly vulnerable communities, from the harmful impacts of debt and IFFs. Promote fair arbitration mechanisms in debt management, ensuring women's representation in negotiations.

IV. SCOPE OF WORK:

The selected agency will be responsible for supporting the STB campaign in the following areas:

1. **Campaign Strategy and Planning:**

- Develop and refine the overall communication strategy of the campaign, ensuring its alignment with the key objectives of STB.

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- Coordinate a detailed action plan outlining key step, target audiences, and key performance indicators (KPIs) to assess success at each stage.
2. **Communication and Messaging:**
 - Create compelling narratives and messages to engage diverse audiences, including policymakers, civil society, media, and citizens. Messages should focus on how the debt crisis and IFFs affect people's access to public services and the mobilization of domestic resources.
 - Develop targeted content that highlights women's leadership in the fight for debt justice and the links between feminist economic models and sustainable development.
 3. **Civic Mobilization and Awareness:**
 - Propose models of awareness-raising and community engagement activities that can spark public interest, particularly among youth and women and their participation in the fight for the protection of their economic rights and access to public services.
 - Support the development of a global movement around STB to tackle the debt crisis and IFFs, and support advocacy for systemic changes in development financing mechanisms for African countries.
 4. **Public Relations and Media:**
 - Engage local, regional, and international media to ensure continuous coverage of the campaign.
 - Support the organization of press conferences, write press releases, and organize interviews with campaign spokespersons to maintain a strong media presence.
 5. **Monitoring and Evaluation:**
 - Set up a robust monitoring and evaluation framework that tracks progress towards the campaign's objectives, particularly those related to gender equality. This includes gender-disaggregated data and feedback mechanisms to adjust strategies and maximize campaign impact.
 - Submit monthly reports on campaign activities, media engagement, mobilization efforts, and overall progress toward objectives.

V. **METHODOLOGY AND APPROACH:**

The methodology for carrying out the mentioned tasks must include the following key approaches:

1. **Feminist and Inclusive Approach:**
 - Contribute to the formulation of language elements to ensure that the campaign adopts a feminist perspective by involving diverse actors, including feminist organizations, and ensuring they have a seat at the decision-making table.

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- Promote an inclusive approach by engaging a wide range of stakeholders such as civil society organizations, academia, policymakers, media, and private sector.
2. **Transregional Synergy:**
- Leverage regional partnerships to align campaign efforts across African countries, ensuring that women’s and youth movements are at the heart of national and regional advocacy activities.
3. **Digital Mobilization:**
- Use digital platforms and social networks for mass mobilization, education, and awareness, with a focus on digital activism. This includes online petitions, storytelling platforms, and multimedia content to especially engage young people.
 - Develop digital tools and resources centered around issues of debt and IFFs.
 - Support the creation of an active digital community that amplifies campaign messages and encourages civic engagement.

VI. DELIVERABLES

The consultant will be required to submit the following deliverables:

- a) A detailed strategy and work plan.
- b) A strong presence and continuous actions on targeted digital platforms.
- c) The creation of a global movement against the African debt crisis, illicit financial flows.
- d) A global debate on the reform of the global financial architecture with a simple and understandable language for the General Public.
- e) Mid-term Evaluation reports and data collection relating to participation of public and stake holders.
- f) A final report.

VII. CONSULTANT QUALIFICATIONS

The consultant should possess the following qualifications:

- a) Proven Experience: Demonstrated experience in campaign projects of similar nature.
- b) Expertise: Expertise in conducting campaign assignments
- c) Knowledge: An understanding of the issues of taxation, African debt crisis, illicit financial flows and domestic resource mobilization.
- d) Communication Skills: Strong verbal and written communication skills in French and English.
- e) Time Management: Ability to adhere to strict timelines and deliver high-quality outputs within agreed-upon deadlines.
- f) Independence: The consultant should have no conflicts of interest that may impair their objectivity and independence in carrying out the evaluation.

VIII. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

- a) Relevant qualifications and experience, working with NGOs is an added advantage.
- b) Ability to perform work in a bilingual format.

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- c) Technical approach and methodology.
- d) Proposed timeline and work plan.
- e) Financial proposal and budgetary considerations.

HOW TO APPLY:

Please submit the following by 17:00hr East African time on **MONDAY, 8th SEPTEMBER 2025** to procurement@taxjusticeafrica.net with the email subject: **RFP-054-STB-2024: - CONSULTANCY SERVICES FOR RECRUITMENT OF AN AGENCY SPECIALIZED IN GLOBAL CAMPAIGNS.**

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