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Mount Pleasant, Harare, Zimbabwe

REQUEST FOR PROPOSAL (RFP)

CONSULTANCY SERVICES: RECRUITMENT AND SELECTION SERVICES OF EXECUTIVE COMMITTEE MEMBERS

Solicitation Title:	RECRUITMENT AND SELECTION SERVICES OF EXECUTIVE COMMITTEE MEMBERS
Solicitation Number:	ZHI.SHARED.2024.03.028
Submit Proposal to:	procurement@zhi.org.zw
Date of Issue of RFP:	March 06, 2024
Date Proposal Due:	March 13, 2024, by 2359hrs

Method of Submittal:

Respond via e-mail with attached document in MS Word / pdf format.
The Consultant agrees to hold the prices/rates in its offer firm for **90 days** from date of submission of proposal.

1. Introduction

Zimbabwe Health Interventions (ZHI) is a local not-for-profit human development organization which is registered as a Private Voluntary Organization PVO Number 17/22, with a vision to see the populations it serves live with optimal health, well-being, and self-sufficiency. ZHI's mission is to develop and deliver innovative and sustainable high impact integrated health interventions with local communities while working with and strengthening existing institutions. ZHI is currently implementing the Re-Ignite Innovate Sustain and Empower (RISE) program and the Accelerated and Comprehensive HIV Care for Epidemic Control (ACCE) programs which are five-year (October 2021 – September 2026) United States Agency for International Development (USAID) funded programs. To learn more about ZHI, please visit: www.zhi.org.zw.

ZHI wishes to engage a qualified, reputable, and competent firm/individual(s) to provide recruitment and selectin services for the Executive Committee members for ZHI. ZHI has specified its requirements for the services in this RFP, which will result in a signed contract with a successful consultant.

2. Overview of the Assignment

ZHI is seeking proposals from qualified firms/individuals to assist ZHI in recruiting four (4) individuals to volunteer their service at Board Level as Executive Committee Members. The Executive Committee members are responsible for providing an oversight role in enabling ZHI to realize its mandate. The selected individuals will be expected to work with other Executive Committee members in will promoting the vision and values of ZHI, setting the strategic direction of the organization and ensure that ZHI meets its legal and regulatory obligations.

ZHI is a charitable organization and does not remunerate Executive Committee members therefore the selected individuals will be expected to volunteer their services, and resources for the benefit of the beneficiaries and communities that the organization serves.

The selected Consultant will work with established policies and procedures governing consultants and partners working with ZHI.

3. Scope of the Assignment

The selected individual or organization is expected to provide comprehensive recruitment services, including but not limited to:

- a) To design the recruitment and selection process and assign time frames.
- b) Advertise vacancies through appropriate channels.
- c) Source candidates through various recruitment methods, including online platforms, talent pool databases, referrals, networking and professional.
- d) Screen resumes, conduct preliminary interviews, and assess candidate suitability.
- e) Present a shortlist of a minimum of ten (10) individuals who may be considered as Executive Committee members based on the scope of work to be shared with the successful consultant. The list is subject to approval by ZHI.
- f) Facilitate interview scheduling and coordination, conduct reference checks and background verification for selected candidates under the guidance of ZHI standard operating procedures on Executive Committee recruitment.

4. Specific Deliverables:

The consultant will be expected to provide the following deliverables:

- i. Preliminary report on recruitment process up to the shortlisting stage in conjunction with the HR and Governance and Nominations Committees of ZHI
- ii. Report on interviewed candidates, including detailed CVs and profiles of the ten (10) shortlisted candidates, their reference, and background checks report. Report to include Disclosure of Conflict of Interests (if any)

- iii. A presentation of the interview and recommendations to Executive Committee for final selection and appointment
- iv. Any other relevant documentation or tools developed during the evaluation process.
- v. Final report on the final selected Executive Committee members.

ZHI reserves the sole right and authority over all data and reports generated from the assignment.

5. Duration of Assignment:

The assignment is expected to be completed within **two weeks/14 calendar days**.

The consultant will report directly to the **Chair - HR and Governance Committee** and maintain regular communication with the Human Resources Director (project focal point) to provide updates on the progress.

