

INTERNATIONAL CENTRE OF INSECT PHYSIOLOGY AND ECOLOGY (*icipe*)

REQUEST FOR PROPOSALS FOR THE PROVISION OF RECRUITMENT AND HEADHUNTING SERVICES TO *icipe*

Release Date: 21st September 2026 East Africa Time (EAT)

Last date for receipt of bids: 13th October 2026 (EAT)

1. Background

Established in 1970, the International Centre of Insect Physiology and Ecology (www.icipe.org), is distinct, being the only research institute in Africa working primarily on insects and other arthropods. *icipe* is also the sole institution that combines research and development activities across plant health, human health, animal health and environmental health. The Centre is a model of scientific excellence, blending the generation of insect science and its translation into nature positive, One Health, inclusive innovations that transform the livelihoods of millions of people in Kenya and across Africa.

Additionally, *icipe* nurtures Africa's talent and leadership in insect and related science, through its long-standing doctoral training, research and innovation in applied sciences, engineering and technology, and the creation of a bioeconomy in Africa. Headquartered in Nairobi, Kenya, *icipe* has a staff of about 500 international and national staff, operations in more than 40 countries in Africa, and over 300 partnerships with universities and research organizations across the world.

***icipe's* Mission**

To deliver innovative nature-positive insect science solutions for people and planet.

icipe believes that a well-performing and efficient organisation is a prerequisite for impacting nature and society through the design and delivery of insect-based solutions with transformational changes. Over the years, *icipe* has invested significant resources in building the skills required to deliver its strategy and has recruited and developed diverse capabilities across its managerial and leadership teams.

icipe is expected to secure multi-year programmes that will significantly expand the Centre's research, innovation and programme portfolio. The implementation of these programmes will generate substantial additional staffing requirements across a range of functions. The anticipated increase in recruitment activity will place significant additional demands on *icipe's* existing Talent Acquisition capacity. Strengthening recruitment capacity will therefore be important to enable the Centre to attract and appoint suitably qualified talent in a timely and efficient manner, while maintaining the quality, integrity and consistency of its recruitment processes.

Therefore, *icipe* intends to engage some experienced firms to provide recruitment and headhunting services for executive and specialist programme roles, from domestic and global talent markets. The firms must have access to a broad and diverse talent base across Africa and, where appropriate, globally.

2. Invitation to Bid

icipe invites proposals from qualified and experienced service providers to provide recruitment and headhunting services. The consultancy is intended to complement, rather than replace, *icipe's* internal Talent Acquisition function.

The successful provider must demonstrate proven technical capability, robust information security and confidentiality measures, and relevant experience providing similar services to comparable organisations.

3. Objective of the Assignment

The overall objective is to provide *icipe* with additional, flexible and scalable recruitment capacity to support the timely sourcing, assessment and selection of qualified candidates for positions arising from the mega-programmes and other institutional staffing requirements during the consultancy period.

Implementation of various upcoming programmes is expected to result in a substantial number of recruitments across different functions, levels and cadres, including scientific, technical, professional, administrative and support positions.

The anticipated recruitment volume, combined with the need to fill positions within programme implementation timelines, will place significant additional demands on *icipe's* existing Talent Acquisition/HR team.

To augment its internal capacity and ensure that recruitment processes are timely, efficient, high quality and compliant with *icipe's* policies and procedures, *icipe* intends to engage a suitably qualified recruitment consultancy firm under a **one-year framework/retainer arrangement**.

