



**Request For Expression of Interest for a  
Recruitment Firm (REIRF).**

**ESAMI/REIRF/2024/01**

Recruitment Firm Services  
For The Eastern and Southern African Management  
Institute (ESAMI)

9<sup>th</sup> August 2024

## **1. Introduction**

The Eastern and Southern African Management Institute (ESAMI) is an intergovernmental regional management development centre. The institute was established with the primary objective of developing the region and continent with leadership and management capacities. ESAMI invites applications from suitably qualified and experienced recruitment firms to submit technical and financial proposals to undertake professional recruitment services.

## **2. Objective of The Assignment**

The primary objective of this role is the provision of professional recruitment services tenable to its Governing Board.

## **3. Scope of Work**

Reporting to the ESAMI Board Appointments Promotion and Discipline Committee (APDC) through the ESAMI Legal Counsel, the Recruitment Firm will be responsible for:

- i. Advertising the positions of the Director General and Deputy Director General in all the ten (10) ESAMI Member States;
- ii. Presenting the list of all applications to the ESAMI Legal Counsel;
- iii. Shortlisting ten (10) suitable candidates for each position.

## **4. Deliverables**

- a. Advert(s) in all 10 ESAMI Member States;
- b. List of all applications;
- c. List of all shortlisted candidates;
- d. Detailed report of each shortlisted candidate;

## **5. Reporting and Communication**

The Recruitment Firm shall report to the ESAMI Board Appointments Promotion and Discipline Committee (APDC) through the ESAMI Legal Counsel.

## **6. Duration**

ESAMI requires the services of the Recruitment Firm to carry out the shortlisting assignment for a period of 2 months herein from 6<sup>th</sup> September 2024 to 31<sup>st</sup> October 2024.

## **7. Qualifications and Experience**

Suitably qualified Recruitment Firm are invited to submit their proposals which should include the following:

- a. The relevant experience and expertise of the firm in conducting recruitment services of senior executives;
- b. Shortlisting approach and methodology;
- c. Demonstration of ability to meet deadlines;
- d. The firm's references of relevant services carried out in the last three years;
- e. Firms should identify prospective recruiting partner(s) and manager(s) for the assignment and details of their experience and qualifications.
- f. Shortlisting fee for the two ( 2) month's assignment.

## 8. Technical Criteria

Technical Proposals shall be awarded scores out of maximum number of points indicated below for each of the following criteria:

Evaluation Criteria	Point to be Awarded
Relevant experience and expertise of the firm in conducting recruitment services of senior executives;	20 points
Professional Qualifications and profile of the prospective Engagement Partner	10 points
Professional qualifications and experience of the proposed recruitment team	20 Points
Shortlisting approach and methodology;	40 Points
Demonstration of ability to meet deadlines;	10 Points
Total	100 Points

## 9. Financial Criteria

**Financial Proposals will ONLY be opened for firms that score above 70 percent in the technical evaluation.** The Financial proposal will account for 30 percent and Technical Proposal 70 percent. To determine the financial scores for each bid, the lowest priced bid will be given a financial score proportionate to this:

$S_f = 100 \times F_m / F$  in which:

$S_f$  denotes the financial score of the bid under consideration

$F_m$  is the price of the lowest price bid that passed the technical evaluation

$F$  denotes the price of the bid under consideration.

## **10. How to apply:**

With your offer, you should also attach the copies of the following documents, once returned please make sure it is stamped with company stamp.

- 1. Company Profiles**
- 2. Valid Business License**
- 3. TIN certificate (Firms' Tax Identification Number)**
- 4. Valid Tax clearance certificate**
- 5. Company registration Certificate**

Interested audit firms who meet the above criteria should apply by sending both the technical and financial proposals to The ESAMI Legal Counsel by not later than 23<sup>rd</sup> August 2024 at 17:00hrs EA time using the following email address: [esamilegal@troycorporateattorneys.com](mailto:esamilegal@troycorporateattorneys.com)