6. Qualifications and Experience

The recruitment agency/consultant must meet the following specifications:

- At least 5 years of professional experience in the HR consulting field mainly in recruitment and selection, preferably working in/with NGOs
- Demonstrate depth, breadth and a recognized history of expertise providing executive search and recruitment services to similar organizations as ZHI
- Specific experience of the Lead Consultant and Associate(s) relevant to the assignment. Please provide details of similar assignments undertaken.
- Technical capacity of three consultants in terms of their qualifications and competencies for the assignment. Please attach detailed CVs.
- Clear understanding of the assignment/interpretation of the TORs

Designated personnel should possess:

- An advanced degree in Human Resources Management or a related subject
- Extensive knowledge of local and international labor laws, acts, regulations and procedures
- Strong IT skills
- Strong communication and interpersonal skills
- Flexible, creative, detail-oriented, and well organized
- Ability to maintain the highest standards of confidentiality and professionalism and sound judgment.
- Excellent analytical, writing, and communication skills;

7. Evaluation and Selection

The evaluation of the proposals will be undertaken by a Tender Evaluation Committee which will be constituted to evaluate and rank the proposals according to responsiveness to the evaluation criteria below, with a total overall maximum point value of 100:

Evaluation Criteria

Criteria	Weight
1. Mandatory eligibility requirements - Company profile - Certificate of registration/incorporation - Valid Tax clearance certificate/VAT registration (for local suppliers) - Bank account details (Local Nostro Account)	Pass/Fail
2. Technical proposal of not more than 5 pages, detailing the following: - Demonstration of clear understanding of the Terms of Reference - Technical capacity statement/Executive summary - a narrative that highlights the consultant's ability and experience in providing executive search and recruitment services as well as the capacity to handle the assignment - Clear description of the proposed methodology, and work plan with specific timelines and milestones in relation to the duration of the assignment. - CVs of Key personnel in the firm - CVs of key consultants for this Assignment i.e. i. Lead Consultant, ii. Senior Consultant, iii. Junior Consultant where applicable. The CVs should include Professional Education, Years of Experience and Similar Search Assignments Done - A listing of organizations where similar service is being/has been offered - 3 Written References from previous clients who received similar services in the last five years.	70%
3. Financial proposal - cost-effectiveness of proposal, with following breakdown - Consultancy fees - Any other related costs - Payment terms	40%
Total	100%

Selection will be based upon "**Best Value**", identifying the best offer at the lowest possible fee, that meets all the technical specifications and perform the required service.

Proposals will first be evaluated and scored from a technical standpoint. Proposals that are technically acceptable shall then be evaluated in terms of cost. The award shall be issued to the offeror with the highest combined technical and cost score.

8. Submission Instructions

Proposals, supporting documents, including a Capacity Statement/Executive Summary and trade references, should be emailed to: procurement@zhi.co.zw with subject: **"Consultancy: Executive Committee Recruitment Services"**. The deadline for submission of proposals is **23:59pm on Wednesday, March 13, 2024**.

8.1 Quotation/Price Schedule should include the following:

- 8.1.1** Cost/fees shall be quoted in **US dollars (US\$) only** and duty free.
- 8.1.2** Cost for the requested services should include all associated fees (including VAT, if applicable)
- 8.1.3 Bid Validity Date** - All information submitted in connection with this RFP will be valid for **ninety (90) days** from the RFP due date and not subject to variation on any account during the Bidder's performance of the final Contract unless another time is specified in the addendum of the RFP.

9. Confidentiality:

The consultant will be required to sign a confidentiality agreement to ensure the protection of sensitive organizational information throughout the evaluation process.

10. ZHI Terms and Conditions

- ZHI reserves the right to cancel the solicitation and not award.
- ZHI reserves the right to accept or reject any proposals received at any time, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the action.
- ZHI reserves the right to reject any or all proposals received and to terminate the evaluation process at any stage if deemed necessary.
- Incomplete proposal submissions that do not comply with all specifications will be rejected.
- ZHI may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- ZHI reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.