



**Kenya Bureau of  
Standards**  
Standards for quality life

**QUOTATION NO. KEBS/RE-QUOTE/275/2018/2019 - PROVISION OF  
CONSULTANCY SERVICES FOR SHORTLISTING AND INTERVIEWING OF  
PERSONNEL**

**KENYA BUREAU OF STANDARDS**

**HEAD OFFICE**

**P.O. Box 54974-00200**

**NAIROBI**

**MAY 2016**

1. You are invited to submit a quotation on the service listed
2. This quotation should be deposited in the **Quotation Box** provided in the main reception on or before **10.00 a.m. THURSDAY 20<sup>TH</sup> DECEMBER, 2018.**
3. Your quotation should include all government taxes

**1. QUOTATION PRICE**

Kenya shillings (in words) .....

In figures .....

**2. VALIDITY PERIOD**

The bid shall remain valid for a period of 120 (one twenty) days from the date of submission.

**TERMS OF REFERENCE (TOR) — PROVISION OF CONSULTANCY SERVICES FOR  
RECRUITMENT**

**INTRODUCTION**

The Kenya Bureau of standards (KEBS) is a statutory organization of the Government of Kenya established by the Standards Act, Cap 496 of the laws of Kenya in July 1974. The mandate of KEBS is to provide Standardization, Metrology and Conformity Assessment services through Promotion of standardization in commerce and industry, Provision of testing and calibration facilities, Control of the use of standardization marks, undertaking educational work in standardization, Facilitation of the implementation and practical application of standards, Maintenance and dissemination of the International System of Units (SI) of measurements.

KEBS wishes to fill the position of the Managing Director and two (2) Director Positions namely Director, Standards Development and Director Market Surveillance.

## **OBJECTIVES**

- i. To Create a talent pool of candidates to enable the selection of best candidates for the organization
- ii. To ensure effective shortlisting of candidates. The consultant should avoid discrimination and ensure a pool of good quality candidates;
- iii. To ensure that the shortlisting process is fair and objective. The consultant will consider each application against the same set of criteria which should relate to the requirements of the job; and

## **PURPOSE OF THE ASSIGNMENT**

- The consultant shall undertake, in consultation with the Kenya bureau of standards, executive recruitment of potential staff at the leadership level of the Organization for the position of the Managing Director and two Director Positions.

## **TERMS OF REFERENCE**

As a general guideline, the Consultant shall be provided with the specific job description (s) and other requirements for the vacant position to be advertised and be expected to perform the following actions:

- i. Developing a comprehensive list of applicants who respond to the advertisement on behalf of Kenya Bureau of Standards
- ii. Screening and shortlisting of applications against a set of basic qualifying criteria;
- iii. Develop a shortlisting criteria by referring to the job description, competency profile and person specification for the role;
- iv. Developing a list of prospective candidates who appear to match the requirements specified in the job descriptions and selection criteria;
- v. Shortlisting applications against a set of job-related or shortlisting criteria and identifying a suitable pool of candidates for further assessment;
- vi. Segment the applicants in to the following groups;
  - ✓ Not Qualified
  - ✓ Qualified and not pursuing (document reasons why qualified and competent applicants might be excluded for further evaluation)
  - ✓ Qualified and pursuing
- vii. Presenting a list of six (6) qualifying candidates per position and a report on the shortlisted candidates for the proposed positions, together with the candidates' copies of letters of application, certificates and testimonials, CV, national identity card, to Kenya Bureau of Standards.