4. Scope of Work

The consultant will provide independent, external human resources consultancy services covering the following areas:

- i. Review recruitment requirements and position profiles provided by *icipe*.
- ii. Advise on appropriate recruitment approaches and sourcing strategies.
- iii. Work with the *icipe* Talent Acquisition Team to prepare position briefs and monitor the implementation plan through to successful completion.
- iv. Provide headhunting support where the available candidate pool does not meet the requirements of hard-to-fill or critical roles.
- v. Assist with drafting and placing advertisements in relevant media, based on approved job descriptions, and manage subsequent responses.
- vi. Use private networks and other appropriate channels to identify prospective candidates. *icipe* will prioritise candidates from Africa but may consider global candidates where appropriate or necessary.
- vii. Present shortlists to the relevant *icipe* Hiring Manager and Talent Acquisition Team, discuss the subsequent recruitment process, and mobilise and support interviews.
- viii. Schedule interviews and coordinate interview panelists as needed.
- ix. Undertake reference checks prior to interviews.
- x. Design interview assessments, including competency and culture-fit assessments.

5. Recruitment Assignments

The retainer arrangement will operate through **individual recruitment assignments** initiated by *icipe*.

For each assignment, *icipe* will provide, as applicable:

- Approved job description;
- Grade/level and employment terms;
- Recruitment timeline;
- Selection criteria;
- Required sourcing approach;
- Designated HR focal point; and
- Any other relevant recruitment information.

The consultancy firm will agree with *icipe* on the recruitment approach, deliverables and timeline before commencing each assignment.

icipe will retain responsibility for final decisions relating to recruitment, selection, appointment, employment terms and approvals.

6. Expected Deliverables

Depending on the nature of each assignment, expected deliverables may include:

- Recruitment strategy and sourcing plan;
- Market mapping/talent mapping report, where applicable;
- Advertisements and sourcing materials;
- Candidate pipeline;
- Screening and longlist report;
- Shortlist with candidate profiles and assessment summaries;
- Interview/assessment support;
- Reference-check reports;
- Recruitment status reports; and
- Other recruitment-related outputs agreed for a specific assignment.
- The firm will be expected to meet agreed turnaround times for each assignment.

7. Service Levels and Turnaround Times

The consultancy firm should demonstrate the capacity to respond rapidly to recruitment requests and manage multiple assignments concurrently.

Indicative service levels may include:

Activity	Indicative Timeline
Acknowledgement of recruitment request	Within 1 business day
Recruitment/sourcing strategy	Within 3 business days
Initial candidate market mapping	Within 5–10 business days, depending on complexity
Longlist	Within 10–15 business days of launch
Shortlist	Within 15–20 business days, depending on position
Reference checks	Within 3–5 business days following request

The above timelines may be adjusted depending on the seniority, technical complexity and international scope of the position.

8. Location and Nature of the Assignment

The assignment will be delivered largely virtually, with regular virtual meetings involving the responsible *icipe* team. Physical meetings may be held on an as-needed basis where feasible.

9. Duration

The consultancy will be for a period of **twelve (12) months** from the date of contract commencement. Proposals shall be valid for a minimum of 180 days following submission.

10. Reporting Communication and Coordination

The consultancy firm will work under the overall direction of the **Director, Human Resources & Protocol**, or designated HR representative.

The firm will designate a senior account manager who will serve as the primary contact for *icipe*.

The consultant will provide:

- Regular recruitment pipeline updates;
- Monthly summary reports on assignments undertaken, progress and outcomes;
- Immediate notification of any issues likely to affect agreed recruitment timelines; and
- A final report at the end of the consultancy period summarising assignments undertaken, recruitment outcomes and lessons learned.

11. Confidentiality and Data Protection

The consultancy firm will be required to maintain strict confidentiality regarding all information obtained during the assignment.

Candidate information and personal data shall be handled securely and only for legitimate recruitment purposes. The firm shall comply with applicable data protection requirements and *icipe's* policies and instructions relating to the handling of personal information.

The firm shall not disclose, share or use candidate or *icipe* information for any purpose other than the provision of services under the contract.

12. Conflict of Interest

The selected firm shall disclose any actual or potential conflict of interest that may arise during the consultancy by completing and signing the attached Disclosure form and certification (see Annex 1).

The firm shall not approach or solicit *icipe* staff for employment on behalf of other clients during the assignment without appropriate disclosure and approval.

