



REQUEST FOR PROPOSAL

RFP-001-DEVTRANSFORM-2026

CONSULTANCY SERVICES FOR DATA ECOSYSTEMS & DIGITAL TRANSFORMATION SPECIALIST.

RFP ISSUE DATE: - 8TH OCTOBER 2026

Disclaimer: TJNA may at any time, terminate the RFP without entering a contract and 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.

SECTION 1 - INVITATION LETTER FOR REQUEST FOR PROPOSAL.

RFP REF NO.: - **RFP-001-DEVTRANSFORM-2026**

RFP Reference No.	RFP-001-DEVTRANSFORM-2026
Title of Tender	CONSULTANCY SERVICES FOR DATA ECOSYSTEMS & DIGITAL TRANSFORMATION SPECIALIST.
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	13TH OCTOBER 2026
Deadline for Answering questions and clarifications	14TH OCTOBER 2026
Deadline for submission of Proposals	Please include the subject line “RFP-001-DEVTRANSFORM-2026” in the email.
Anticipated Award Type	Consultancy Agreement
PRELIMINARY/MANDATORY EVALUATION CRITERIA	
	<u>Preliminary Mandatory Requirements</u> 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. <u>Registered Firms/ Individual Entities: -</u> 1. Tax Compliance & PIN Certificate country of jurisdiction 2. Submission Curriculum Vitae 3. Passport Bio page/National ID. 4. Submission of the financial proposal 5. Company Profile

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SECTION 2: INSTRUCTIONS TO BIDDERS

INTRODUCTION

Tax Justice Network Africa (TJNA) is a pan-African research and advocacy organisation established in 2007 and a member of the Global Alliance for Tax Justice (GATJ). Through its Nairobi Secretariat, TJNA collaborates closely with its member organisations and other civil society partners across Africa to curb illicit financial flows (IFFs) and promote progressive taxation systems. TJN-A advocates for pro-poor tax policies and the strengthening of tax systems to promote domestic resource mobilisation (DRM). TJNA also plays a leading role in global coalitions committed to tackling the phenomena of global tax avoidance and evasion and achieving fundamental reforms of the current global financial architecture.

The work of TJNA is co-coordinated through a Secretariat which is headed by an Executive Director. The Executive Director has the responsibility to submit annual audited financial statements of the Secretariat to its cooperation partners, stakeholders and governing bodies.

TJNA is seeking a Data Ecosystems & Digital Transformation Officer to assist in the maintenance and implementation of the organization's data infrastructure, platforms, and governance frameworks to ensure data is accessible, secure, interoperable, and used with integrity across all programmes, operations, and partners; Support DevTransform's work on digital transformation, Digital Public Infrastructure, and data-driven initiatives including embedding AI tools, digital workflows, and data science capabilities into research, knowledge management, and programme delivery; Assist in representing DevTransform in external data governance, DPI, and digital policy spaces contributing to continental and national-level debates.

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 **16TH OCTOBER 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 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 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

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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.

1. OBJECTIVES OF AUDIT:

- Support DevTransform's work on data ecosystems: Assist in the maintenance and implementation of the organization's data infrastructure, platforms, and governance frameworks to ensure data is accessible, secure, interoperable, and used with integrity across all programmes, operations, and partners.
- Implement digital transformation initiatives: Support DevTransform's work on digital transformation, Digital Public Infrastructure, and data-driven initiatives including embedding AI tools, digital workflows, and data science capabilities into research, knowledge management, and programme delivery.
- Support institutional practices: Assist in representing DevTransform in external data governance, DPI, and digital policy spaces, contributing to continental and national-level debates.

2. KEY RESPONSIBILITIES:

- Data Systems Architecture & Operations: -
 - Assist in overseeing DevTransform's data infrastructure, including databases, data lakes, APIs, dashboards, and reporting systems.
 - Maintain data pipelines that integrate programme data, research data, and operational data from multiple sources.
 - Support the continuous improvement of DevTransform's data management platform, including evaluation and adoption of relevant open-source or proprietary tools.
 - Coordinate data quality assurance, metadata management, and data cataloguing across the organisation
- Data Governance & Policy Support
 - Support the implementation of DevTransform's organisational data governance framework, policies, standards, and access controls.

