

TERMS OF REFERENCE (TOR)

**** Outsourcing Recruitment Services for IPPF Africa Region ****

Overview of IPPFAR

The International Planned Parenthood Federation Africa Region (IPPFAR) is a leading sexual and reproductive health (SRH) service delivery organization in Africa and a prominent advocate for sexual and reproductive health and rights (SRHR) in the region.

Headquartered in Nairobi, Kenya, IPPFAR operates through its Member Associations (MAs) and Collaborative Partners in 36 countries across sub-Saharan Africa. The organization's goal is to increase access to SRHR services for the most vulnerable youth, men, and women across the continent.

To achieve its objectives, IPPFAR seeks to engage a recruitment agency to support the hiring process for key roles in the organization.

1. Background

IPPFAR frequently recruits for high-impact positions, requiring specialized technical expertise, strategic leadership, and strong experience in the SRHR and development sectors. The recruitment of such professionals can be challenging due to the limited availability of highly skilled candidates in certain geographical locations.

To ensure a transparent, efficient, and effective hiring process, IPPFAR is looking to outsource recruitment services to a professional recruitment agency or firm with experience in hiring within the humanitarian, public health, and SRHR sectors.

2. Scope of Work

The selected recruitment firm will be responsible for:

- Job Profiling & Advertisement
 - o Refining job descriptions and candidate profiles as per IPPFAR's needs.
 - o Advertising vacancies on strategic platforms to attract top-tier talent.
- Candidate Sourcing & Shortlisting
 - o Conducting targeted headhunting and database searches to source high-caliber candidates.
 - o Screening applications and preparing a longlist and shortlist of qualified candidates.
- Preliminary Interviews & Assessments
 - o Conducting first-level interviews to assess candidates' technical and behavioral competencies.
 - o Administering any required technical or psychometric assessments as per IPPFAR's standards.
- Reference & Background Checks
 - o Conducting thorough reference checks and verifying academic and professional credentials.
 - o Performing background screening, including criminal record checks if required.
- Final Candidate Submission & Support

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- Submitting detailed candidate profiles with interview summaries and recommendations.
- Coordinating final interview between shortlisted candidates and IPPFAR.
- Contract Negotiation Support (Optional)
 - Supporting salary and contract negotiations for selected candidates.

4. Service Agreement

The selected recruitment agency will enter into a service agreement with IPPFAR for an initial term of one (1) year, subject to renewal based on performance and evolving recruitment needs.

5. Evaluation Criteria

Each bid will be evaluated on its technical and financial proposals, weighted as follows:

Technical Proposal (60%)

- ✓ Proven experience in **recruitment for international NGOs, development sector, or SRHR organizations.**
- ✓ Strong track record in sourcing candidates for **mid and senior-level positions.**
- ✓ Demonstrated ability to conduct **targeted headhunting and competency-based recruitment.**
- ✓ Experience and coverage of the firm globally.

Financial Proposal (40%)

- Clear **fee structure**, specifying recruitment costs per **position or bundled services.**
- Competitive pricing with **cost-effectiveness considerations** for non-profit organizations.

6. Qualifications of the Company

The selected firm should meet the following requirements:

- ✓ Have a proven track record in professional recruitment services for international organizations.
- ✓ Demonstrate experience in headhunting for strategic roles in Africa.
- ✓ Provide dedicated recruitment consultants with expertise in NGO hiring.
- ✓ Have an extensive candidate network in the fields of SRHR, public health, advocacy, and development.
- ✓ Offer a transparent and structured recruitment process, ensuring compliance with ethical hiring standards.

7. General Provisions

Interested firms should submit the following:


- **A Letter of Interest** stating why they are suitable for this assignment.
- **Company profile** (maximum 3 pages) including a list of key personnel.
- **Technical Proposal** detailing the approach and methodology.
- **Financial Proposal**, specifying cost per hire and additional charges.
- **Proof of past experience**, including at least **three client references.**
- **Copies of the following:**

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- Business registration certificate
- Valid tax compliance certificate
- Audited financial statements (last three years)

NB: IPPFAR will deduct 5% withholding tax for local (Kenyan based firm/individuals) and 20% for non-Kenyan based firm/individual consultants before making payment.

Submission: Send proposals to ippfarbids@ippf.org with the subject line: **“Proposal for Recruitment Outsourcing Services”**.

 **Deadline:** Friday, 21 February 2025

Only proposals meeting all mandatory requirements will be considered for evaluation.