13. Qualifications and Experience

The consulting firm must meet the following requirements:

13.1 Key personnel

- Propose at least two key personnel.
- Hold an advanced degree in human resource management or a related discipline.
- Possess extensive knowledge of local and international labour laws, Acts, regulations and procedures.
- Have at least five years of professional experience in HR consulting, principally in recruitment and selection, preferably involving international non-governmental organisations.
- Demonstrate strong communication and interpersonal skills.
- Be flexible, creative, detail-oriented and well organised.
- Maintain the highest standards of confidentiality and professionalism.
- Exercise sound judgement, influence senior managers and serve as a credible source of advice.
- Demonstrate the ability to use competency and culture-fit tests in the selection process.
- Demonstrate experience in delivering expansive and comprehensive organisation-wide talent recruitment for reputable organisations.

13.2 Team and firm requirements

- Team members must have complementary skills that enable effective delivery of the assignment. Key positions should include, but are not limited to, a Lead Consultant or Project Team Leader.
- The firm must demonstrate experience in similar assignments and provide a reference list describing comparable work completed.
- The firm must demonstrate experience working in African countries with a strong recruitment presence in Kenya.

14. Evaluation Criteria

14.1 Mandatory Requirements

- A short but inclusive company profile which includes an organization chart.
- Valid Trading licence, certificate of incorporation or certificate of registration or equivalent.
- Valid tax compliance certificate.
- Curricula vitae of key personnel.
- Details of any legal action against the firm in the last three years.
- Firm's valid Data Protection Certificate issued by an accredited authority.

14.2 Technical & Financial evaluation

Criterion	Weight	Assessment considerations
Organisational capacity	10%	Company profile, accreditations and certifications; presence in Kenya; and demonstrated experience working in other African countries.
Experience in similar assignments	20%	Executive and specialist programme recruitment; recruitment for comparable development-sector organisations; ability to contextualise organisational needs and develop effective recruitment strategies; and a detailed reference list showing the scope and magnitude of similar assignments (high volume capability should be evident).
Proposed approach methodology and work plan	20%	Understanding of the assignment; practical methodology; work plan; staffing schedule; risk assessment and mitigation; implementation schedule; quality assurance; engagement with hiring managers and the Talent Acquisition Team; use of assessment tools; and due diligence and background-check capability.
Experience and qualifications of key personnel	20%	Assessment against the qualifications and experience requirements set out in Section 9.
Financial proposal	30%	Competitive pricing and value for money
Total	100%	

Technical threshold: Only the firm with the highest-ranked technical proposal scoring at least 75% will proceed to financial evaluation.

15. Proposal Submission Requirements

Proposals shall be valid for a minimum of 180 days following submission and must contain the following documents:

15.1. Technical Proposal

- Technical submission letter on the firm's official letter head signed by authorized representative, with full postal and physical address, tel, email, website, and the contact person.
- Detailed reference list indicating the scope and magnitude of similar assignments completed. Please provide contact details of at least three (3) of the references. They will be contacted.
- Proposed approach and methodology for delivering the scope of work.
- Curricula vitae of key personnel.
- Staffing schedule.
- Proposed work plan.

15.2. Financial Proposal

The financial proposal (in US\$) should clearly state:

- Annual retainer fee, if applicable, to cover account management, recruitment planning, talent mapping, access to the firm's database, priority access and agreed baseline support.
- Fees applicable to individual recruitment assignments;
- Any additional costs, including advertising, assessments, travel or international sourcing;
- Proposed fee structure by position level/cadre, where applicable; and
- Any volume discounts applicable to multiple or high-volume assignments.
- Any applicable taxes.

16. Performance Management

Performance will be assessed against agreed service levels and, among other factors:

- Timeliness of delivery;
- Quality and relevance of candidates presented;
- Success in filling difficult-to-recruit positions;
- Responsiveness and communication;
- Quality of recruitment advice;
- Compliance with *icipe* procedures;
- Candidate experience; and
- Overall value for money.

icipe reserves the right to reduce, suspend or discontinue individual assignments where the required service levels are not being met.

