

Our Ref: **RFP-003-LEGAL-2025**

**19<sup>th</sup> January 2026**

Dear Sir/Madam,

**ADDENDUM NO. 1: - CONSULTANCY SERVICES FOR PROVISION OF LEGAL SERVICES FOR TAX JUSTICE NETWORK AFRICA.**

The following clarifications are made to the specified provisions of the RFP document.

1. **IN RELATION WITH THE PRINCIPAL RFP DOCUMENT**

Save where expressly amended by the terms of this addendum, the principal RFP document shall continue to be in full force and effect. The provision of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal RFP document.

2. **RFP CLOSING DATE**

The RFP **closing date** has been extended from **19<sup>th</sup> January 2026** to **9<sup>th</sup> February 2025** **by 5pm.**

All other terms and conditions remain as per the Principal RFP document.

PROCUREMENT DEPARTMENT



## REQUEST FOR PROPOSAL

RFP-003-LEGAL-2025

CONSULTANCY SERVICES FOR PROVISION OF LEGAL SERVICES FOR TAX JUSTICE NETWORK AFRICA.

RFP ISSUE DATE: - 18<sup>th</sup> DECEMBER 2025.

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.

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

RFP REF NO.: - RFP-003-LEGAL-2025

RFP Reference No.	RFP-003-LEGAL-2025
Title of Tender	CONSULTANCY SERVICES FOR PROVISION OF LEGAL SERVICES FOR TAX JUSTICE NETWORK AFRICA.
Issuing Office & Address	TAX JUSTICE NETWORK AFRICA Jaflo Limited, Block 3 - 106 Brookside Drive, Westlands Website: - <a href="https://taxjusticeafrica.net/">https://taxjusticeafrica.net/</a>
Location of this Assignment	Nairobi-Kenya
Point of contact for clarifications & questions	TJNA Procurement Unit, <a href="mailto:procurement@taxjusticeafrica.net">procurement@taxjusticeafrica.net</a>
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, <a href="mailto:tender@taxjusticeafrica.net">tender@taxjusticeafrica.net</a>
Deadline for submission of questions and clarifications	28 <sup>th</sup> January 2026
Deadline for Answering questions and clarifications	02 <sup>nd</sup> February 2026
Deadline for submission of Proposals	Please include the subject line "RFP-003-LEGAL-2025" in the email.
Anticipated Award Type	Consultancy Agreement
<b>PRELIMINARY/MANDATORY EVALUATION CRITERIA</b>	
	<p><b>Preliminary Mandatory Requirements</b></p> <p>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</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. Relevant Previous Experience (Reference letter/LSO/Contract)</li> <li>8. CVs for the proposed team</li> </ol>

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

### **1. ORGANIZATIONAL PROFILE**

Tax Justice Network Africa (TJNA) is a pan-African network established in 2007, with 48 member organizations in 26 African countries. The network envisions a new Africa where tax justice prevails, to contribute to an equitable, inclusive, and sustainable development. The mission of the network is to spearhead tax justice in Africa's development by enabling citizens and institutions to promote equitable tax systems through policy influencing. The coordination of the network's activities is delivered by a secretariat based in Nairobi, Kenya.

TJNA seeks to promote socially just, accountable, and progressive taxation systems in Africa. This is done by advocating for tax policies with pro-poor outcomes and tax systems that curb public resource leakages and enhance domestic resource mobilization. It aims to achieve this by challenging harmful tax policies and practices that, on the one hand, facilitate illicit financial outflows of resources and, on the other hand, favour the wealthy while aggravating and perpetuating inequality.

The work of TJNA across the continent is propagated through well-developed outreach programmes that support research and development. These are:

1. The African Parliamentary Network on Illicit Financial Flows and Taxation,
2. Pan African Conference on Illicit Financial Flows and Taxation and
3. International Tax Justice Academy
4. Knowledge Hub
5. The Anti-IFFs Policy Tracker

The five programs, otherwise referred to as Flagship programs, and the entire work portfolio of TJNA, are structured and implemented within the confines of 4 strategic thematic areas that structurally keep the network mission alive. These are:

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

### **2. PROPOSAL SUBMISSION**

Interested and Eligible consultants/consortiums 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/>.

