REQUEST FOR PROPOSALS (RFP) FOR RECRUITMENT SERVICES

1. Introduction:
Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is seeking proposals from qualified firms to provide recruitment services for various staff positions within the organization. The selected firm will be responsible for sourcing, screening, and presenting qualified candidates to fill positions in accordance with RUFORUM's new organogram and Operational Plan.

2. Background:
RUFORUM is a network of 170 universities across 40 countries in Africa, committed to strengthening the capacities of universities to foster innovations responsive to the demands of small-holder farmers and value chains. With the approval of our new operational plan and the commencement of the Mastercard Foundation funded - TAGDev 2.0 program, RUFORUM aims to expand its team to support the implementation of these initiatives.

3. Scope of Work:
The selected firm shall provide comprehensive recruitment services, including but not limited to:

   I. Collaborate with RUFORUM to map out staffing needs and position requirements.
   II. Advertise vacancies through appropriate channels.
   III. Source candidates through various recruitment methods, including online platforms, talent pool databases, referrals, networking and professional.
   IV. Screen resumes, conduct preliminary interviews, and assess candidate suitability.
   V. Present shortlisted candidates to RUFORUM for review and selection.
   VI. Facilitate interview scheduling and coordination.
   VII. Conduct reference checks and background verification for selected candidates.
   VIII. Generate initial salary expectations from successful applicants.

4. Proposal Submission:
Interested firms are invited to submit both a technical and financial proposal in separate sealed envelopes marked "Technical Proposal" and "Financial Proposal," respectively. The envelopes should be clearly labeled with the firm's name and contact information.
5. Evaluation Criteria:

The evaluation committee appointed by RUFORUM shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows:

1. Preliminary evaluation
2. Technical evaluation
3. Financial evaluation

Part 1: Preliminary evaluation

The following shall form the basis for preliminary evaluation, interested bidders MUST attach the following:

a) Certificate of Incorporation  
b) Company Form 20; which states the Directors  
c) Beneficial Owners form  
d) Tax clearance Certificate from URA  
e) Certificate of Clearance from NSSF  
f) At least four recommendations from the client's portfolio that the bidder is currently servicing.  
g) Should be a firm/individual consultant with office/operational establishments within Uganda. (attach current business permit)

The above requirements are mandatory and failure to comply with one or more requirements shall make the bid Non-Responsive and hence shall not be eligible for technical evaluation.

<table>
<thead>
<tr>
<th>S/No</th>
<th>Completeness and Responsiveness Criteria</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>1</td>
<td>Certificate of Incorporation</td>
<td>Certified Copy of Valid certificate</td>
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<tr>
<td>2</td>
<td>Company Form 20; which states the Directors</td>
<td>Certified Copy</td>
</tr>
<tr>
<td>3</td>
<td>Beneficial Owners form</td>
<td>Certified Copy</td>
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<tr>
<td>4</td>
<td>Tax clearance Certificate from URA</td>
<td>Copy of valid tax compliance certificate</td>
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<tr>
<td>5</td>
<td>Certificate of Clearance from NSSF</td>
<td>Copy of valid tax compliance certificate</td>
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<td>6</td>
<td>At least four recommendations from the client's portfolio that the bidder is</td>
<td>Recommendation letter</td>
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<td></td>
<td>currently servicing.</td>
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<td>7</td>
<td>Should be a firm/individual consultant with office/operational establishments</td>
<td>Signed and stamped</td>
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<td>within Uganda. (attach current business permit)</td>
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Part 2: Technical evaluation

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

<table>
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<tr>
<th>S/No</th>
<th>Particular Requirements</th>
<th>Max Points</th>
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<tbody>
<tr>
<td>1</td>
<td>Firm's experience and expertise in recruitment services, particularly within the Higher Education and Agricultural sectors.</td>
<td>25</td>
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<td>2</td>
<td>Approach and methodology for sourcing and selecting qualified candidates.</td>
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<td>3</td>
<td>Capacity and resources available to handle the recruitment process effectively</td>
<td>20</td>
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<td>4</td>
<td>Understanding of RUFORUM's objectives and staffing requirements</td>
<td>20</td>
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<td>5</td>
<td>Proposed timeline for completing the recruitment process</td>
<td>10</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 70%.

Part 3: Financial Proposal

Tenders that are determined to be substantially responsive to the requirements of the Tender Document shall be subjected to price comparison in line with the following:

I. Cost-effectiveness of the proposed recruitment services.
II. Transparency and reasonableness of the fee structure.
III. Any additional costs or expenses associated with the recruitment process.

6. Submission Requirements:

Interested and qualified suppliers are requested to submit their proposals in two separate sealed envelopes, clearly marked as "Technical Proposal" and "Financial Proposal," to the RUFORUM Secretariat. Only hardcopy submissions are expected. No email submissions will be considered. The deadline for submission is 20th March 2024, 3:00 PM, (EAT).

Submission Address:

Submit the Technical and Financial Proposal in separate sealed envelopes to;

EXECUTIVE SECRETARY, RUFORUM Secretariat

Plot 151/155 Garden Hill Road, Makerere University Main Campus
Enquiries:
For inquiries, please contact the RUFORUM Secretariat at secretariat@ruforum.org. All inquiries must be submitted by 14th March 2024.

Important Dates:
   a. Release of Request for Proposals: 4th March 2024
   b. Deadline for Inquiries: 14th March 2024
   c. Proposal Submission Deadline: 20th March 2024, 3:00 PM - EAT
   d. Evaluation Period: 21th to 27th April 2024
   e. Contract Award: 1st April 2024

NB: Only shortlisted firms shall be contacted.

RUFORUM reserves the right to accept or reject any proposal, and to cancel the procurement process at any time without incurring any liability.

Thank you for your interest in partnering with RUFORUM. We look forward to receiving your comprehensive proposals.

Sincerely,

EXECUTIVE SECRETARY
Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)