17. Ownership of Recruitment Outputs

All recruitment-related reports, candidate assessment documentation and other deliverables prepared specifically for *icipe* under this consultancy shall remain the property of *icipe*, subject to applicable confidentiality and data protection requirements.

18. Indicative Workload

The selected firm should have the capacity to support **multiple concurrent recruitment assignments**, with the volume expected to increase significantly during implementation of the programmes.

The indicative volume of recruitments will be communicated to shortlisted firms and may vary depending on programme funding, implementation schedules and institutional requirements.

19. Clarification of documents

Any queries should be addressed to iciketenders@icipe.org and must be received by 1st October 2026 EAT. *icipe* will respond to all queries collectively by 5th October 2026 EAT.

20. General Information and Notice:

- a. Any information provided by the bidding party will form the basis of any contract that may be entered into between *icipe* and the bidder.
- b. *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their Bid.
- c. *icipe* reserves the right to adjust timelines or scope based on tender process progress and organisational needs, and to accept or reject any Bid without assigning any reasons thereof.

21. Proposal submission:

Completed proposals (both Technical & Financial) must be submitted electronically through e-mail at icipetenders@icipe.org in two separate attachments labelled appropriately. The e-mail subject should be clearly marked: '**Request for Proposals - Consultancy Firm to provide Recruitment and Headhunting Service to *icipe***'. The submission should reach *icipe* on or before **13th October 2026 EAT**. Late submissions will be rejected.

22: Proposals should be addressed to:

Procurement Manager
International Centre of Insect Physiology and Ecology (*icipe*),
P.O. Box 3077200100, Nairobi, Kenya.

ANNEX 1:



DISCLOSURE FORM

To ensure no conflict of interest with the Centre and that in order for your Firm to be able to provide the quality of services required, please submit this form together with your proposal.

The information provided by you will be handled on a Strictly Confidential basis and is for the use of the Centre only.

This form must be fully completed. For those questions, not applicable to your company, please fill in the blank with “N/A” or “NONE”. If the space provided after each question is insufficient, please record the information on a separate typed page and attach to the original.

1. List below the names and nationalities of all the Directors, Shareholders and/or Partners of your company.

2. List any other Companies, Holding Companies or other organizations and their addresses who hold a substantial interest in your company.

3. List the name of the Chairman and the Managing Director of the company.

4. Do any of the company employees, particularly those in management positions, have any family members or friends employed by *icipe*.

Yes

☐

No

☐

If yes, list their names and position in either organization.

5. Do you have a code of conduct or ethics governing your director's and your employees' behavior?

Yes

☐

No

☐

If yes, please attach a copy with your offer.

6. Does the company have Branch offices, which are owned and operated solely by the company?

Yes

☐

No

☐

If yes, list below the Company owned branch facilities and their physical addresses:

7. Are the company's owned or leased premises insured against fire, theft, storm, etc.

Yes

☐

No

☐

If yes, list below the companies Insurer(s), Classes of Policies held, Amounts Insured.

8. Are you insured for all third party or consequential liabilities?

Yes

☐

No

☐

If yes, what is the limit of your liability?

9. Will any other parties or companies be authorized to act as your Agents?

Yes

☐

No

☐

If yes, list their names and physical addresses below.

CERTIFICATIONS

The following certification statements must be signed and submitted with the vendor's offer on this original form.

- I. I, _____ the Chairman/Director/ Managing Director of (company) _____, hereby agree to all Provisions and caveats governing the submission of our Offer.
- II. I further certify that Request for Proposal, has been offered with the full intent of this Company to supply the services as described at the rates we have indicated, which are guaranteed for the purposes of negotiating the specified service with the Centre and that all of the rates and charges have been verified, and are correct as indicated herein, and do not require any further amendment(s).
- III. I further certify that all of the information we have supplied in the Disclosure form is full and complete and true, to the best of my knowledge.
- IV. In addition, I certify that I have all of the necessary authority conferred upon me by this company to guarantee the rates and charges in this Offer, and all other information contained herein.

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____