2.1 The Technical and Financial Proposals must be submitted separately to ([tender@taxjusticeafrica.net](mailto:tender@taxjusticeafrica.net)) by **09<sup>th</sup> February 2026 @5:00PM**.

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## 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 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.

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**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.

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#### 4. SCOPE OF WORK:

TJNA seeks to engage the services of a law firm/lawyer to provide the following legal services.

1. Legal advisory and representation.
  - Provision of oral advice, written legal advice, and drafting legal opinions, memoranda, grants contracts and other legal documents and agreements
    - Written legal opinion is to be provided promptly within a maximum of three days. This will include off hours of legal advice (in case of emergencies)
  - Court appearances: representation in all court cases/suits in any manner and of all kinds
  - Case file management before any court or tribunal or any other labor office and case correspondence(s)
  - Represent TJNA in situations that may require legal representation i.e., representation before the police
  - Participating in management meetings by invitation to provide instant advice on matters requiring urgent legal advice
2. Assist in the follow-up of documentation with government authorities (work permits, visas, residence permits, etc.) that may be required by TJNA for its operations.
3. Legal Risk Management: Develop risk assessments and strategies to mitigate legal risks associated with TJNA's operations.
4. Participating in management meetings by invitation to provide advice on matters requiring urgent legal advice.
5. Dealing with any cases of injury to any team member i.e., accidents related to work injury
6. Provision of regular updates on any changes in Kenya laws or government policy
7. Document preparation includes the following:
  - Drafting or preparing agreements and contracts for the institution, staff, suppliers and service providers and handling disputes with the same
  - Preparing settlement agreements, attending settlement meetings as the institution's attorney, wherever necessary  
Upon request by the institution, ensuring that all settlement agreements are legally enforceable
  - In cases of settlements, concluding agreements between the client and claimant
8. Provide timely, up-to-date informed responses and recommendations to queries from TJNA.

#### 5. EVALUATION CRITERIA: -

##### PRICING

Financial proposal should be submitted separately and should include all administration costs including legal fee, overheads, documentation, and presentation. The financial proposal should include the following:

- a) A summary of costs
- b) Breakdown of price per activity
- c) Breakdown of remuneration per activity
- d) Reimbursables per activity
- e) Miscellaneous expenses

Conveyancing matters and Litigation will attract fees based on the Advocates Remuneration Order, under the Advocates Act (Cap 16 Laws of Kenya).

The pre-qualification and enlisting on TJNA's panel will be on call basis and charged per service rendered.

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All pricing must be shown inclusive of any applicable taxes.

## AWARD CRITERIA

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

MANDATORY REQUIREMENTS CRITERIA			POINTS
NO.	INDIVIDUAL	FIRMS (COMPANYS)	
1.	Copy of National Identity/Copy of passport Bio page	Valid Certificate of Incorporation/registration	10
	Copy of National Identity/Copy of passport Bio page	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	
	Valid PIN and Tax Compliance certificate	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 respective certificates)</li> <li>✓ A cover letter outlining their relevant experience and approach to the assignment</li> <li>✓ Proven experience of the proposed team in providing relevant legal 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>✓ Professional Indemnity cover</li> </ul>		70
2.	Bidders who qualify under <b>TECHNICAL</b> evaluation stage proceed to <b>INTERVIEW STAGE</b>		10
<b>FINANCIAL EVALUATION CRITERIA</b>			
3.	Financial proposal (including consultancy fees and any related costs).		10
5.	<b>TOTAL POINTS</b>		<b>100</b>

## 6. TIMELINE

The contract will run for a period of one year 1<sup>st</sup> February 2026 to 30<sup>th</sup> January 2027 renewable for a maximum of two years based on performance and organization funding.

## 7. SELECTION CRITERIA

The consultant will be selected based on the following criteria:

- A cover letter outlining their relevant experience and approach to the assignment.
- A detailed work plan and methodology.
- Financial proposal (including consultancy fees and any related costs).
- References from at least three organisations for similar assignments.

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**HOW TO APPLY:**

Please submit the following by 17:00hr East African time on **MONDAY, 09<sup>th</sup> February 2026** to [tender@taxjusticeafrica.net](mailto:tender@taxjusticeafrica.net) with the email subject: **RFP-003-LEGAL-2025\_CONSULTANCY SERVICES FOR PROVISION OF LEGAL SERVICES FOR TAX JUSTICE NETWORK AFRICA.**

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