

REQUEST FOR PROPOSAL

RFP-021-PIL-2026

CONSULTANCY SERVICE FOR BASELINE ASSESSMENT OF THE STRATEGIC PLAN 2026-2030 AND YEAR 2 INDEPENDENT VALIDATION OF OUTCOME EVIDENCE

RFP ISSUE DATE: - 12th NOVEMBER 2026.

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SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: - **RFP-021-PIL-2026**

RFP Reference No.	**RFP-021-PIL-2026**
Title of Tender	**CONSULTANCY SERVICE FOR BASELINE ASSESSMENT OF THE STRATEGIC PLAN 2026-2030 AND YEAR 2 INDEPENDENT VALIDATION OF OUTCOME EVIDENCE**
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, 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, 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	**25th NOVEMBER 2026**
Deadline for answering questions and clarifications	**25th NOVEMBER 2026**
Deadline for submission of Proposals	**Please include the subject line "RFP-021-PIL-2026" in the email.**
Anticipated Award Type	**Consultancy Agreement**
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	Preliminary Mandatory Requirements **Bidders will be evaluated based on the following mandatory requirements. Those who fail to submit any of the documents below will not be considered for evaluation in the subsequent steps.** **Registered Firms/ Individual Entities: -** **1. Certificate of registration or Incorporation/IDs for individual-based consultants** **2. Copy of List of Directors, Shareholders, and beneficial owners (CR12)** **3. Tax Compliance** **4. Valid business permit from country of jurisdiction** **5. Submission Technical Proposal** **6. Submission of the financial proposal** **7. Previous Experience (Reference letter/LSO/Contract)** **8. CVs for the proposed team**

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SECTION 2: INSTRUCTIONS TO BIDDERS

1. BACKGROUND

Tax Justice Network Africa (TJNA) is a Pan-African network established in 2007 and composed of 57 member organisations across more than 26 African countries. The network brings together think tanks, trade unions, feminist organisations, youth-led organisations, faith-based organisations, and community-based organisations working collectively to advance tax justice and equitable development across the continent.

TJNA envisions a just, sovereign and self-reliant Africa, where equitable and people-centred tax systems drive structural transformation, enabling all Africans to lead healthy, prosperous and dignified lives.

TJNA works to campaign and advocate for effective, evidence-based and just tax system changes in and for Africa, coordinating with global partners, and leading, mobilising and organising African civil society and institutional stakeholders.

TJNA's work is implemented through seven Strategic Focus Areas:

- Tax and the International Financial Architecture;
- Tax, Trade and Investment;
- Tax, Natural Resource Governance and Climate Justice;
- Tax and Equity;
- Tax and Health;
- Partnership, Networking and Member Engagement; and
- Organisational Development and Sustainability.

TJNA also implements several flagship initiatives and platforms, including:

- The Pan-African Conference on Illicit Financial Flows and Taxation (PAC);
- The International Tax Justice Academy (ITJA);
- The African Parliamentary Network on Illicit Financial Flows and Taxation (APNIFFT);
- The Tax and IFF Knowledge Hub; and
- The Anti-IFF Policy Tracker.

TJNA is seeking a consultant to establish baseline values for the results framework indicators and, in Year 2, to independently validate the outcome evidence compiled by TJNA's MEALK team.

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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**) by **26th NOVEMBER 2026 @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 that effect). Shortlisted consultants may associate with non-shortlisted consultants ONLY after seeking written approval from TJNA.

3.1 **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 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.

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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 proposal shall 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 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 that could result in conflict with the best interest of TJNA.

Throughout the term of any agreement resulting from the RFP, the Consultant will not accept any employment or engage in any work that 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 people 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.

3. OBJECTIVES AND SCOPE OF WORK

OBJECTIVES

3.1 Establish baseline values for the TJNA results framework indicators aligned with the Strategic Plan 2026-2030.

3.2 Independently validate outcomes reported through TJNA's 2027 outcome harvesting process, to provide credible evidence for the 2027 Annual Report.

