**IPPF**

**Invitation to Tender**: **Recruitment of Permanent Members of Staff for our Humanitarian Team.**

Tenders are invited by IPPF (International Planned Parenthood Federation) for the Recruitment of Permanent Members of Staff for our Humanitarian Team.

Introduction

IPPF is a UK registered charity and the leading civil society organisation working on issues of sexual and reproductive health and rights. As a Federation of Member Associations we work in over 160 countries.

Locally owned Member Associations are on the ground to respond to a crisis, often well before international humanitarian agencies arrive. IPPF is embedded within the community; we are there before and after the crisis. We help communities recover and rebuild their lives.

IPPF delivers the only model for sexual and reproductive health and rights in crises that connects the key elements of humanitarian action (prevention and preparedness, response, recover and resilience) with long –term, equitable development.

The Programmes Division of the Central Office is currently establishing a new Humanitarian Team that will be based principally in Bangkok, Thailand and a sub-hub in the Pacific. The team will also work alongside colleagues in the six other Regional Offices of the IPPF Secretariat (New York, Brussels, Nairobi, Tunis, Kuala Lumpur, New Delhi). This team along with regional presences will operate from a newly established Bangkok hub.

A phased recruitment drive is proposed to fill a number of key roles within the new humanitarian team from Director Level, managerial to technical advisory positons. The roles will require candidates who can meet the challenge of adapting their previous humanitarian settings experience and skills to a Federated organization.

IPPF’s Central Office is based in London, UK.

**Scope of Services**

We are looking for services to assist with:

Recruitment of permanent members of staff to include:

* Advertising vacancies
* Candidate search
* Short Listing and Selection
* Maintenance of Candidate details
* Facilitating Selection Tests
* Providing candidate Feedback

Vacancies will include humanitarian team members based in Bangkok, Thailand and various locations in the Pacific and Australia.

Vacant positions are estimated to number between five and ten.

**Your experience**

To assist in our evaluation of your bid, we need you to demonstrate your experience and suitability. We would request a short written testimonial or reference from each of the following:

1. A client for who you have provided permanent workers ideally within the humanitarian sector.
2. A candidate who has been placed on permanent position with you, ideally also from the humanitarian sector.

**How you work**

We would like to understand how you deal with your candidates, how you assess them and how you determine which of them are suitable for the vacancies that arise. Please include details, explaining how you do this in your methodology. Please also send us two examples of a candidate CV (this should be anonymised).

**Remuneration/ Pricing**

We need to evaluate your pricing, in order to do this we need all bidders to provide their pricing information in a consistent and simple format.

You must itemise any and all charges we will incur. Any percentage mark-up quoted in your bid must incorporate all applicable charges, any additional charges applied (such as admin charge or handling fee) which are not specifically detailed in your bid **will not be paid**. Please identify costs to IPPF as a Mark Up percentage or as a fixed rate. IPPF do not accept Margin percentages. All costs should be the gross rate.

**Equality and Legal Requirements**

IPPF requires any supplier appointed under this tender to ensure there is no discrimination by you against any person with respect to opportunity for employment or conditions of employment because of age, gender, disability, marital status, pregnancy, race, religion, sex or sexual orientation.

**Evaluation of Tenders**

The evaluation of the tenders will have two stages:

Stage 1- all bidders must pass (pass or fail) all criteria relating to:

1. Adequate policies and insurance in place
2. Terms and conditions – contain all required terms and no forbidden terms
3. Suitable, relevant experience, expertise and capability to deliver the required services.

Stage 2 bidders who pass stage 1 will be evaluated based on the criteria below:

Quality of services offered as demonstrated by:

1. The overall proposal, service offering, methodology and approach - 40%
2. Quality of candidate CV’s - 20%
3. Price – 40%

**Forbidden terms**

Terms and conditions which contain the following provisions shall constitute a ‘fail’ under stage 1.

* If IPPF does not employee a candidate after the recruitment and selection process and discloses a candidate’s details to a third party which then leads to an employment contract, IPPF will be liable for the introduction fee to the Agency.

**Required terms**

In addition to the standard terms and conditions, attention is drawn to the following required terms, exclusion of which will constitute a ‘fail’ under stage 1:

* If IPPF has concerns about the newly appointed employee and they fail to complete their probationary period, the Agency will reimburse IPPF the introduction fee.
* If the Agency introduces a candidate employed by IPPF in any of the seven Secretariat offices, IPPF will not be liable for the introduction fee to the Agency.
* If the Agency introduces a candidate previously employed by IPPF in the last five years, in any of the seven Secretariat offices, IPPF will not be liable for the introduction fee to the Agency.

**Prices**

All unit rates and prices must be quoted in US dollars. Your tender prices or rates must be fixed for the period of the contract.

**VAT**

Tender prices must exclude VAT. Where indicated VAT should be shown separately. Invoices must how VAT separately.

**Tender Validity**

Tender(s) should remain open for acceptance for a iminium of 90 days from the Tender deadline. The contract shall be for a period as required for delivery of goods and/or services, plus meeting obligations for guarantee of performance.

**Exclusion of Liability**

IPPF is not liable for any costs incurred in preparing your tender submissions.

**Cancellation**

IPPF reserves the right to cancel or withdraw this Tender at any stage.

## Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to IPPF’s employees, servants, officers, partners or its business or affairs (the "Confidential Information”) as confidential. All Bidders shall:

* recognise the confidential nature of the Confidential Information;
* respect the confidence placed in the Bidder by IPPF by maintaining the secrecy of the Confidential Information;
* not employ any part of the Confidential Information without IPPF's prior written consent, for any purpose except that of tendering for business from IPPF;
* not disclose the Confidential Information to third parties without IPPF's prior written consent;
* not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to IPPF;
* use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;

**Conflict of interest/non-Collusion**

Any Bidder is required to confirm in writing:

* That it is not aware of any real or apparent connection between it or any of its directors or senior managers and the directors and staff of IPPF which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
* Whether or not there are any existing contacts between IPPF if there are any arrangements which have been put in place over the last twenty four (24) months.
* That it has not communicated to anyone other than IPPF the amount or approximate amount of the tender.
* That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.
* Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the IPPF to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this invitation to tender.

**Contacts**

If you have any questions concerning the tender please email: jobs @ippf.org

**Response to tender**

Your response to Tender should explain in detail how you would propose to provide the services as outlined. It should cover:

1. How you will support IPPF in their recruitment campaign
2. Your methodology, how you assess candidates and how you match them to vacancies. Include details of the resources and systems you choose to use
3. Information on key staff, including CVs of the consultant (s) who would be assigned to work with us
4. Examples of relevant assignments, in particular highlighting experience in Asia and the Pacific and/ or with humanitarian roles
5. Relevant policies and procedures to ensure that candidates passed to IPPF for consideration have the legal right to live and work in the relevant location
6. Relevant Equality policies and procedures
7. Pricing
8. Quality assurance systems and/ or accreditation and relevant Environmental and Corporate Social Responsibility policies in place
9. Copies of relevant insurances held
10. Terms and conditions which apply highlighting that forbidden terms have been excluded and where required terms have been added.