- viii. Conduct preliminary competency based interviews for the agreed shortlisted candidates based on the agreed criteria as stated in the vacancy announcement;
- ix. Conduct psychometric tests and other relevant assessments on the best six (6) candidates;
- x. Prepare and present to Kenya Bureau of Standards a report on the initial interviews and psychometric tests. This should give a complete listing of all candidate tested with their scores per test;
- xi. Discussing and reviewing the list of prospective candidates with Kenya Bureau of Standards who shall reserve the right to decline candidate(s) proposed by the Recruitment Consultant in the event that candidates did not meet the criteria as listed in the Job Description;
- xii. Provision of a report on short listed applicants, which includes summary of the applicant's personal information, employment history, academic background, results of any preliminary tests conducted and an accurate analysis of the applicants' strengths and key competencies, as outlined in their resumes;
- xiii. Offer advisory support services to the Kenya Bureau of Standards Interview Panel which will include but not limited to: all the necessary requisite arrangements and plans for the interview; contacting candidates, preparation of interview schedules, interview questions and score sheets, preparation of folders to be used by the interview panel members, taking minutes during the interviews, including recording marks awarded; and preparation and submission of the comprehensive final report to Kenya Bureau of Standards;
- xiv. Conduct independent reference and background checks for the candidates selected by Kenya Bureau of Standards for appointment;
- xv. Communicate by letter or email to unsuccessful candidates after completion of the recruitment; Facilitating any other administrative arrangements necessary in completed

### **TURN-AROUND TIME**

Kenya Bureau of standards expects the recruitment process for each position to take the shortest time possible. The consultants will therefore be expected to specify the duration the exercise will take, from advertisement to submission of final comprehensive reports.

### **The received RFQ will be evaluated in three stages as detailed below:**

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: Compliance with Technical Requirements
3. Stage 3: The Financial Evaluation;

#### **Stage 1: Mandatory Requirements**

<b>No.</b>	<b>Requirements</b>
1.	PIN/VAT Certificate
2.	Single business permit/Trade license
3.	Certificate of Registration and /or Incorporation.

4.	Valid Tax Compliance Certificate.
5.	Dully filled and stamped business questionnaire

## Stage 2: compliance with technical requirements

### EVALUATION CRITERIA

#### Compliance to Technical Requirements

Proposals meeting all the mandatory requirements in stage one will be subjected to technical evaluation based on the criteria given below:

Criteria	Description	Weight Factor (Total: 100 %)	Marks awarded
<b>Specific Experience of the Consultant(Firm) related to the Assignment</b>	Over 10 years' relevant experience in Recruitment and selection with an emphasis in executive search & selection- 10 Marks Below 10 years – 0 Marks	<b>10</b>	
	At least ten (10) number related assignments undertaken in the last 3 years (list the assignments, respective clients and dates). Attach Evidence; agreements/contracts, LOE, LPOs etc. of which in the last 6 months must have recruited atleast 4 Managing Directors in Government parastatals.  (Each relevant assignment - 3 Marks)	<b>30</b>	

<b>Specific Experience &amp; Academic qualification of Key technical personnel in the assignment (Attach CVs and Academic &amp; Professional certificates)</b>  Consultant's Team Leader - Experience	Over 10 years' experience in Recruitment & Selection related assignments – 10 Marks Below ten years – 0 Marks	<b>15</b>	
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Consultant's Team Leader – Academic qualification	Over 5 years Work experience in executive search and selection – 5 Marks Below 5 years – 0 Marks  Relevant Certifications in HR – 5 Marks Relevant First Degree and above – 5 Marks Below first degree – 0 Marks	<b>5</b>       <b>10</b>	
<b>Globally accredited Assessment Tools</b>	Demonstration of possession of globally accredited and/or certified assessment tool for administering selection tests (provide evidence of accreditation)	<b>10</b>	
<b>Methodology</b> Adequacy of the proposed work plan and methodology in responding to the terms of reference	Approach to the consultancy Adequacy of the work plan – 10 Marks Composition, qualifications and experience of the preliminary interview panel(s) – 5 Marks Turn-around time – 5 Marks	<b>20</b>	
<b>Total score</b>		<b>100</b>	

To be eligible for Financial Evaluation, quotation must score **at least eighty (80) out of one hundred (100) Points at the Technical Evaluation stage.**

Only bidders scoring Eighty percent (80%) and above in the technical evaluation will have their financial bids opened for financial evaluation.

### **Stage 3: Financial Evaluation**

Bidders scoring 80% and above in the technical evaluation will be subjected to financial evaluation. The bidders offering the highest combined scores will be ranked and the first three will be considered for a multiple award.