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- Provide day-to-day coordination on data protection, privacy, consent, and ethics compliance with applicable legislation (e.g., national data protection laws, GDPR).
 - Assist in preparing inputs for continental and national data governance processes including the African Union Data Policy Framework and DPI regulatory reform.
- Data Science, Analytics & AI Assistance
 - Conduct data analysis including statistical modelling, geospatial analysis, and data visualisation to generate insights for research and programmes.
 - Update analytical models, evaluation frameworks, and dashboards that enable evidence-based decision-making.
 - Support pilots of responsible AI and machine learning applications across DevTransform's thematic areas (e.g., NLP, predictive analytics).
- Digital Workflows & Organizational Capability: -
 - Support DevTransform's digital transformation agenda across systems, workflows, and culture.
 - Deliver data literacy supports sessions and coaching to embed data practices into research and programme cycles.
 - Assist in evaluating and implementing digital tools and platforms (e.g., project management, CRM, MEL systems).
- Knowledge Management & Research:
 - Maintain DevTransform's knowledge management systems ensuring research outputs and datasets are systematically captured and organised.
 - Produce drafts of high-quality knowledge products including policy briefs, technical reports, datasets, and toolkits.
- Partnership & Project Support:
 - Coordinate updates and communication with strategic partnerships across African governments, AU bodies, and tech firms.
 - Support resource mobilization by writing data and digital components of funding proposals

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3. PERSONAL QUALIFICATIONS:

- a) **Essential Qualifications:** - Master's degree or equivalent in a relevant field such as Data Science, Mathematics, Statistics, Computer Science, Information Systems, Development Informatics, Economics, Public Policy, or related discipline.
- b) **Essential Experience (Scaled for Officer Level):** - Data Systems & Engineering (2-3+ years): Experience maintaining and managing data infrastructure, including databases, APIs, ETL pipelines, data lakes, and cloud platforms. Proficiency in Python, R, or SQL.
- c) **Data Science & Analytics (2+ years):** Solid analytical skills, including statistical analysis, geospatial analysis, and data visualization using tools like QGIS, Tableau, Power BI, or equivalents.
- d) **AI Knowledge & Application (1+ years):** Familiarity with AI and machine learning tools in applied settings, including NLP and understanding of responsible AI principles.
- e) **Data Governance & Policy (2+ years):** Experience implementing data governance frameworks, data protection policies, and data standards. Familiarity with African data protection legislation or the AU Data Policy Framework.
- f) **African Development Context (2+ years):** Grounding in the political economy of data in Africa, including data sovereignty and digital public infrastructure.
- g) **Digital Transformation (1+ years):** Track record of contributing to organisational digital transformation, tool selection, or implementation.

4. KEY PERFORMANCE INDICATORS:

Key Result Area	Indicator / Target	Timeframe
Data Systems & Infrastructure	Data platforms operational and maintained at 95% uptime	Year 1
Governance Frameworks	Data governance policy adopted across at least 2 programme areas	Year 1
Partner & Funder Engagement	At least 3 strategic partnerships or MOUs signed around data/DPI	Year 1–2
Capacity Strengthening	At least 20 beneficiaries have completed data capacity strengthening programme	Year 1–2
Policy Influence	At least 2 policy briefs submitted to processes	Year 1–2

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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.	INDIVIDUAL	
1.	Copy of National Identity/Copy of passport Bio page	10
	Copy of National Identity/Copy of passport Bio page	
	Valid PIN and Tax Compliance certificate	
	TECHNICAL EVALUATION CRITERIA	
	Submission Technical Proposal: - ✓ Qualification and competence of key staff (Kindly attach CVs/Resumes for the Proposed key staff and respective certificates) ✓ A cover letter outlining their relevant experience and approach to the assignment ✓ What methodology would you use to design, manage, and continuously improve DevTransform's data architecture, including databases, data pipelines, dashboards, and reporting systems?"	70
3	Bidders who qualify under the TECHNICAL evaluation stage proceed to the INTERVIEW STAGE	10
4	FINANCIAL EVALUATION CRITERIA	
	Financial proposal (including consultancy fees and any related costs).	10
	TOTAL POINTS	100

HOW TO APPLY:

Please submit the following by 17:00 East African time on Friday, October 16th, 2026, to **tender@taxjusticeafrica.net** with the email subject: **RFP-001-DEVTRANSFORM-2026: CONSULTANCY SERVICES FOR DATA ECOSYSTEMS & DIGITAL TRANSFORMATION SPECIALIST.**

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