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SCOPE OF WORK

Phase 1: Baseline Assessment (November 2026 to January 2027)

The consultant will:

- Review the Strategic Plan, results framework, and existing TJNA monitoring data.
- Refine indicator definitions and data sources where needed.
- Collect and analyse data from TJNA staff, partners and relevant external stakeholders to set baseline values for each indicator.
- Review the realism of existing targets and recommend changes where needed.
- Present findings to TJNA staff and finalize the baseline report.

Phase 2: Year 2 Independent Validation of Outcome Evidence (October to December 2027)

The TJNA MEALK team will carry out the outcome harvesting and compile all outcome data, including outcome descriptions, change stories, and supporting evidence. The consultant will:

- Review the outcome data compiled by the MEALK team.
- Agree with TJNA on the outcomes to be validated.
- Contact the external actors involved in each outcome directly to confirm whether the change happened as reported and to verify TJNA's contribution.
- Rate the strength of evidence for each outcome and recommend improvements to the outcome harvesting process.
- Submit a validation report in time to feed into the 2027 Annual Report.

NOTE:

Some interviews will be with French-speaking actors. The consultant should provide French-language capacity or translation as part of the assignment.

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4. KEY DELIVERABLES, DURATION AND TIMELINES

No.	Deliverable	Due date
	Phase 1: Baseline Assessment	
1	Inception report with methodology, tools and work plan	TBD
2	Draft baseline report and baseline data table	TBD
3	Final baseline report, incorporating TJNA comments	TBD
	Phase 2: Year 2 Outcome Evidence Validation	
4	Brief Inception note and list of outcomes to be validated	TBD
5	Draft Validation report	TBD
6	Final Validation report	TBD

5. QUALIFICATIONS AND EXPERIENCE

- Advanced degree in development studies, economics, public policy, social sciences, or a related field.
- At least 10 years of experience in monitoring and evaluation, including baseline studies.
- Proven experience in Outcome Harvesting, particularly validation or substantiation of outcomes.
- Experience evaluating policy, advocacy or governance programmes in Africa.
- Knowledge of tax justice, illicit financial flows or public finance is an advantage.
- Working knowledge of English and French, or access to translation support.

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AWARD CRITERIA

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

MANDATORY REQUIREMENTS CRITERIA			POINTS
NO.	**COMPANY/FIRM**	**INDIVIDUAL**	
1.	Certificate of Incorporation/registration	Copy of National Identity/Copy of passport Bio page	**10**
	Copy of List of Directors, Shareholders, and beneficial owners (CR12)	Copy of National Identity/Copy of passport Bio page	
	Valid PIN and Tax Compliance certificate from the Country of Jurisdiction	Valid PIN and Tax Compliance certificate	
	Valid business permit from the country of jurisdiction	N*A	
	TECHNICAL EVALUATION CRITERIA		
2.	Submission Technical Proposal: - • Cover letter outlining their relevant experience and approach to the assignment • A brief technical proposal (maximum 5 pages) outlining understanding of the assignment, approach, and work plan. • Qualification and competence of key staff (Kindly Attach CV /Resumes for the Proposed key staff and respective certificates) • At least three (3) Proofs of experience in providing similar consultancy services with advocacy networks or international development organizations (Provide LSOs/Contracts/Reference/Recommendation letters).		**60**
3.	Bidders who qualify under the **TECHNICAL** evaluation stage proceed to the **INTERVIEW STAGE**		**10**
	FINANCIAL EVALUATION CRITERIA		
4.	Financial proposal in USD/KES, with Phase 1 and Phase 2 costed separately, including any translation costs.		**20**
5.	**TOTAL POINTS**		**100**

HOW TO APPLY:

a) Please submit the following by **17:00 East African time on Tuesday, November 26th, 2026**, to tender@taxjusticeafrica.net with the email subject "**RFP-021-PIL-2026 CONSULTANCY SERVICE FOR BASELINE ASSESSMENT OF THE STRATEGIC PLAN 2026-2030 AND YEAR 2 INDEPENDENT VALIDATION OF OUTCOME EVIDENCE".**

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