

AAH South Sudan  
Juba Office: **Hai Gabat – Opp JIT Supermarket**  
**Behind South Sudan Customs, Tel: +211 925 478 457**  
Email: [ssudan@actionafricahelp.org](mailto:ssudan@actionafricahelp.org)  
Website: [www.actionafricahelp.org](http://www.actionafricahelp.org)



*Kenya, Somali, South Sudan, Uganda, Zambia*

## INVITATION TO TENDER

### PROVISION OF RECRUITMENT SERVICES

#### TERMS OF REFERENCE FOR RECRUITMENT AGENCY

##### **Back Ground:**

Action Africa Help (AAH) is a nongovernmental Organization and nonprofit making operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stake holders. AAH implements Primary Health Care (PHC), Agriculture, Humanitarian aid projects and Capacity Building.

##### **Objectives**

AAHI South Sudan is planning to carry out recruitment and would like to engage a competent and reputable Recruiting Agency with technical knowledge of recruitment process and understanding of South Sudan Labour Law to support AAHI South Sudan in this recruitment.

##### **Deliverables**

1. Design hiring strategies to attract the best candidate
2. Advertise for the position required by AAHI using various recruitment platforms
3. Coordinate with AAHI to understand job requirements
4. Shortlist potential candidates
5. Conduct interviews
6. Get two most competitive candidates after the interview

##### **Outcomes**

1. Two most competitive candidates presented to AAHI Management for further assessment.
2. A report on the recruitment process and the results of each candidate (recruitment file)

##### **Requirements**

##### **Administrative Requirement:**

The service provider must provide the following documents;

1. Registration Certificate
2. Tax compliance certificate
3. Articles of Association (the first three pages and the signature page)

Only registered company will be evaluated.

##### **Technical Requirement**

1. Evidence of prior experience in staffing and recruiting for organizations (attach at least three contracts)
2. Evidence of having HR capacity in the said Agency (attach CVs)
3. Profile of present and past clients (attach a list and their contacts)

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4. Recommendation letters from at least 5 past and present clients
1. **Price and Currency:** The prices shall be in **United States Dollars (USD)**
2. **Quotation should be on Company's letter head**
3. **Submission of Quotes**  
The quotations shall be submitted online to: [procurement.southsudan@actionafricahelp.org](mailto:procurement.southsudan@actionafricahelp.org)
4. **Request for clarifications**  
Any request for clarification must be made in writing through the email:  
[procurement.southsudan@actionafricahelp.org](mailto:procurement.southsudan@actionafricahelp.org) strictly and must be received not later than **Friday the 5<sup>th</sup> January, 2024 at 4:00 pm Local Time.**
5. **Deadline for submission of the quotation**  
The deadline for the submission of the quotes will be strictly on **Monday the 8<sup>th</sup> January, 2024, at 12:00 pm Local Time.**
6. **Evaluation criteria**  
Evaluation will be based on administrative, technical and financial requirements. Bidders who will fail to submit any of the documents requested at administrative level will be disqualified from technical and financial evaluation.  
Scores are as follows:  
Administrative score – 10 points  
Technical score – 70 points  
Financial score - 20 points
7. **Notification of the results**  
Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.
8. **Language for the bids**  
The language for the bids shall be **English** only.

#### **Disclaimer**

This is only a Call for quotations and AAH-I South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations. The decision of the AAH-I South Sudan Procurement Review Committee shall be final.